


	<p>Putting the Pieces Together</p> <p>The Specialized Service Provider (SSP) growth and performance system ensures that all SSPs receive meaningful feedback every year based on their performance.</p> <p>This guide outlines how to:</p> <ul style="list-style-type: none"> • Log in to Infor HR (page 2) • Approve Other Raters and Review Employee’s Self-Appraisal (page 3) • Complete the End-of-Year Appraisal (page 5)
	<p>Which Outcome to Expect</p> <p>When you review the employee’s Self-Appraisal, you can use the information to host an End-of-Year Conversation and provide an End-of-Year Appraisal.</p>
	<p>Where to Find Additional Resources</p> <p>You can find the SSP End-of-Year Appraisal Process and Guides on the Commons. http://thecommons.dpsk12.org/Page/683</p>
	<p>Who To Contact</p> <p>Contact SSP_GPS@dpsk12.org if you have any questions about the appraisal process.</p>



ACTION:

Log in to Infor HR



Welcome to Infor Lawson, Infor HR and Learning Space

[Access Infor Lawson](#)

(Finance, Time and Attendance, Pay, Leave Balances, W2s, 1095-Cs and Training)

- [Financial Services Resource Center Libraries \(FAQs, Forms, Guidelines, Job Aids, Training\)](#)
- [Infor Lawson V10 Basics](#)

[Access Benefits Enrollment site to enroll in benefits](#)

Employees must enroll in or waive DPS benefits within the first 30 days of their start date. Benefits-eligible employees who work 30 or more hours per week must take action and either enroll in or waive DPS benefits within the first 30 days of their start date. Those employees who take no action and do not enroll or waive DPS benefits will be automatically enrolled in DPS' lowest-cost, employee-only medical plan (post-tax).

[Access Infor HR \(formerly known as GHR Talent Management\)](#)

(Employee Space, Manager Space and Internal Job Board)

Infor HR (formerly known as GHR Talent Management) has been upgraded!

A refreshed design of the system provides a more contemporary look-and-feel, with brand new home pages, menus always visible at the top of the screen, and changes to navigation including the ability to use the back button on your browser!

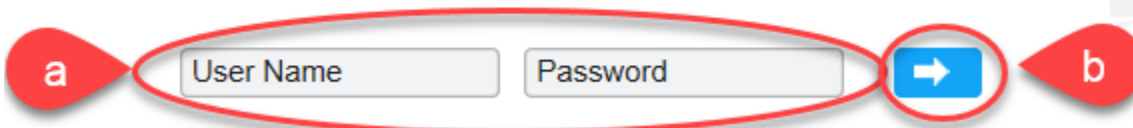
All Infor HR reference guides have been updated to reflect changes and are available using the links below:

1) Access https://www2.dpsk12.org/lawsons3/monthlynotice_ghr.htm and click the link that says Access Infor HR.

Note: Infor HR works best with Firefox and Internet Explorer.



2) Using your district credentials, enter your **User Name and Password (a)**, then click the **blue arrow (b)** to log in.

