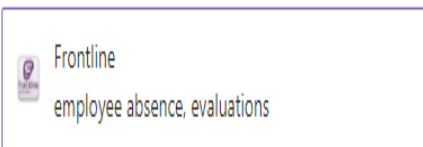




FRONTLINE SELF EVALUATION FOR CLASSIFIED STAFF

Login to Staff Portal: [STAFF PORTAL](#)

Click on Frontline



Sign In

Sign In

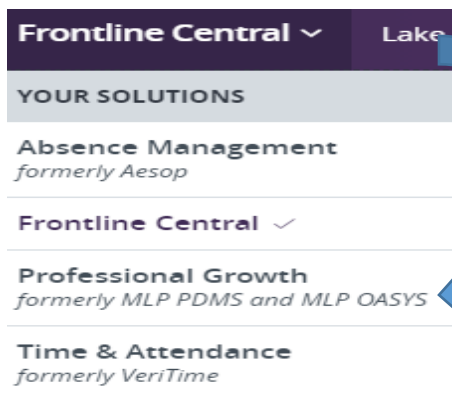
ID or Username

PIN or Password

[Sign In](#)

[Forgot ID or Username](#) | [Forgot PIN or Password](#)

From the Menu on the left, choose Professional Growth





Under My Assignments, Support Self Evaluation

My Assignments

Attention Required

Items that need your immediate focus

Support Self Evaluation (Annual Only) - Support Self Evaluation (Annual Only)

Incomplete

View

Follow the Instructions for Self Evaluation

[Show Submission History](#)

Support Self Evaluation (Annual Only)

User Information

Name: [REDACTED] Title: Computer Technician
Building: Technology Dept. Department: None
Grade: None Evaluation Type: Support
Assigned Administrator: Not Assigned Evaluation Cycle: 07/01/2020 - 06/30/2021
Saved By: N/A Date Submitted: Incomplete
Acknowledged By: N/A Date Acknowledged: Unacknowledged
Finalized By: N/A Date Finalized : Unfinalized

INSTRUCTIONS FOR SELF EVALUATION:

Self evaluate your work performance based on the following district rubric ratings:
Far Exceeds Expectations, Exceeds Expectations, Meets Expectations, Needs Improvement, Unsatisfactory. Click on the most appropriate block to indicate your rating.

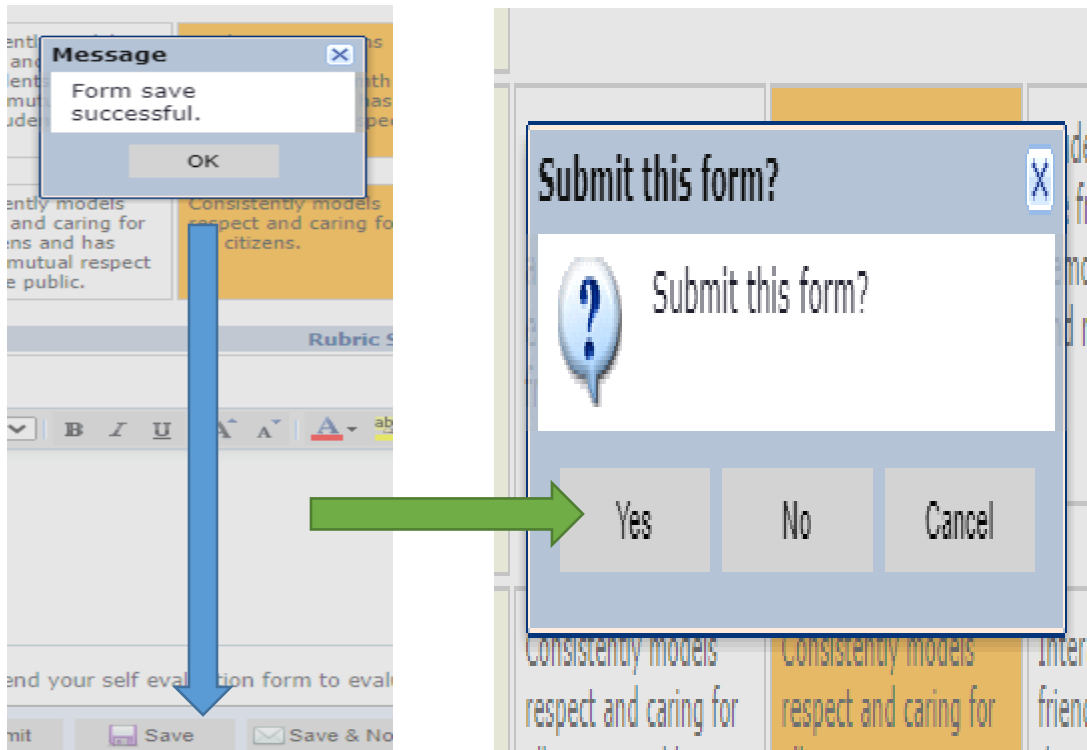
Please note n/a in the 'Enter Notes' section, if factor is not related to your job duties.

