

ESCAMBIA COUNTY SCHOOL DISTRICT

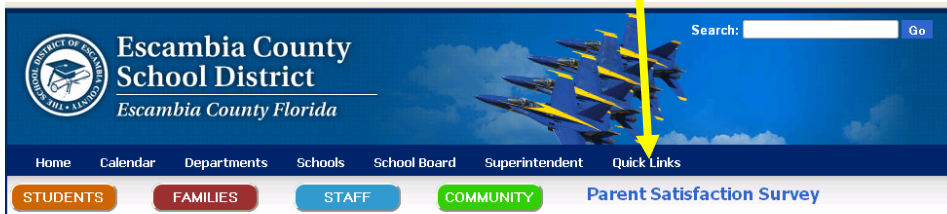
ESPE EVALUATION USER GUIDE

Educational Support Personnel Evaluation

ECSD

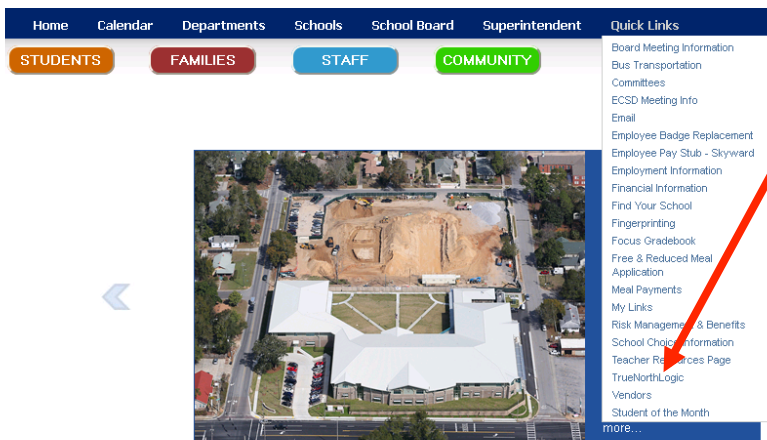
2016-2017

Educational Support Personnel can access their evaluations by logging into the school district's website at www.escambia.k12.fl.us, and clicking on the **Quick Links** at the top right of the district homepage.

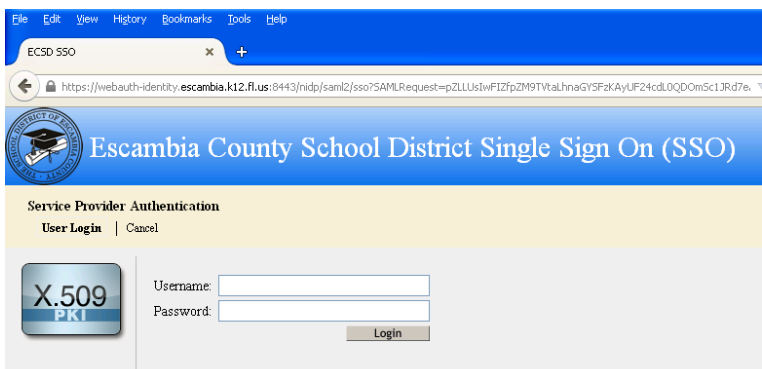


Clicking on Quick Links will open a drop down menu.

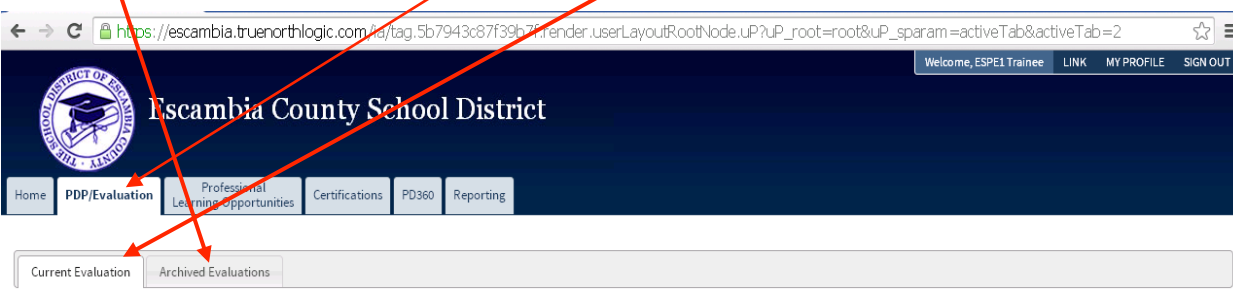
Scroll down to TrueNorthLogic (third from bottom) and click on **TrueNorthLogic** (Also known as **Performance Matters**)



The log-in for Escambia's Single Sign On is the employee's Novell username and password. This is the same one used for Skyward access.

