



Instructions for Evaluations Conversation Form

- Click on the Evaluation title (APT/Classified or Licensed or Principal) to open the Evaluation
- Click on Conversation Form to begin the activity



- Click New next to the Employee or Evaluator Comments





Instructions for Evaluations Conversation Form

- Type comments into the text box labeled Employee (or Evaluator) Comments
- Attach documents
- Save, Save & Exit or Cancel

Conversation Form for Classified104, Training

Evaluator Comments

Employee Comments

Employee Comments

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Attachments

Attach File

Test.pdf
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Save Save & Exit Cancel

- Employee—click Send Email to notify your evaluator that a Conversation Form has been started
- Evaluator—an email will be sent automatically to notify the employee that the form has been edited

2016-17 APT/Classified Stop masquerading.

<< Back Send Email

Conversation Form for Classified104, Training

Evaluator Comments

New Employee Comments

1. Edit Delete

Employee Comments

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