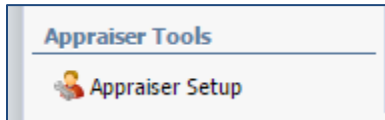


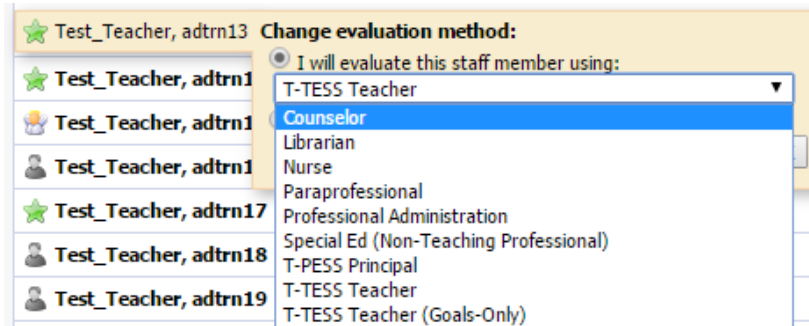
Plano ISD Contract Renewal Performance Checklist

I. ADDING STAFF TO YOUR LIST OF EMPLOYEES TO EVALUATE

1. Browse to **Eduphoria** – <https://appraise.pisd.edu> and sign in with your network username and password.
2. Open **APPRAISE** and click the **Evaluations** tab on the left menu. Staff currently assigned to you will appear under your My Staff list.
3. Click **Appraiser Setup** at to view all staff that selected your campus in their profiles.



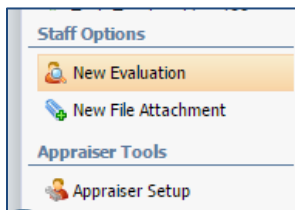
4. Click on staff member names (as needed) to assign yourself as their appraiser. This will either remove their previous appraiser's name or assign them an appraiser for the first time. Users that you see "Not Set" under the Appraiser column would not be able to see APPRAISE at all when they login to Eduphoria.



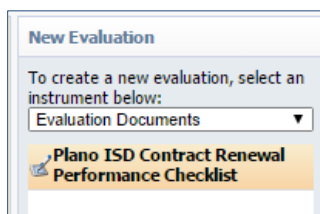
Remember: All staff must have an evaluation method selected before you can create the Contract Renewal Performance Checklist for the employee.

II. CREATING A NEW EVALUATION

1. Select a staff member in the **My Staff** list.
2. Click the **New Evaluation** button on the **Staff Options** list.



3. Choose **Evaluation Documents** from the drop-down menu, select **Plano ISD Contract Renewal Performance Checklist**, and click the **Next** button.



- Select the **Date** associated with the checklist. Click **Next** and then click **Finish**.

New Evaluation

Enter the appropriate date information for the evaluation form.

Evaluation Date:

< January 2017 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Now that the form is created, it needs to be completed.

III. COMPLETING THE CONTRACT RENEWAL CHECKLIST

- Select **Plano ISD Contract Renewal Performance Checklist** from the list.

Evaluation Documents

User Goals

Status & Integration

Appraisal Status

Current Documents

Plano ISD Contract Renewal Performance Checklist, 1/6/2017

Save | Add | Delete | Let Staff View | Print | Attach | Help

Staff: adtrn12 Test_Teacher | Appraiser: Dana Adams

Date: 1/6/2017

Plano ISD Contract Renewal Performance Checklist

DIRECTIONS

The criteria below are local performance expectations of educators that will be considered as part of contract renewal. The educator's supervisor should rate each of the following criteria using the rating scale below. Areas that are rated as below expectations must be supported by documentation. Supplemental documentation must be attached electronically or noted in the appropriate comments section below.

RATING SCALE

ME = Meets Expectations: Performance meets expectations and presents no significant problems.

BE = Below Expectations: Performance is consistently below expectations and significant problems exist.

1. PROFESSIONAL RELATIONSHIPS

The educator maintains positive, effective working relationships with students, colleagues, parents, and the community.

ME BE

Insert comments in the space below if applicable.

Comments:

- Fill out the evaluation. The criteria are local performance expectations of staff members that will be considered as part of contract renewal. The staff member's supervisor should rate each of the following criteria using the scale:
 - ME – Meets Expectations:** Performance meets expectations and presents no significant problems.
 - BE – Below Expectations:** Performance is consistently below expectations and significant problems exist. *Areas that are rated as below expectations must be supported by documentation. Supplemental documentation must be attached electronically or noted in the appropriate comments section.*
- Click the **Save** button.
- Click the **Let Staff View** button to enable the staff member to view the evaluation in their APPRAISE interface. An email will be sent to the staff member indicating that a new evaluation is available to view. The date and time that you made the evaluation available will be stored, and you will also be informed once the staff member has viewed the Contract Renewal Performance Checklist.
- Click the **Electronic Signature** button to sign the evaluation.
- The staff member will also electronically sign after they have viewed the evaluation.
- Click the printer icon to print the evaluation as needed. Staff members also have the option to print.