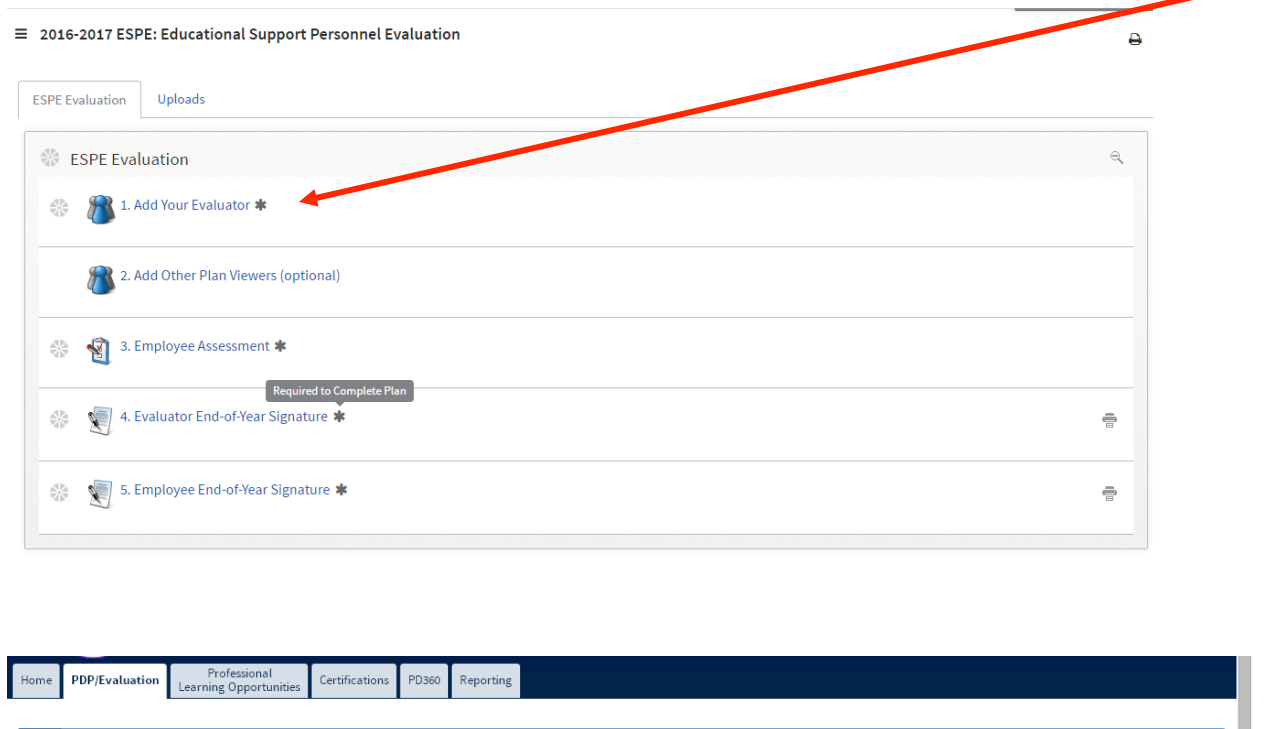


The **TNL** webpage will appear. Click on the **PDP/Evaluation** tab (second tab from the left). The ESPE plan for 2015-2016 will appear in the Current Evaluation tab. Click on **Current Evaluation** tab to open your evaluation. Click on the **Archived Evaluations** tab to review previous year's evaluation.

