

TalentEd Principal Guide – How To Assign Evaluators



MY STAFF MY FOLDER SIGNATURES

- Dashboard
- Staff
- Schedule
- Reports
- Analysis
- Begin Walkthrough

Staff

Once you log in to you account, this is the first screen you will see.

- All Staff
- Not Evaluated
- Evaluation**
- Action Plan

Search:

Enter a ry part of the name, employee id, building, or process name to search.

Job Type:

Process:

Tenure Level:

School Year:

<input type="checkbox"/>	✓	Last	First	Process	Progress	Responsible	Deadline	Results 1-1 of 1	
<input type="checkbox"/>		One	Teacher	Probationary	2/25	P. One	05/17/2013	VIEW	FOLDER

0 Selected [Select All](#) [Clear Selection](#)

Bulk Action **Go**

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Submit a Question to your HR Department who will respond via email.

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com/perform/HRTools/HRStaff_Processes.aspx

Welcome Training Admin Logout Impersonate

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MY STAFF MY FOLDER SIGNATURES

Dashboard Staff Schedule Reports Analysis Begin Walkthrough

Staff

All Staff Not Evaluated **Evaluation** Evaluation Plan

Search:
Enter any part of the name, employeeid, building, or process name to search.

Job Type: All Job Types Process: All Processes
Tenure Level: All Levels School Year: 2012/2013

<input type="checkbox"/>	Last	First	Process	Progress	Responsible	Deadline	Results 1-1 of 1	
<input checked="" type="checkbox"/>	One	Teacher	Probationary	2/25	P. One	05/17/2013	VIEW	FOLDER

1 Selected

Click the checkbox next to each Employee that you want to assign to another person.

Bulk Action: Select Action

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MY STAFF


MY FOLDER


SIGNATURES


 Dashboard Staff Schedule Reports Analysis

 Begin Walkthrough

Staff

All StaffNot EvaluatedEvaluationAction Plan

Search:

Enter any part of the name, employeeid, building, or process name to search.

Job Type:

Process:

Tenure Level:

School Year:

<input type="checkbox"/>	Last	First	Process	Progress	Responsible	Deadline	Results 1-1 of 1	
<input checked="" type="checkbox"/>	One	Teacher	Probationary	2/25	P. One	05/17/2013	VIEW	FOLDER

1 Selected[Select All](#)[Clear](#)

Bulk Action

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HR
Respond

Once you have selected all the employees you would like to assign to someone else, click the "Bulk Action" drop-down menu.





- Select Action
- Select Action
- Delete Process(es)
- Mark Process(es) Complete
- Assign Evaluator
- Remove Evaluator(s)
- Assign Peer Reviewer


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SUMMER 2012

MY STAFF


MY FOLDER


SIGNATURES


 Dashboard Staff Schedule Reports Analysis

 Begin Walkthrough

Staff

All StaffNot EvaluatedEvaluationAction Plan

Search:

Enter any part of the name, employeeid, building, or process name to search.

Job Type:

Process:

Tenure Level:

School Year:

<input type="checkbox"/>	Last	First	Process	Progress	Responsible	Deadline	
<input checked="" type="checkbox"/>	One	Teacher	Prob				VIEW FOLDER

1 Selected[Select All](#)[Clear Selection](#)

Bulk ActionGo

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Ask HR
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Select "Assign Evaluator" from the "Bulk Action" drop-down menu



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.com/perform/HRTools/HRStaff_Processes.aspx

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MY FOLDER SIGNATURES

Assign Evaluator

Search:

Enter any part of the name, employeeid, title or location.

Last	First	Employee ID	Title	Location	
ABEL	ADAM	5351	Middle School Math Teacher	Glade Spring Middle School	ASSIGN
ADDAIR	KEVIN	6030	Middle School Social Science Teacher	Glade Spring Middle School	ASSIGN
Admin	Training	tadmin1		All Locations	ASSIGN
AHN	STEVE	7318	Science Teacher - High School	Abingdon High School	ASSIGN
AKERS	KARI	6558	Elementary Art Teacher	Abingdon Elementary School	ASSIGN
AKERS	ALICIA	5065	Grade 5 Teacher	Rhea Valley Elementary School	ASSIGN
ALEXANDER	CARRIE	6145	Pre-K Teacher	Abingdon Elementary School	ASSIGN
ALLEN	SCOTT	5000	Principal	Glade Spring Middle School	ASSIGN
ALLERTON	TAMMIE	4675	Grade 2 Teacher	Valley Institute Elementary School	ASSIGN
ALLISON	ANTHONY	4570	Special Education Teacher - High School		

1 Selected

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Results 1-1 of 1

FOLDER

Use the "Search" bar to search for the New Evaluator using any part of their name, employee ID, title/position, or location.

Once you have found the New Evaluator, click the "Assign" button next to their name.

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MY STAFF MY FOLDER SIGNATURES

Assign Evaluator

Search:
Enter any part of the name, employeeid, title or location.

Last	First	Employee ID	Title	Location	
ABEL	ADAM	5351	Middle School Math Teacher	Glade Spring Middle School	ASSIGN
ADDAIR	KEVIN	6030	Middle School Social Science Teacher	Glade Spring Middle School	ASSIGN
Admin	Training	tadmin1		All Locations	ASSIGN
AHN	STEVE	7348	Science Teacher - High School	Abingdon High School	ASSIGN
AKER				Abingdon Elementary School	ASSIGN
AKER				Rhea Valley Elementary School	ASSIGN
ALEXANDER	CAROL			school	ASSIGN
ALLEN	SCOTT			school	ASSIGN
ALLERTON	TAMMIE			itary	ASSIGN
ALLISON	ANTHONY	4570	Special Education Teacher - High School	Abingdon High School	ASSIGN

1 Selected

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Click "Yes" to assign a new Evaluator

Do you wish to assign **New Evaluator**

Yes **No**

1 2 3 4 5 6 7 8 9 10 11 ...

Close