Click on the Box to Highlight your selection for the 4 sections to complete

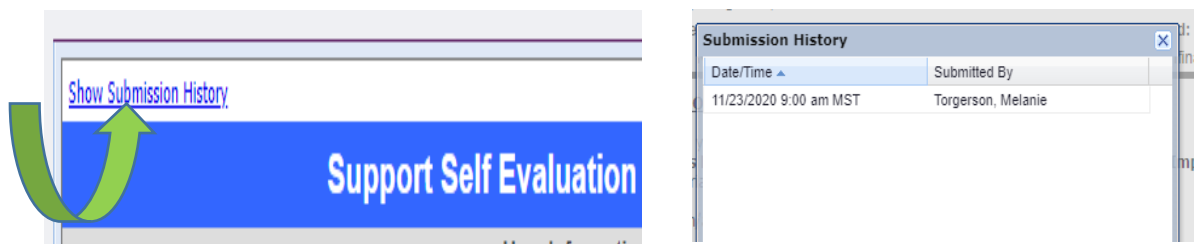
Classified 1: Quality of Work					
Criteria	Far Exceeds	Exceeds	Meets	Needs Improvement	Unsatisfactory
Task Completion	Exceptionally dependable and conscientious in all tasks assigned; finds tasks to do without being assigned.	Exceptionally dependable and conscientious in all tasks assigned; generally completes work early.	Support Staff completes work efficiently and accurately according to timelines provided.	Support Staff usually completes work according to timelines.	Support staff is inefficient and undependable in task completion.
Work Area Environment	Work area is exceptionally well organized and aesthetically pleasing; promotes educational process.	Work area is exceptionally well organized and aesthetically pleasing.	Keeps work area organized and presentable.	Work area is clean.	Work area is generally disorganized and untidy.
Enter Notes					



At the end of the section, enter notes if required, click **SAVE**, **SUBMIT**.



- You are able to view your submitted forms by clicking on the blue link (top left of evaluation form).





Next, **SAVE** and **NOTIFY**, add your personal message to your Supervisor.

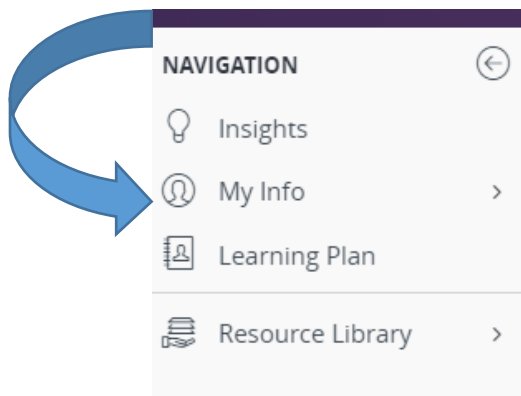
Save & Notify

Administrator: Baker, Sean

Message:

Save & Notify

To view the status of your Self Evaluation, click on Learning Plan.



My Evaluation - Melanie Torgerson	
Scheduled Components	
None	
Action Required	
None	
In Progress	
Support Self Evaluation (Annual Only) - Support Self Evaluation (Annual Only)	
Status: awaiting administrator acceptance	
Submitted: 11/23/2020 09:00 AM MST	
Action: View Support Self Evaluation (Annual Only) - Support Self Evaluation (Annual Only)	

Once your Supervisor has finalized your Self-Evaluation you will get an email from Frontline with a link to show that it is complete.

YEARLY EVALUATIONS

Once your supervisor has completed your evaluation, an email will be sent from Frontline for you to acknowledge.