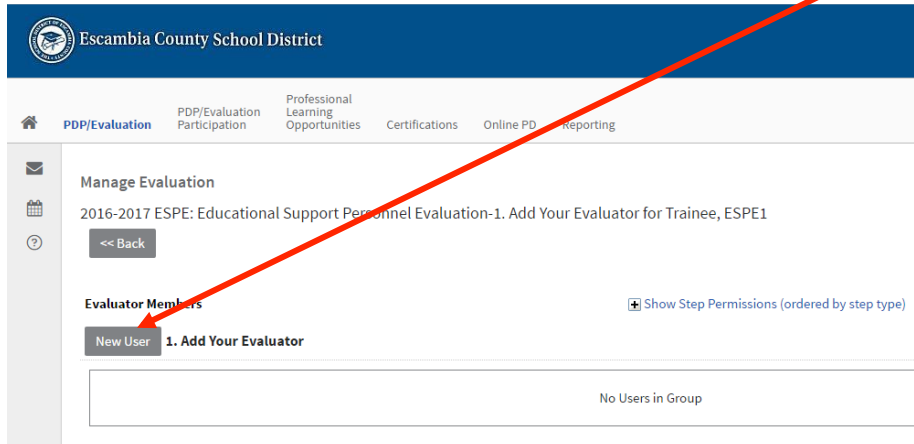


ESP employee view:

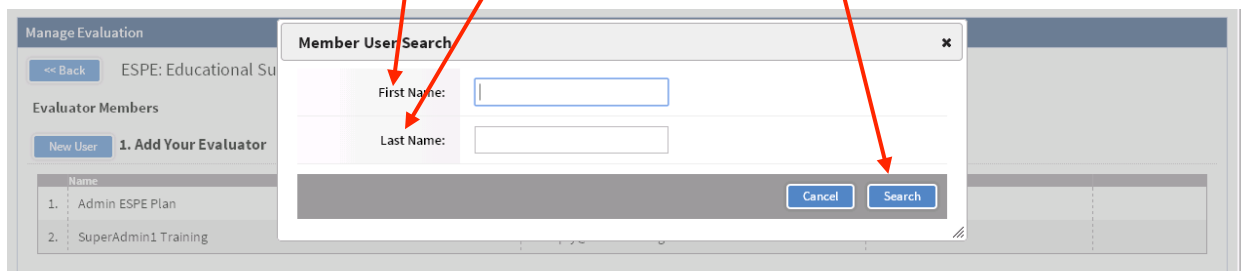
The ESPE plan has five numbered steps. The first action is for the [employee](#) to click on step # 1, “**Add Your Evaluator**”.



To add the [ESP employee's](#) district-assigned evaluator, click on the “**New User**” button.



The ESP employee will fill in the **first** and **last** name of the person assigned as their evaluator under the “Member User Search” box. Then click the blue “**Search**” button on the bottom right.



To select an evaluator, **check the box** to the left of the correct person and then click on **“Add Selected User”**.

Member User Search

First Name: mary
Last Name: exum

Cancel Search

Name	Email	Site	District	County	Region	Demographics
<input checked="" type="checkbox"/> MARY C EXUM	MEXUM@escambia.k12.fl.us	HALL CENTER	Administrative Centers	Default County	Escambia County School District	TSA - INSTRUCTIONAL TRAINING-566 Professional 64012

Add Selected Users

The **selected evaluator** is now listed. Click **<<Back** to return to your five steps.

Manage Evaluation

2016-2017 ESPE: Educational Support Personnel Evaluation-1. Add Your Evaluator for Trainee, ESPE1

<< Back

Evaluator Members [Show Step Permissions \(ordered by step type\)](#)

New User **1. Add Your Evaluator**

Name	Email	Added By	Remove
MARY C EXUM	MEXUM@escambia.k12.fl.us	ESPE1 Trainee on 02/02/2017	Remove

There is now a checkmark by “Add Your Evaluator” and a link has been established between the ESP employee and the district-assigned evaluator. The employee will now appear in a list under the evaluator’s PDP/Evaluation Participation tab shown on the next page.

