# Employee Evaluations

Viewing, completing, and finalizing

# Accessing Applicant Tracking

**Website:**

**https://login.frontlineeducation.com/sso/conejousd**

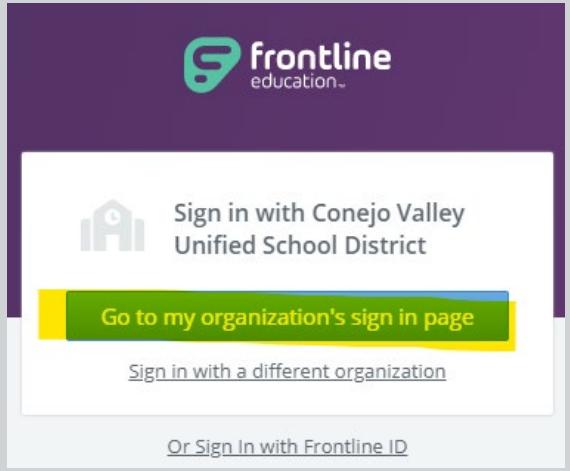
Enter your:

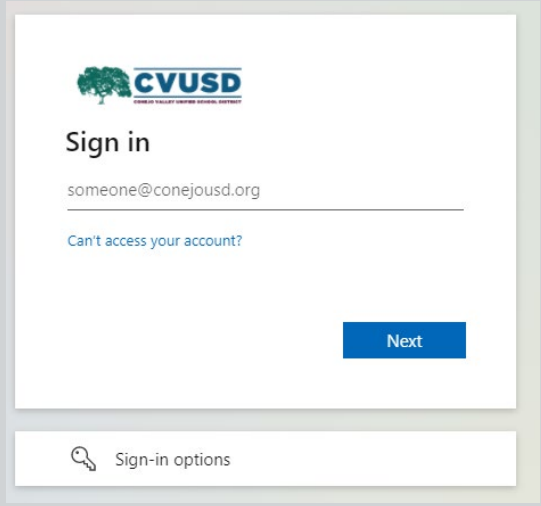
User ID: *Conejo District Email*

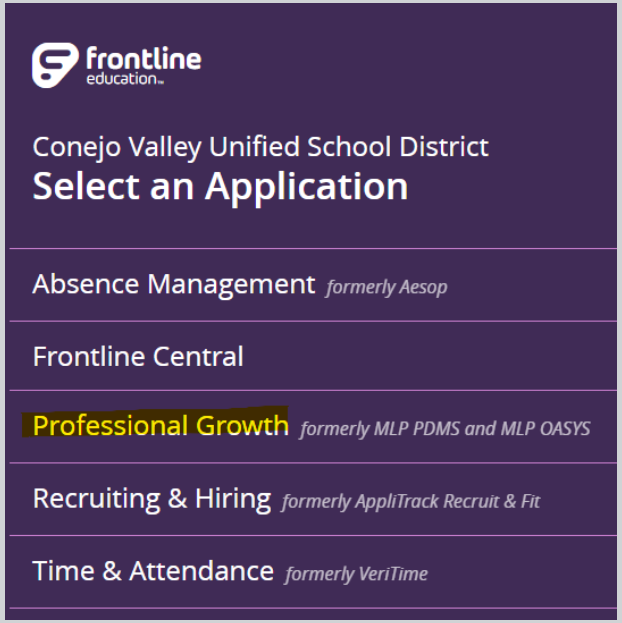
Password: *Email Password*

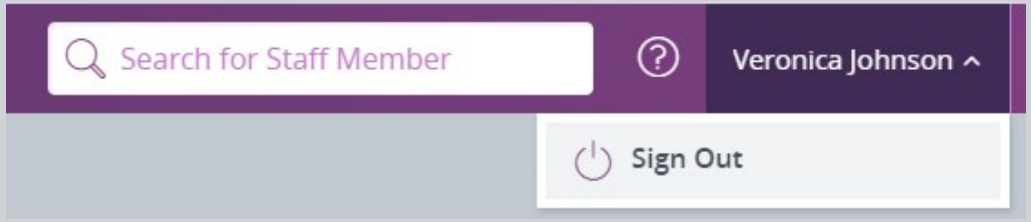
Sign out:

