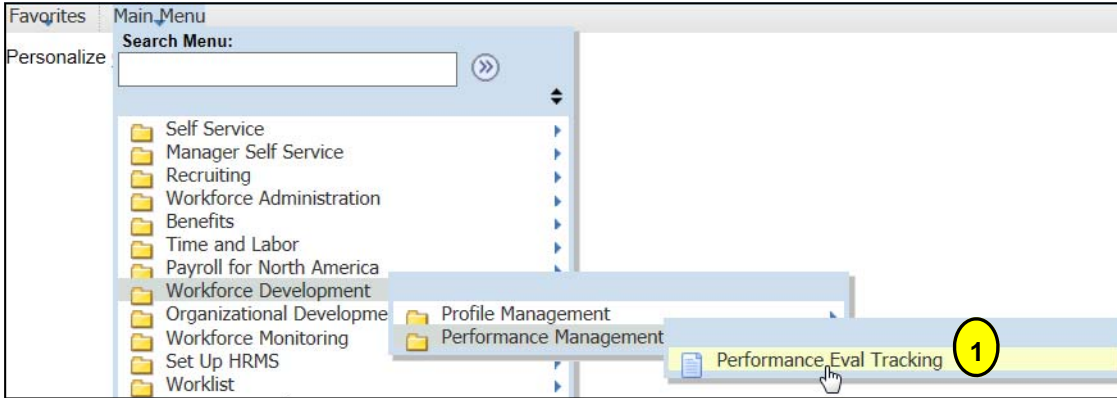


Entering a Performance Evaluation Summary into PeopleSoft

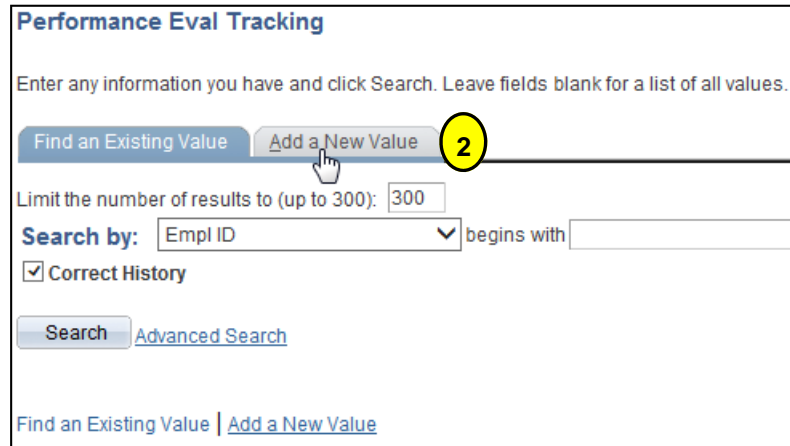
Once a performance evaluation is completed for any salaried employee, classified or certificated, the manager or evaluator enters the outcome of the evaluation into PeopleSoft as shown below.

1. In PeopleSoft HCM navigate to:

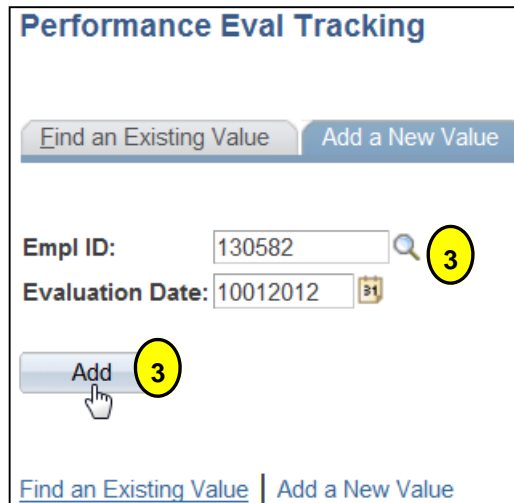
Workforce Development > Performance Management > Performance Eval Tracking



2. Click **Add a New Value**



3. Enter the **Empl ID** of the employee who was evaluated, and the **Evaluation Date** on which the performance evaluation was conducted. Click **Add**.



Entering a Performance Evaluation Summary into PeopleSoft

4. The Performance Evaluation Tracking page displays the salaried assignment(s) of the employee at the time the evaluation was conducted. Click the magnifying glass beside the Performance Evaluation Form field to select the evaluation form that was used to evaluate the employee.

Job Code	Job Title	FTE	Location	Location Description	Employee Class
1 6450M	Noon Duty Assistant	0.225000	0166A	Kumeyaay Elementary	Probationary Classif

Select one of the choices shown below:

Look Up

Select one of the following values:

- CADM Certified Administrator
- COTH Non-Classroom Certified
- CTCH Classroom Teacher
- LNON Classified Non-Sup Non-Para
- LPRA Classified Paraprofessional
- LSUP Classified Supervisory

Cancel

5. If the evaluation was unscheduled (classified) or a special evaluation (certificated), select the checkbox. (If not, leave it blank.) Then select the overall performance rating. These fields will change depending on which performance evaluation form was selected in Step 4 above.

Sample Classified Evaluation Form:

Unscheduled Report: 5

Classified Non-Sup Non-Para

5 Unsatisfactory Requires Improvement Meets Standards Exceeds Standards

Entering a Performance Evaluation Summary into PeopleSoft

Sample Certificated Evaluation Form:

6. In the Evaluator Supervisor/Rater field, enter the employee ID of the person who evaluated or rated the employee. To search for the employee ID by name, click the magnifying glass beside the Evaluator Supervisor/Rater field, then click **Advanced Lookup** and type the last name of the evaluator. The evaluator's name, job code, and job title as of the Evaluation Date appears.

7. Click Save. The employee ID and name of the last person to save the record appears at the bottom right, with the date and time the record was last saved.

The entry of the Performance Evaluation Summary is now complete