2016-2017 ESPE: Educational Support Personnel Evaluation

ESPE Evaluation Uploads

ESPE Evaluation Last Status Update - 02/02/2017 @ 10:46 AM

1. Add Your Evaluator * Last Status Update - 02/02/2017 @ 10:46 AM

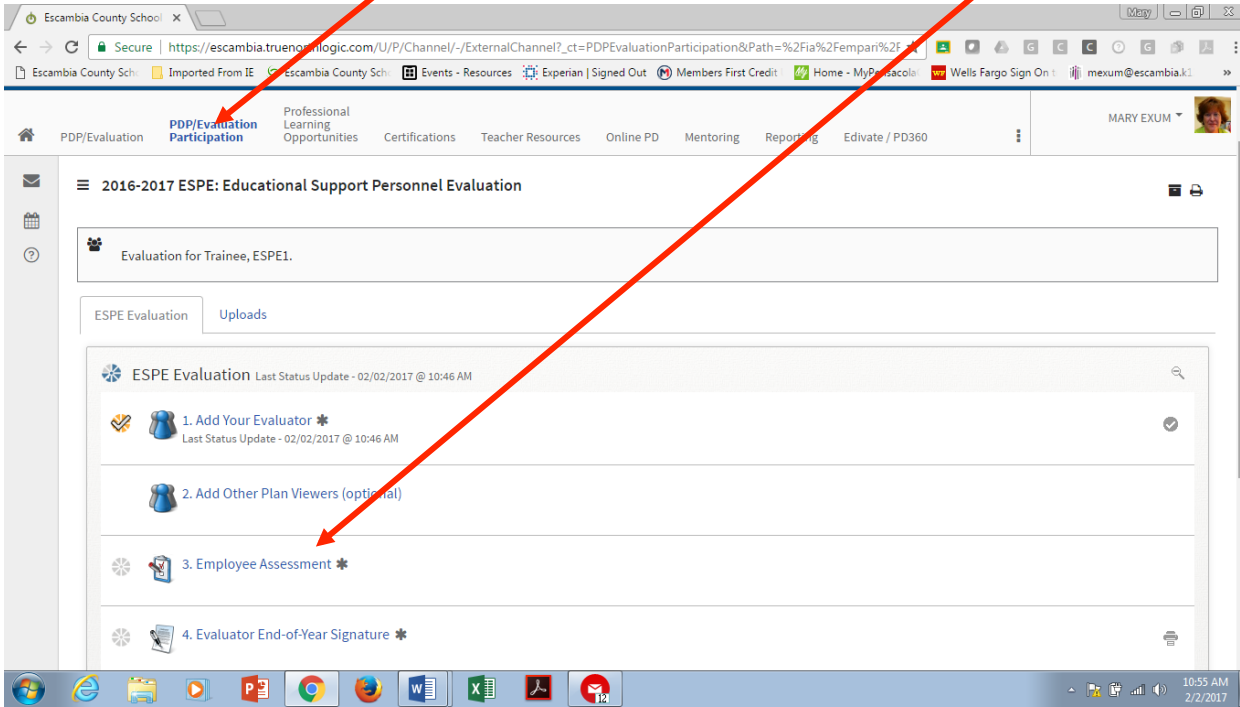
2. Add Other Plan Viewers (optional)

