



# MyPassport APT/Classified Plan Quick Guide - Purpose & Roles

## Growth Plan

### Self-Reflection (optional)

- **Purpose:** Employee self-assesses based on the evaluation standards and elements
- **Employee Role:** Completes on own
- **Evaluator Role:** Reviews

### Priority Growth Focus Area (required)

- **Purpose:** Employee chooses a goal
- **Employee Role:** Employee completes in collaboration with evaluator
- **Evaluator Role:** Evaluator collaborates and provides feedback, reviews

### Administrator Acknowledges Growth Plan (required)

- **Purpose:** Evaluator acknowledges growth plan
- **Employee Role:** N/A
- **Evaluator Role:** Evaluator signs-off on growth plan activities

## Record of Meetings

### Record of Meetings (optional)

- **Purpose:** Evaluator documents and records any meetings, conferences, etc

- **Evaluator Role:** Records any evaluation-related meetings, etc (optional)

- **Employee Role:** Reviews

## Conversation Form

### Conversation Form (optional)

- **Purpose:** Use as needed as a communication tool

- **Evaluator Role:** Uses as needed to communicate with employee about evaluation

- **Employee Role:** Uses as needed to communicate with evaluator about evaluation

## Observation

### Observation (optional)

- **Purpose:** Evaluator observes the employee

- **Evaluator Role:** Uses as needed to communicate with employee about evaluation

- **Employee Role:** Reviews if completed

## Summative Evaluation

### Summative Evaluation (required) & Comments (optional)

- **Purpose:** To provide a summary evaluation and comments to the employee regarding their job performance
- **Evaluator Role:** Completes summary evaluation and comments
- **Employee Role:** Reviews

### Summative Comments & Acknowledgement

- [Employee]** (required)
- **Purpose:** Employee reviews the summative evaluation and evaluator comments
  - **Employee Role:** Reviews, add comments/attachments (optional), and acknowledges
  - **Evaluator Role:** N/A

### Summative Acknowledgement [Evaluator] (required)

- **Purpose:** Evaluator reviews the employee's summative comments/attachments and acknowledges the activities
- **Evaluator Role:** Acknowledges summative activities
- **Employee Role:** N/A



Activity/container not started



Activity/container started but not complete



Activity/container complete

## ICONS



Click to show aligned courses/PD



Drop-down with choices or popup with extra information



File attached



# MyPassport APT/Classified Plan Quick Guide for Evaluation Steps

Log into MyPassport >> click on the My Evaluations tab >> click on the year >> click on the activity and follow the arrows to complete the steps

## VISUAL OF WHO DOES WHAT & WHEN

### Employee Steps

### Evaluator Steps

#### Growth Plan

- 1 **Self-Reflection** >> Start New >> Assess Yourself for Each Standard/Element >> Save Changes >> Share & Finalize >> Exit >> Back
- 2 **Priority Growth Focus Area** >> Edit >> Select Role >> Select Priority Growth Focus Area >> Complete Current/Desired State Questions >> Save & Exit >> Share >> Select Send Email in Drop-down >> Check Box Next to Evaluator's Name >> Send Email >> Back
- 4 **Priority Growth Focus Area** (once evaluator reviews) >> Edit (if necessary) >> Finalize >> Back

#### Growth Plan

- 3 **Self-Reflection and Priority Growth Focus Area** >> Open Each Activity >> Review >> Back
- 5 **Acknowledge the Growth Plan** >> Acknowledge

#### Record of Meetings

- >> Review >> Back

#### Record of Meetings

- Edit/New >> Add Name/Date/Comments/ Attachments >> Save & Exit >> Share >> Finalize >> Select Send Email in Drop-down >> Check Box Next to Evaluatee's Name >> Send Email >> Back

#### Conversation Form

- New >> Add Comments/Attachments >> Save & Exit >> Select Send Email in Drop-down >> Check Box Next to Evaluator's Name >> Send Email >> Back

#### Conversation Form

- New >> Add Comments/Attachments >> Save & Exit >> Select Send Email in Drop-down >> Check Box Next to Evaluatee's Name >> Send Email >> Back

#### Observation

- 3 **Observation** >> Click Feedback in the Menu Drop-down >> Review >> Back

#### Observation

- 1 **Notes Library** >> New Note >> Type Observation Evidence/Feedback >> Done >> Split (repeat several times) >> Tag (drag standards/elements to split note(s) or Use Tag Button >> Back
- 2 **Observation** >> Start New >> Add Date and School/Dept >> Save >> Add Observation Evidence/Feedback/Comments >> Save Changes >> Share & Finalize >> Exit >> Back

#### Summative Evaluation

- 3 **Summative Evaluation** >> Click Feedback in the Menu Drop-down >> Review >> Back
- 4 **Evaluator Comments** >> Review >> Back
- 6 **Summative Comments and Acknowledge** >> New >> Add Comments/Attachments (optional) >> Save & Exit >> Acknowledge

#### Summative Evaluation

- 1 **Summative Evaluation** >> Start New >> Enter Date/Dept >> Save >> Mark Selections on Rubric >> Save Changes >> Share >> Save & Exit >> Back
- 2 **Evaluator Comments** >> Edit >> Add Comments & Attachments >> Save & Exit >> Mark Complete in Drop-down
- 5 **Summative Evaluation** >> In Menu Drop-down Click Finalize (or Continue to Edit) >> Back
- 7 **Summative Acknowledgement [Evaluator]** >> Acknowledge