Upper right hand corner

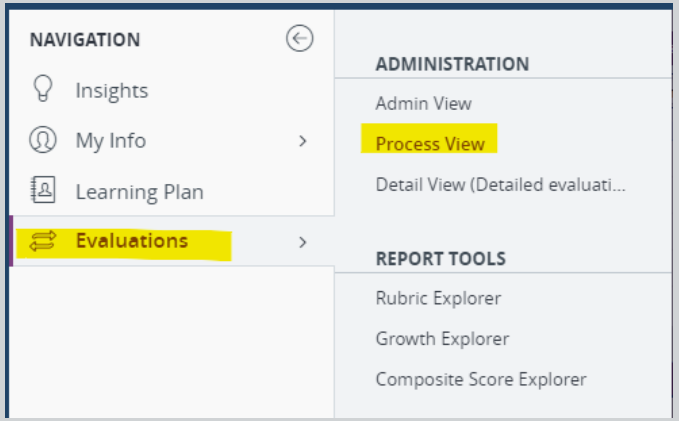


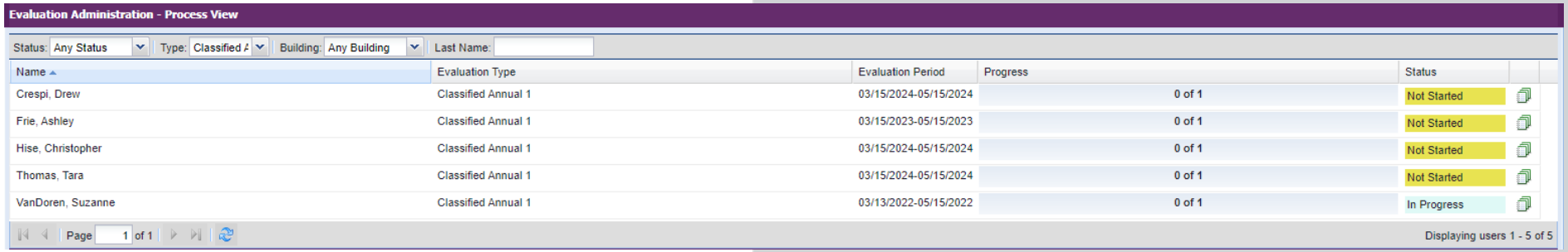
# Viewing Employee Evaluations




## Navigation: Home Screen > Evaluations > Process View

## What you will see in Process View:

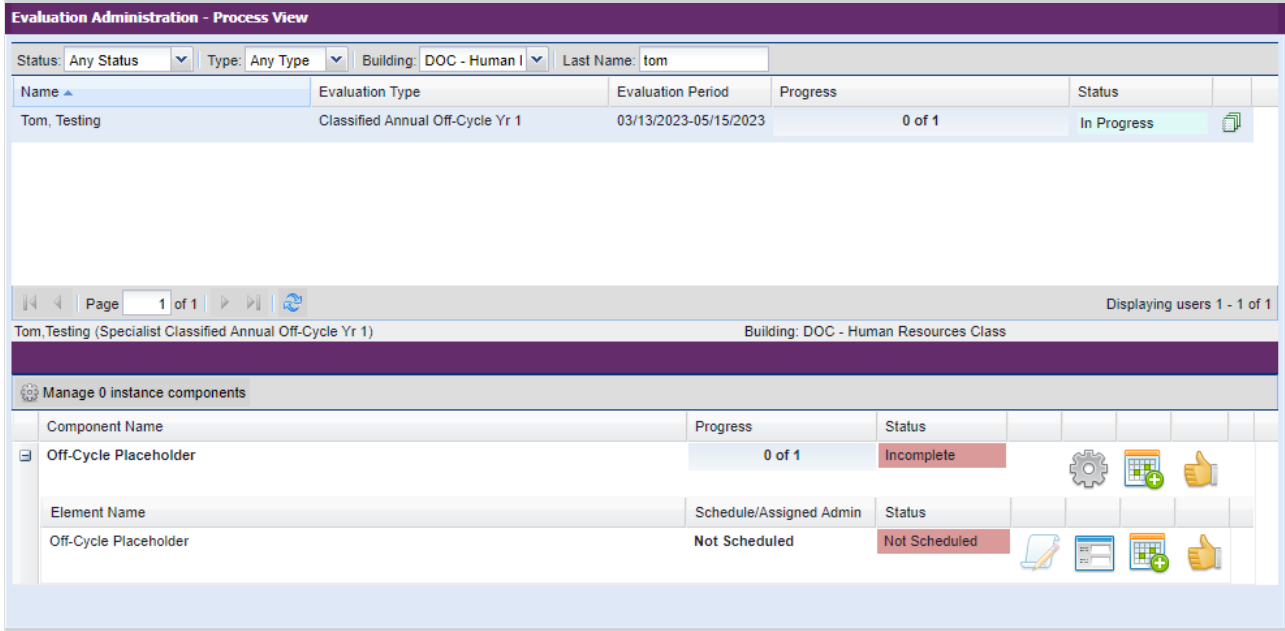
- All of your employees
- Their assigned evaluations & observations