3. Employee Assessment *

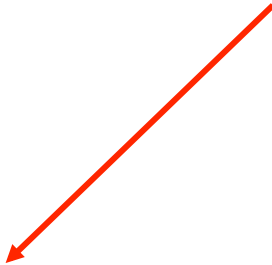
4. Evaluator End-of-Year Signature *

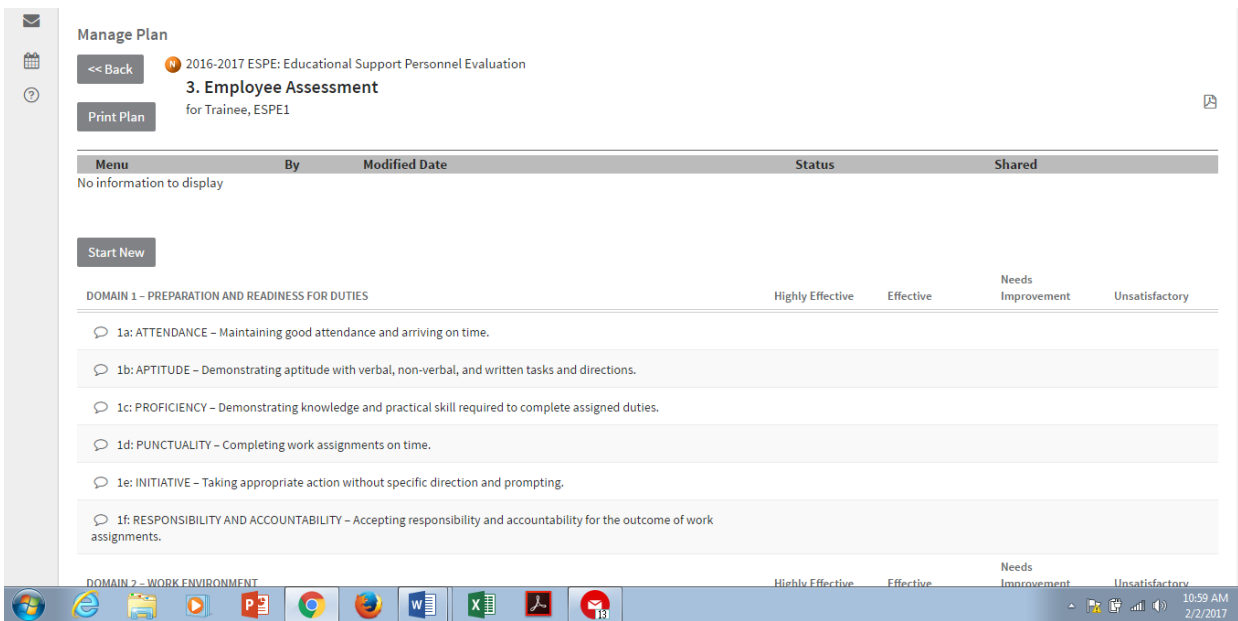
5. Employee End-of-Year Signature *

ESP Evaluator Viewpoint: Once the **ESP employee** adds the evaluator to step # 1, the **Evaluator** will select the ESP employee from his or her own **PDP/Evaluation Participation tab**, and click on step # 3 **“Employee Assessment”** to enter the ratings for the ESP. **(Note: The ESP will not appear under the evaluator’s Participation tab unless the employee linked to the evaluator in the employee’s plan. If you don’t see the ESP employee on your list, he or she hasn’t linked to you.)**

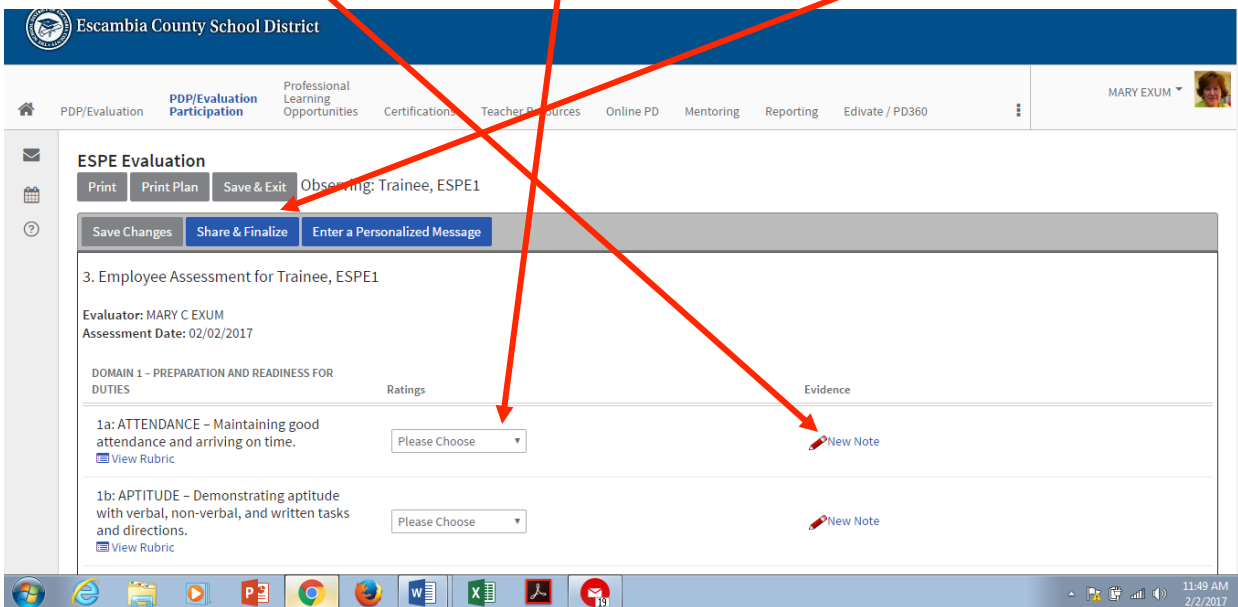


The **Evaluator** clicks on the **“Start New”** button to open observation container.





