ENTERING EVALUATIONS (PSL-W050)

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

1.0 SCOPE:

    1.1 Process by which we enter employee evaluations in to ESCAPE.

2.0 RESPONSIBILITY:

    2.1 Personnel Technician I

3.0 APPROVAL AUTHORITY:

    _____   _____
    Signature   Date

    3.1 Director of Human Resource Services

4.0 DEFINITIONS:

    4.1 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.

    4.2 Evaluation—Form used to evaluate the work performance of a district employee and can vary according to position held by employee and bargaining unit.

    4.3 BMI – BMI Imaging System is a company of Online Technology Group (OTG).

5.0 PROCEDURE:

    5.1 Evaluations received from Personnel Director

    5.2 Locate employee in the ESCAPE

    5.3 Select **Evaluations** from the **Lists** menu

    5.4 Select **Add Eval Record**

    5.5 Press *Shift + Enter* to locate the name of the evaluator

    5.6 Enter **Type** (3-Month, 10-month, Special, Annual) of evaluation

    5.7 Enter the evaluation date in **Scheduled** field

    5.8 Enter the evaluation date in **Actual** field

    5.9 Enter the Overall Evaluation in the **Rating** field

    5.10 Ignore all other fields

    5.11 Press *F3* to save record

    5.12 Press *F3* again to changes in personnel record

    5.13 Initial and date evaluation hard copy that the evaluation has been entered into the system.

    5.14 Evaluation is scanned into the employee's personnel file for permanent filing.

6.0 ASSOCIATED DOCUMENTS:

6.1 Management Evaluations

    6.1.1 Management Evaluation of Work Performance (PSL-F104)

6.2 Classified Evaluations

    6.2.1 Performance Evaluation of Classified Personnel (PSL-F102)

6.7.19 Evaluation: Program Specialist, Bilingual Education

6.7.20 Evaluation: Program Specialist, Counseling

6.7.21 Evaluation: Program Specialist, Designated Instruction and Services, Communicatively Handicapped

6.7.22 Evaluation: Program Specialist, Gifted and Talented Education

6.7.23 Evaluation: Program Specialist, Nutrition Education Project

6.7.24 Evaluation: Program Specialist, Recruitment and Retention of Females in Non-traditional Vocational Programs

6.7.25 Evaluation: Program Specialist, Special Education

6.7.26 Evaluation: Project Burger King Academy, Resource Teacher

6.7.27 Evaluation: Project Facilitator California New Teacher Support

6.7.28 Evaluation: Resource Speci-0.0005 : Project Burger King Acad 0 10.02 Kination.7408 -4(0-Tc3-0.0m01

10/08/07   C   Approval Authority department name change
Responsibility; Title change (Office Technician III to Personnel Tech. I)

* * * E n d   P r o c e d u r e * * *