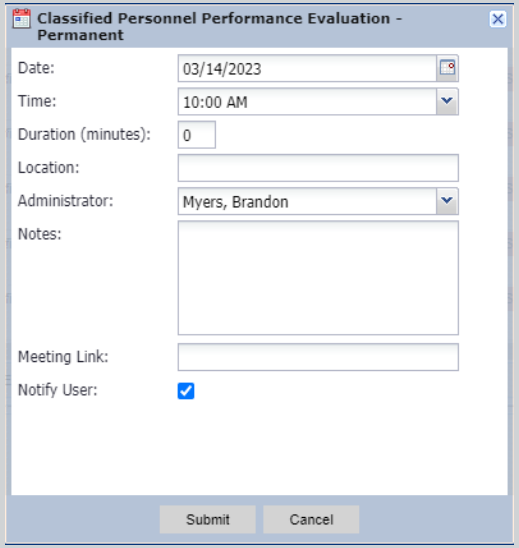


# Viewing Employee Evaluations

## Viewing Individual Evaluations/Observations:

- Select your employee (ex: Tom, Testing)
  - The breakdown of their evaluation will populate below
- Select the "+" sign next to each component
  - This will give you three icons to choose from
  - Will take you straight to the form for you to fill out
  - Will bring up a window to schedule your conference meeting with your employee
  - Will Finalize or Route the form



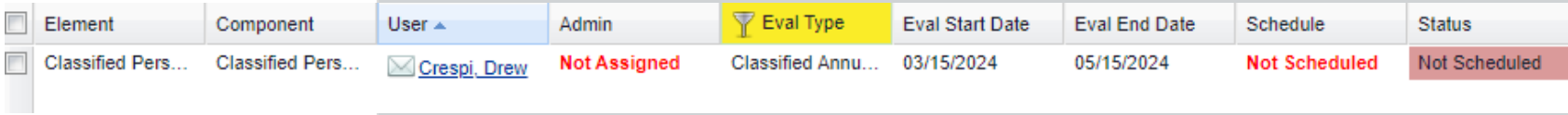



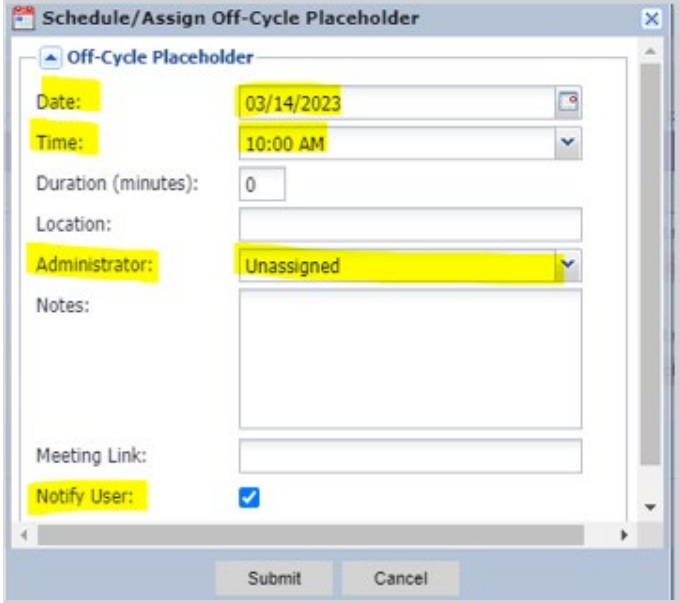
# Scheduling/Assigning Administrators:

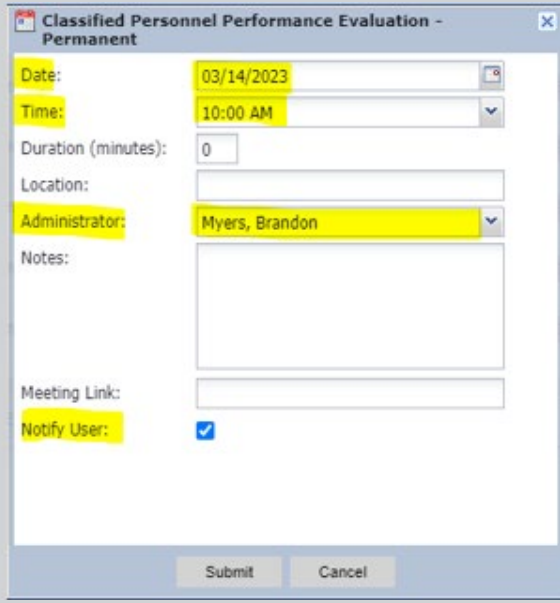
You can assign a different administrator based off the Classified Employee by clicking on "Not Assigned"

After you click on Not Assigned you can also choose to schedule a Specific Time and Date for the Evaluation

Once you submit the change(s), the Administrator and Employee will receive an Email notification




Tom, Testing - Element Scheduled - Classified Personnel Performance Evaluation - Permanent

notifications@mail2.frontlineed.com
To Myers, Brandon

Reply | Reply All | Forward

Tue 3/14/2023 11:48 AM

event.ics
904 bytes

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Classified Personnel Performance Evaluation - Permanent
Date: 03/14/23 10:00 AM - 03/14/23 10:00 AM
Where:
User: Tom,Testing
Scheduled By: Myers, Brandon
Notes:
Meeting Link:

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If you have any questions about these requests, please contact your administrator/appraiser, Human Resources or your Professional Development Staff.
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# Evaluation Nomenclature:

## Probationary Service

1. Classified Probationary 1 – 1st probationary to be completed prior to the 4th month of initial service.
2. Classified Probationary 2 – 2nd probationary to be completed prior to the completion of the 6th month of service; optimally occurs at least 30 days following the 1st probationary

## Regular Service

### Annual Evaluation - occur on or about March 15 – May 15

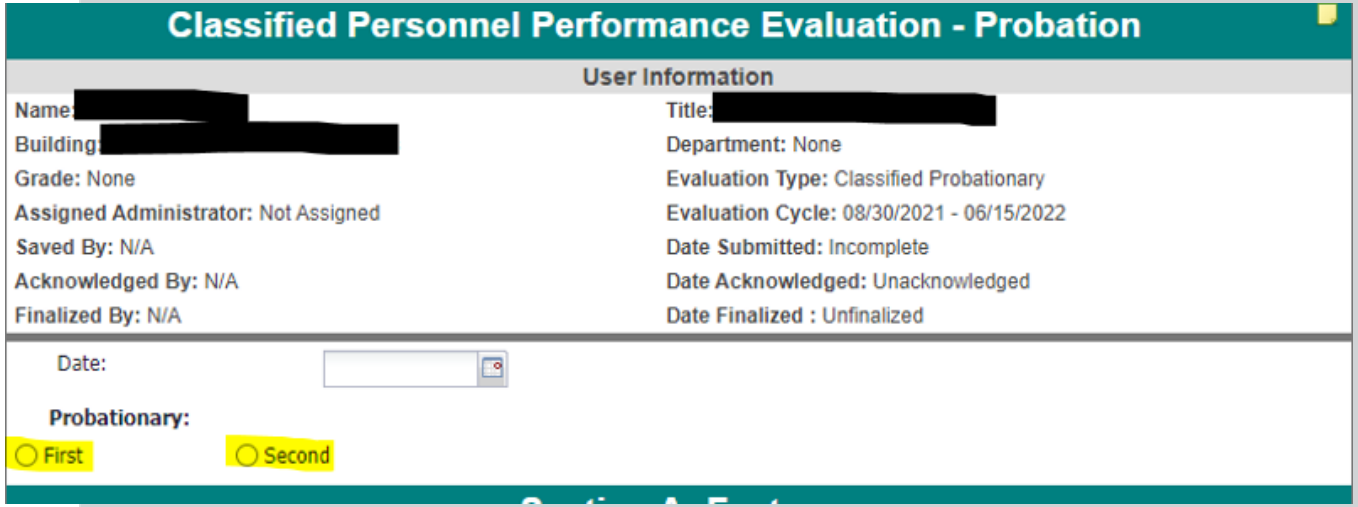
3. Classified Annual 1
4. Classified Annual 2
5. Classified Annual 3
6. Classified Off-Cycle – nothing to complete, simple submission. Supervisor may request an unscheduled evaluation to be made available.
7. Classified Bi-Annual – employee is to be evaluated on an every other year cycle.