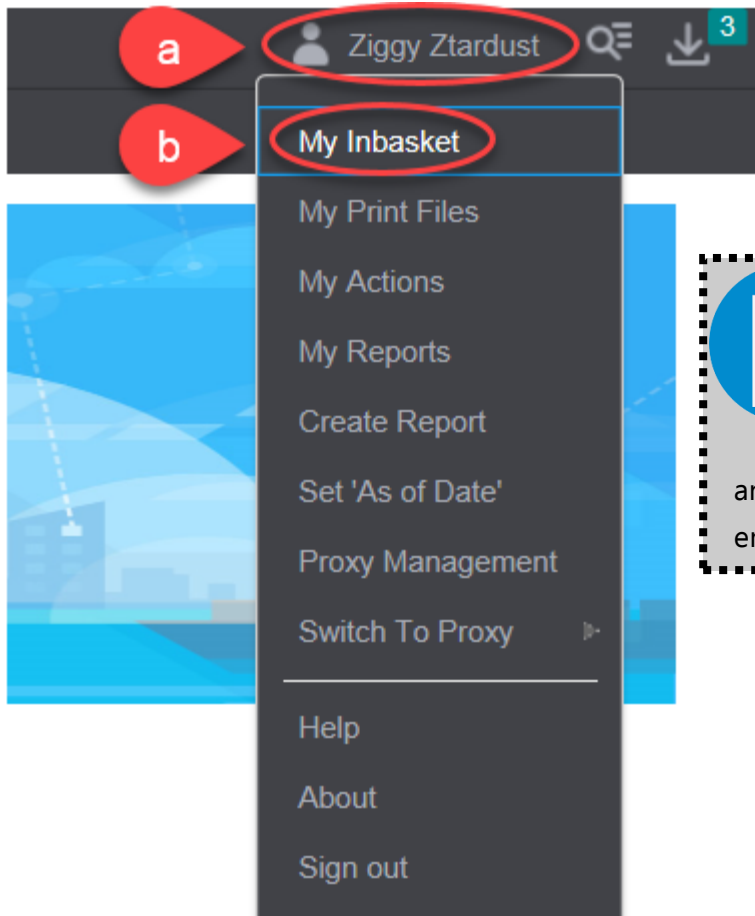


Form fields:

ACTION:

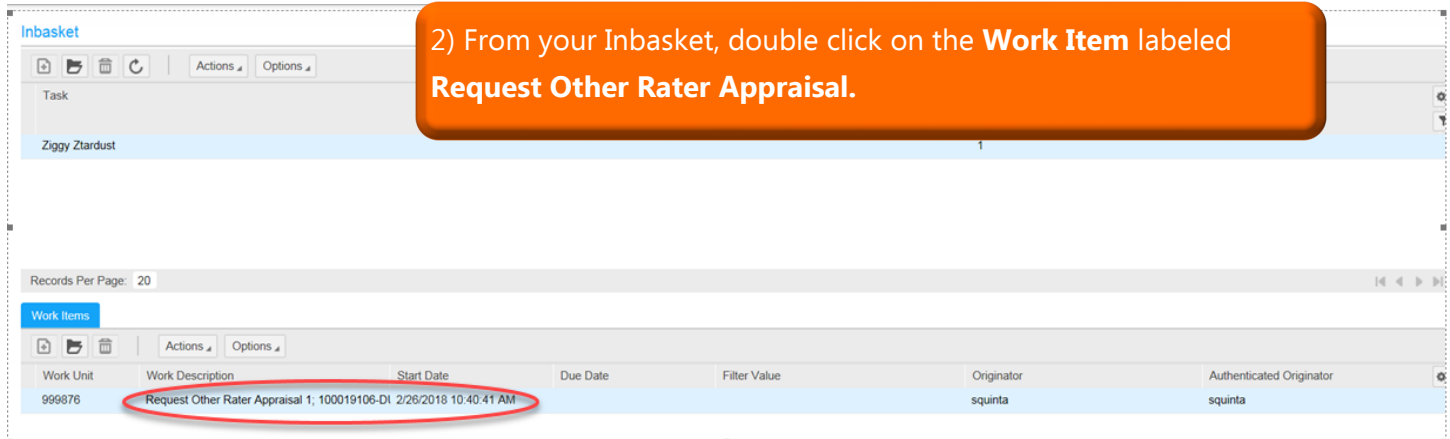
Approve Other Raters

1) Click on your name in the upper right hand corner (a) and select **My Inbasket** (b) from the menu.



Please Note

- You will only be able to complete this step if your employee has requested other raters in Infor HR. You will receive an email notification letting you know when an employee has requested other raters.



Please Note

- The Originator seen on the work item is the HR team member who launched your appraisal in Infor HR. Please disregard this information.

Employment ID: 1000 LINDA

Appraisal: SSP 2017-18 Growth and Perfor...

Position: 58835

Appraisal Period: 8/22/2017 - 6/2/2018

Due Date: 5/18/2018

Comment:

3) On the Request Other Rater form, review the names of the other raters your employee requested. If you want to add or change the other raters, click the **Search Icon (a)** to search for an employee. Be sure to check the **box (b)** to indicate the relationship of the other rater to your employee. Once you are satisfied with the list, click **Approve (c)**

Other Raters Selected To Provide Feedback

Other Rater:	100	MARY	<input checked="" type="checkbox"/> Other or Indirect Supervisor
Other Rater:	a	b	<input type="checkbox"/> Other or Indirect Supervisor
Other Rater:			<input type="checkbox"/> Other or Indirect Supervisor
Other Rater:			<input type="checkbox"/> Other or Indirect Supervisor
Other Rater:			<input type="checkbox"/> Other or Indirect Supervisor
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Other Rater:			<input type="checkbox"/> Other or Indirect Supervisor
Other Rater:			<input type="checkbox"/> Other or Indirect Supervisor