The **Evaluator** selects rating from the **dropdown menu** and can choose to provide evidence within the plan (**optional**). Clicking on **"New Note"** opens a text box to type in evidence. When ratings and evidence entries are complete, click **"Save and Exit"** at the bottom. A new feature allows for the evaluator to **Share and Finalize** the ratings from the top third button **or** the evaluator may wait to do that from the Status view.



The **Evaluator** can then view the **status** of the plan. Levels of Performance **ratings** are visible in lettered, colored squares.

Manage Plan

<< Back View All Feedback 2016-2017 ESPE: Educational Support Personnel Evaluation

3. Employee Assessment
for Trainee, ESPE1

Print Plan

Menu	By	Modified Date	Status	Shared
A [dropdown]	MARY C EXUM	02/02/2017 at 11:51 AM	In Progress	

DOMAIN 1 - PREPARATION AND READINESS FOR DUTIES

	Highly Effective	Effective	Needs Improvement	Unsatisfactory
1a: ATTENDANCE - Maintaining good attendance and arriving on time.		A		
1b: APTITUDE - Demonstrating aptitude with verbal, non-verbal, and written tasks and directions.		A		
1c: PROFICIENCY - Demonstrating knowledge and practical skill required to complete assigned duties.		A		
1d: PUNCTUALITY - Completing work assignments on time.		A		
1e: INITIATIVE - Taking appropriate action without specific direction and prompting.		A		
1f: RESPONSIBILITY AND ACCOUNTABILITY - Accepting responsibility and accountability for the outcome of work assignments.		A		

Needs

By clicking on the dropdown **menu button**, the evaluator can select to share the ratings with the ESP employee. Select share and Finalize.

Shared check is now visible.

Manage Plan

<< Back View All Feedback Reopen Activity 2016-2017 ESPE: Educational Support Personnel Evaluation

3. Employee Assessment
for Trainee, ESPE1

Print Plan

Menu	By	Modified Date	Status	Shared
A [dropdown]	MARY C EXUM	02/02/2017 at 11:51 AM	Complete	✓

DOMAIN 1 - PREPARATION AND READINESS FOR DUTIES

	Highly Effective	Effective	Needs Improvement	Unsatisfactory
1a: ATTENDANCE - Maintaining good attendance and arriving on time.		A		
1b: APTITUDE - Demonstrating aptitude with verbal, non-verbal, and written tasks and directions.		A		
1c: PROFICIENCY - Demonstrating knowledge and practical skill required to complete assigned duties.		A		
1d: PUNCTUALITY - Completing work assignments on time.		A		
1e: INITIATIVE - Taking appropriate action without specific direction and prompting.		A		
1f: RESPONSIBILITY AND ACCOUNTABILITY - Accepting responsibility and accountability for the outcome of work assignments.		A		

The evaluation says "Complete" but may be continued from the dropdown menu if a need arises that requires additional ratings changes that could occur before the end of the evaluation cycle for 2015-2016. An evaluator simple clicks on the **Continue** option from the dropdown Action Menu.

Manage Plan

<< Back View All Feedback Reopen Activity 2016-2017 ESPE: Educational Support Personnel Evaluation

Print Plan 3. Employee Assessment for Trainee, ESPE1

Menu	By	Modified Date	Status	Shared
A	MARY C EXUM	02/02/2017 at 11:51 AM	Complete	✓

DOMAIN 1 - PREPARATION AND READINESS FOR DUTIES

Highly Effective	Effective	Needs Improvement	Unsatisfactory

The ESP's evaluation should display **“Complete”** and **“Shared”** after the final conference takes place.

<< Back View All Feedback Reopen Activity 2016-2017 ESPE: Educational Support Personnel Evaluation

Print Plan 3. Employee Assessment for Trainee, ESPE1

Menu	By	Modified Date	Status	Shared
A	MARY C EXUM	02/02/2017 at 11:51 AM	Complete	✓

DOMAIN 1 - PREPARATION AND READINESS FOR DUTIES

Highly Effective	Effective	Needs Improvement	Unsatisfactory

<< Back View All Feedback Reopen Activity 2016-2017 ESPE: Educational Support Personnel Evaluation

Print Plan 3. Employee Assessment for Trainee, ESPE1

Menu	By	Modified Date	Status	Shared
A	MARY C EXUM	02/02/2017 at 11:51 AM	Complete	✓

DOMAIN 1 - PREPARATION AND READINESS FOR DUTIES

Highly Effective	Effective	Needs Improvement	Unsatisfactory

Click on **“Back”** to return to the list of containers.