Save As Draft **Approve** **c** Cancel

Inbasket

Task

Ziggy Zlardust

Records Per Page: 20

Work Items

Work Unit	Work Description	Start Date	Due Date	Filter Value	Originator	Authenticated Originator
999876	Request Other Rater Appraisal 1; 100019106-DI	2/26/2018 10:40:41 AM			squinta	squinta

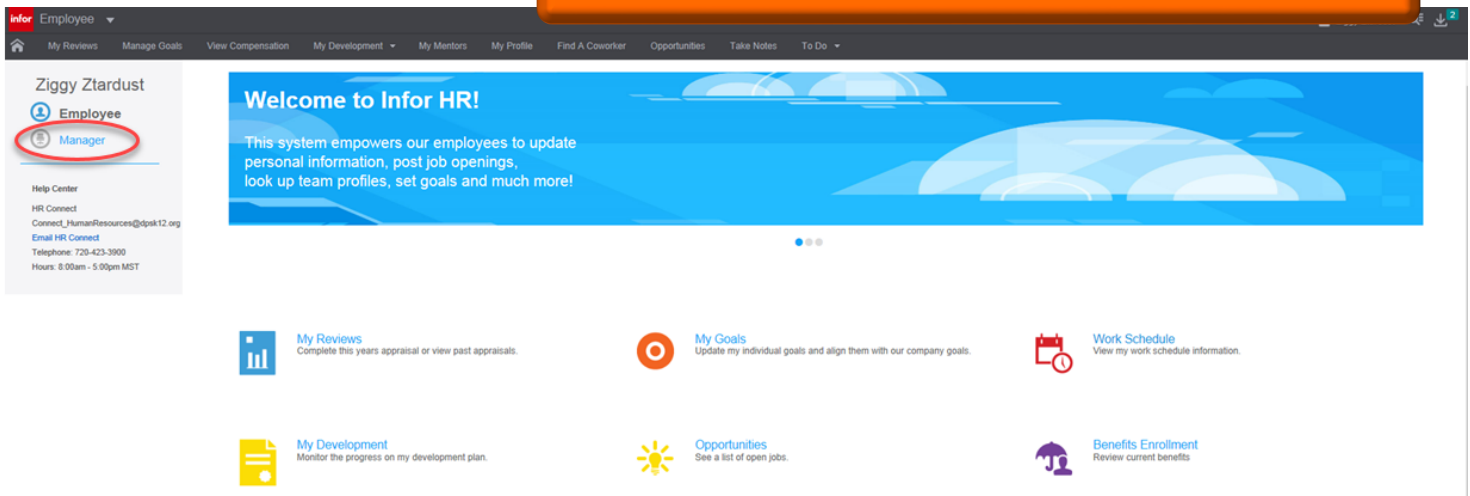
4) Complete any other remaining Other Rater requests. When you are done, click the back button on your browser to return to the home page.

Which Outcome to Expect

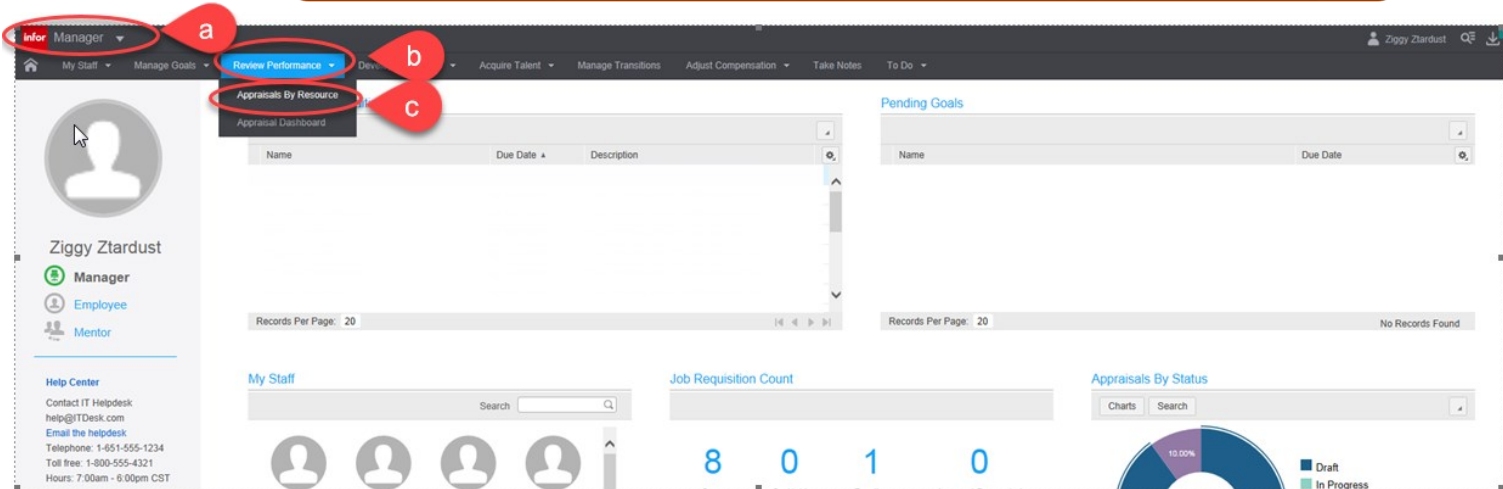
- Once the request is approved, the Other Raters will receive an email letting them know that they have been asked to be an Other Rater for your employee.

ACTION:
Locate and begin the Appraisal

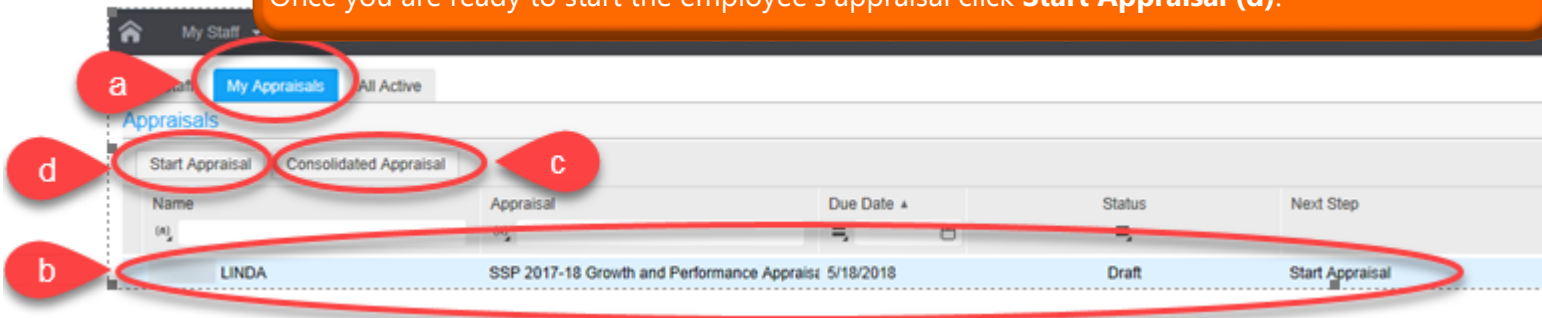
1) Click **Manager** in the left hand menu to open Manager Space.



2) Verify that you are in **Manager Space (a)** by checking the top left corner of the screen. Click **Review Performance (b)** at the top of the screen and select **Appraisals by Resource (c)** from the drop down menu.



3) Make sure you are in the **My Appraisals** tab (a). Highlight the employee's name (b). If the employee completed a self-appraisal, you can review it by clicking **Consolidated Appraisal (c)**. Once you are ready to start the employee's appraisal click **Start Appraisal (d)**.



4) Please rate your employee's performance on a scale of Not Meeting to Distinguished for each of the five professional practice expectations (a). Use the comments section to briefly document evidence for each expectation (b).

LINDA - Performance Appraisal: SSP 2017-18

Save Save And Close Consolidated Appraisal

Evaluate Criteria

Expectations & Evidence

Student Outcomes 2018

Overall Summary

1 Expectation 1:
Demonstrates mastery of and expertise in the domain for which they are responsible.

Not Meeting

Approaching

Effective


Distinguished

*Comments:

H2 H3 normal B I U

Do not copy and paste from Google

2 Expectation 2:
Establishes a safe, inclusive, and respectful learning environment.

 **Please Note**

- Add your comments directly in the comments box. Do not copy and paste from another source. If you need to share additional documents with your employee, you can use the Attachments functionality in the main screen and upload documentation. Titles of attachments cannot exceed 50 characters (including spaces).

5) Enter **Overall Section Comments (a)**. Click **Next (b)** to continue to the **Student Outcomes** section.