Evaluator, go to **step # 4**. Click on the title to open the container

Evaluation for Trainee, ESPE1.

ESPE Evaluation Uploads

ESPE Evaluation Last Status Update - 02/02/2017 @ 10:46 AM

1. Add Your Evaluator *
Last Status Update - 02/02/2017 @ 10:46 AM
2. Add Other Plan Viewers (optional)
3. Employee Assessment *
Last Status Update - 02/02/2017 @ 11:54 AM
4. Evaluator End-of-Year Signature *
5. Employee End-of-Year Signature *

The employee's final rating will be visible.

2016-2017 ESPE: Educational Support Personnel Evaluation

<< Back Print Forms

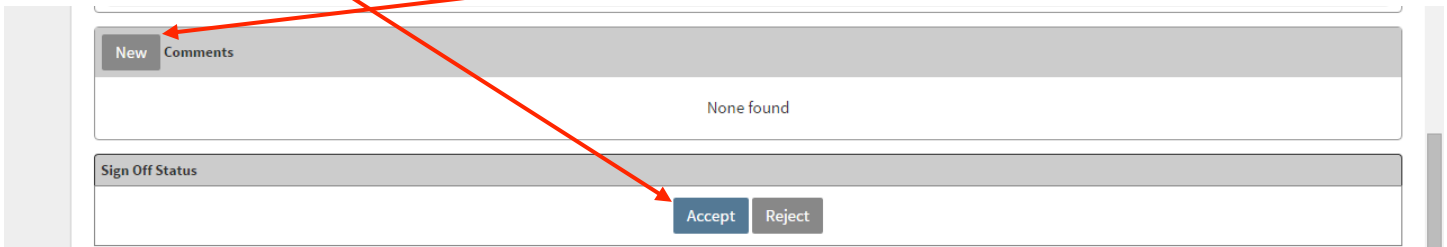
4. Evaluator End-of-Year Signature for Trainee, ESPE1

Evaluation Score

Rating	Range
Highly Effective 88-100%	154.885 - 176.000
Effective 70-87.9%	123.195 - 154.884
Needs Improvement 67-79.9%	117.192 - 123.194
Unsatisfactory 0-66.9%	0.000 - 117.191

Step	Weight	Score	Rating
3. Employee Assessment	100%	146	Effective
Total		146	Effective

Scroll down further in the same view to add an end of the year comment by clicking **"New"**, adding the comment, and clicking save. Select **"Accept"** to add your electronic signature and date.



Once shared, the **ESP employee** can now see the final rating and score by logging back in to his or her TNL account, opening the plan to view the five steps and clicking on step # 3. The ratings and any optional evidence provided by the evaluator will be visible to the ESP employee, as well. The employee will click on step # 5 to complete the evaluation process by adding his or her signature to the evaluation. The **final rating** will be visible at the top of that step.

The screenshot shows the Escambia County School District website. The page title is '2015-2016 ESPE: Educational Support Personnel Evaluation'. The page is at step 5, 'Employee End-of-Year Signature for ESPUser1, Test'. The 'Evaluation Score' section displays a table of ratings and ranges:

Rating	Range
Highly Effective 88-100%	154.885 - 176.000
Effective 70-87.9%	123.195 - 154.884
Needs Improvement 67-79.9%	117.192 - 123.194
Unsatisfactory 0-66.9%	0.000 - 117.191

Below the table is a summary table of steps:

Step	Weight	Score	Rating
3. Employee Assessment	100%	146	Effective
Total		146	Effective

As the ESP employee continues to scroll down, there is a place for employee comment (click "Edit") and the "Accept" button to stamp the electronic signature and date. **Note that employee acceptance indicates only that the employee has seen and had an opportunity to review and discuss this assessment. It does not indicate that the employee agrees necessarily with the ratings or comments.**

The screenshot shows three main sections: 'Comments' with an 'Edit' button, 'Electronic Signature' with a text box containing the note: "Employee acceptance indicates only that the employee has seen and had an opportunity to review and discuss this assessment. It does not indicate that the employee agrees necessarily with the ratings or comments.", and 'Sign Off Status' with 'Accept' and 'Reject' buttons. A red arrow points from the 'Accept' button to the explanatory text in the 'Electronic Signature' section.