LINDA - Performance Appraisal: SSP 2017-18 Growth and Performance Appraisal

Save Save And Close Consolidated Appraisal

Evaluate Criteria

Expectations & Evidence

Student Outcomes 2018

Overall Summary

H2 H3 normal B I U

Do not copy and paste from Google

5 Expectation 5:
Demonstrates collaboration, advocacy and leadership.

Not Meeting

Approaching

Effective

Distinguished

*Comments:

H2 H3 normal B I U

Do not copy and paste from Google

Overall Section Comments:

H2 H3 normal B I U

Do not copy and paste from Google

Next

6) Review **SLO Rating 1 and 2** reported from the SLO Application (a). Enter **Overall Section Comments** (b). Click **Next** (c) to continue to the **Overall Summary** section.

The screenshot shows the 'Performance Appraisal: SSP 2017-18 Growth and Performance Appraisal' interface. On the left, the 'Evaluate Criteria' sidebar has 'Student Outcomes 2018' selected, with a red callout 'a' pointing to it. The main content area displays two SLO rating sections. The first section, 'SLO 1 Rating', has 'Approaching' selected. The second section, 'SLO 2 Rating', has 'Effective' selected. Below these is a text area for 'Overall Section Comments' with a red callout 'b'. At the bottom right, a 'Next' button is circled with a red callout 'c'.



Please Note

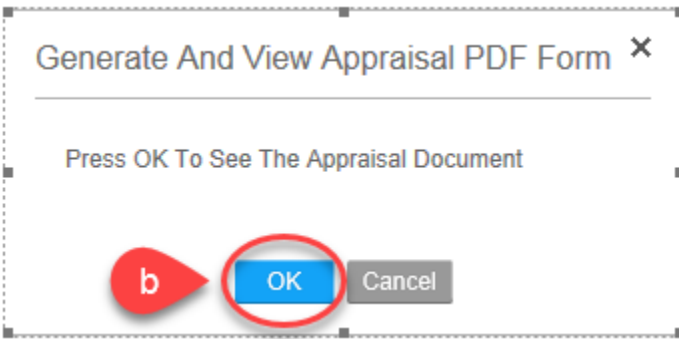
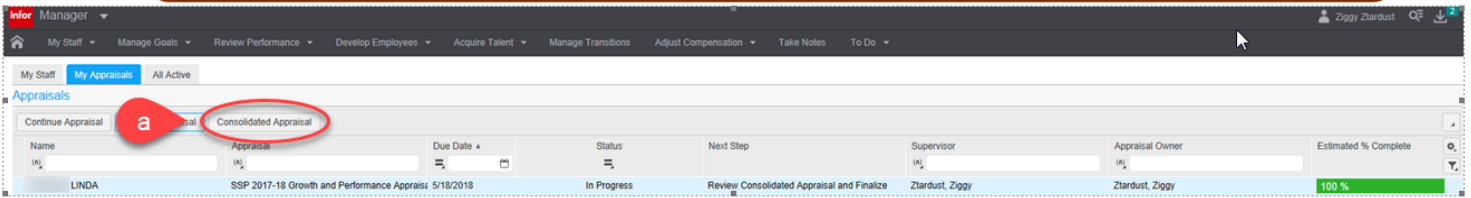
• SSPs are required to complete two SLOs. The employee's SLO ratings from the SLO Application should be automatically populated on this page. If you do not see an SLO rating, please ensure you have finalized the SLO process with your evaluator in the SLO Application first.



7) Provide overall comments in the **Performance Summary** section (a). Click **Finish** (b).

The screenshot shows the 'Performance Appraisal: SSP 2017-18 Growth and Performance Appraisal' interface. On the left, the 'Evaluate Criteria' sidebar has 'Overall Summary' selected, with a red callout 'a' pointing to it. The main content area displays a 'Performance summary' section with a text area for 'Describe overall strengths & areas of growth during the performance period'. At the bottom right, a 'Finish' button is circled with a red callout 'b'.

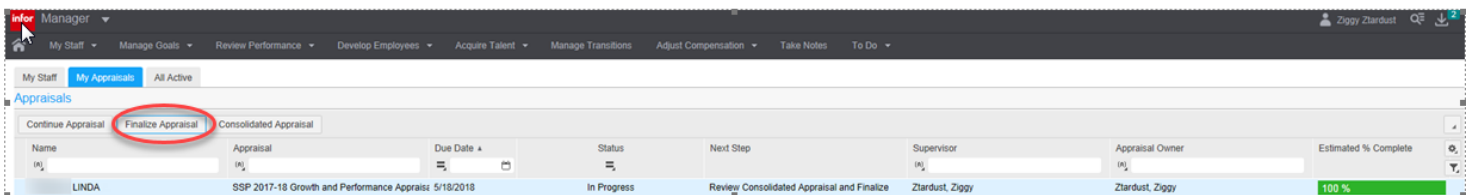
8) Click **Consolidated Appraisal (a)** if you would like to review the appraisal and print or download to your computer. Click **OK (b)** to see the appraisal.



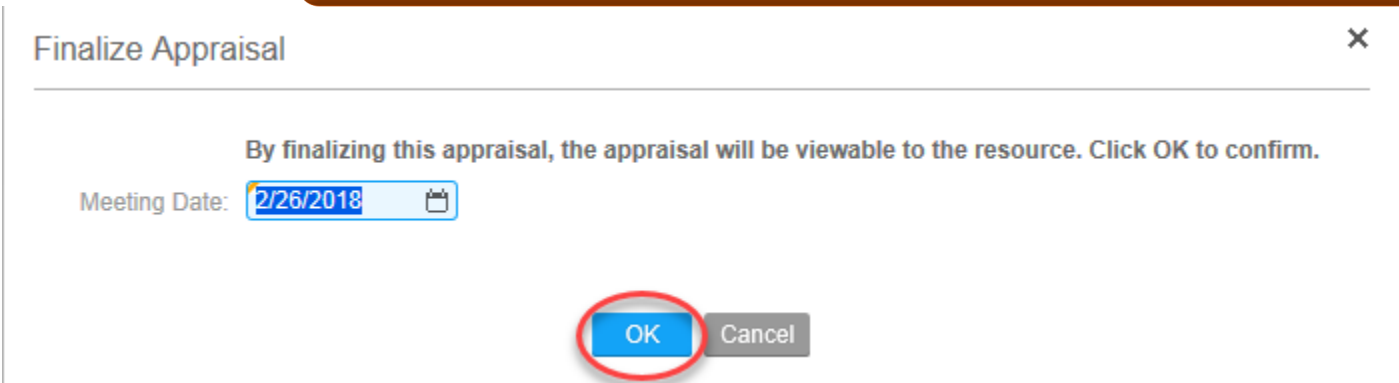
Please Note

- The consolidated appraisal will appear in the same window so use the back button when you are ready to return to the main page.
- At the bottom of the document you can see the average rating for expectations/evidence and student growth. This can help you inform your Overall Performance Rating.

9) Click **Finalize Appraisal** when you are ready to provide a date from your end-of-year conversation and an overall rating to the employee.



10) Enter the date that you met with the employee for the end-of-year conversation and click **OK**.



11) Click Update **Overall Rating** to provide the employee with an **Overall Performance Rating**.

Name	Appraisal	Due Date	Status	Next Step	Supervisor	Appraisal Owner	Estimated % Complete
LINDA	SSP 2017-18 Growth and Performance Apprai	5/18/2018	Finalized	Update Overall Rating (if applicable) and Submit	Zlardust, Ziggy	Zlardust, Ziggy	100 %
Zanders, Zarah	Core Competencies Evaluation 2017-18	8/10/2018	Draft	Start Appraisal	Zlardust, Ziggy	Zlardust, Ziggy	0 %
Zinobia, Zeima	LIFT Appraisal 2018	8/10/2018	Draft	Start Appraisal	Zlardust, Ziggy	Zlardust, Ziggy	25 %

12) Use the dropdown menu to select an **Overall Performance Rating** of Not Meeting, Approaching, Effective or Distinguished (a) and click the **Submit to Employee Immediately** box (b). When you are finished, click **OK** (c).

Select Manager Rating

Overall Performance Rating: **Effective** **a**
b Submit To Employee Immediately

c **OK** Cancel



Please Note

- The appraisal has been submitted to the employee for acknowledgement. They will need to acknowledge the appraisal to finalize the process.

Name	Appraisal	Due Date	Status	Next Step	Supervisor	Appraisal Owner	Estimated % Complete
LINDA	SSP 2017-18 Growth and Performance Apprai	5/18/2018	Submitted For Acknowledgment	Employee Must Acknowledge Appraisal	Zlardust, Ziggy	Zlardust, Ziggy	100 %
Zanders, Zarah	Core Competencies Evaluation 2017-18	8/10/2018	Draft	Start Appraisal	Zlardust, Ziggy	Zlardust, Ziggy	0 %
Zinobia, Zeima	LIFT Appraisal 2018	8/10/2018	Draft	Start Appraisal	Zlardust, Zioov	Zlardust, Zioov	25 %