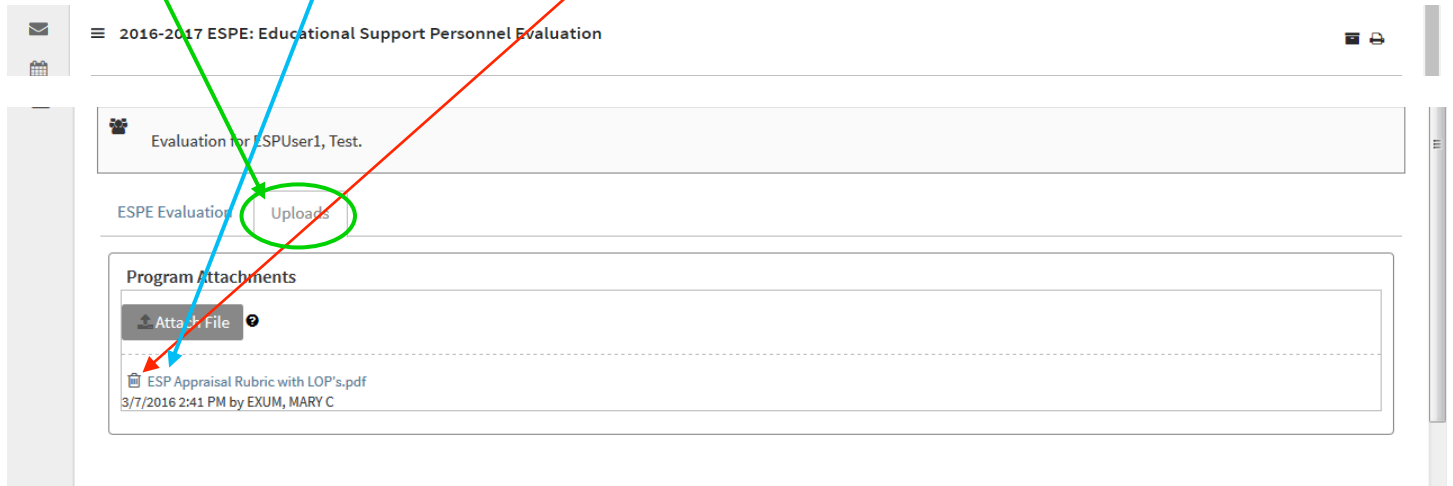
All of your completed steps will have a green check to indicate you have completed the evaluation for this year.

The screenshot shows a progress list for 'ESPE Evaluation' with the following steps:

- 1. Add Your Evaluator * (Last Status Update - 03/07/2016 @ 11:52 AM) - Completed (green checkmark)
- 2. Add Other Plan Viewers (optional) - In Progress (blue person icon)
- 3. Employee Assessment * (Last Status Update - 03/07/2016 @ 1:22 PM) - Completed (green checkmark)
- 4. Evaluator End-of-Year Signature * (Last Status Update - 03/07/2016 @ 2:36 PM) - In Progress (blue person icon)
- 5. Employee End-of-Year Signature * (Last Status Update - 03/07/2016 @ 2:35 PM) - In Progress (blue person icon)

A red oval highlights the first three steps, indicating they are completed.

There is also an optional Upload feature associated with the ESPE evaluation that is completely optional for either the [ESP employee](#) or the [ESP evaluator](#). This feature is not contained in the ESPE evaluation, but is accessed through a **separate tab** located to the left of the ESPE Evaluation tab. For those ESP's who wish to upload their own evidence, documents that serve as evidence of components may be uploaded here. The uploading of documents is strictly voluntary and cannot be required by evaluators. [ESP employee view of Upload tab](#) is illustrated below. (Notice the participant has rights to attach a new file or delete an existing uploaded document.)



The Evaluator will also have the same ability to upload or delete attachments. Both the ESPE Plan Participant and the Evaluator will have to click on the **"Uploads"** tab to view any attachments.