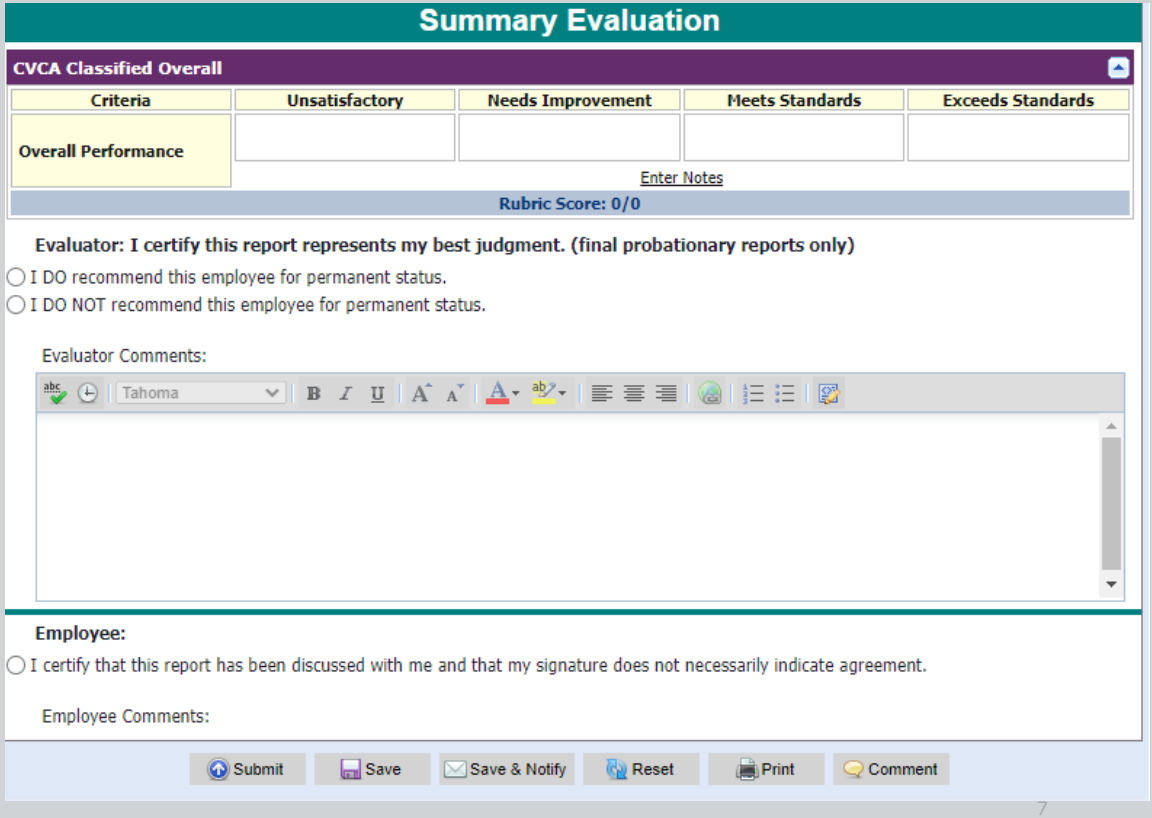
*Note: Supervisor may request unscheduled evaluation to be added at any time of the work year.

# Types of Evaluations:

## Classified Probationary

- All new Classified Employees have two Probationary Evaluations. These forms will be identical. The main differences are the type of Probation which can be indicated by selecting “First” or “Second” at the beginning of the form.
- If the Employee is on their second Probationary Evaluation, the Evaluator will either Recommend of not Recommend them for Permanent Status.



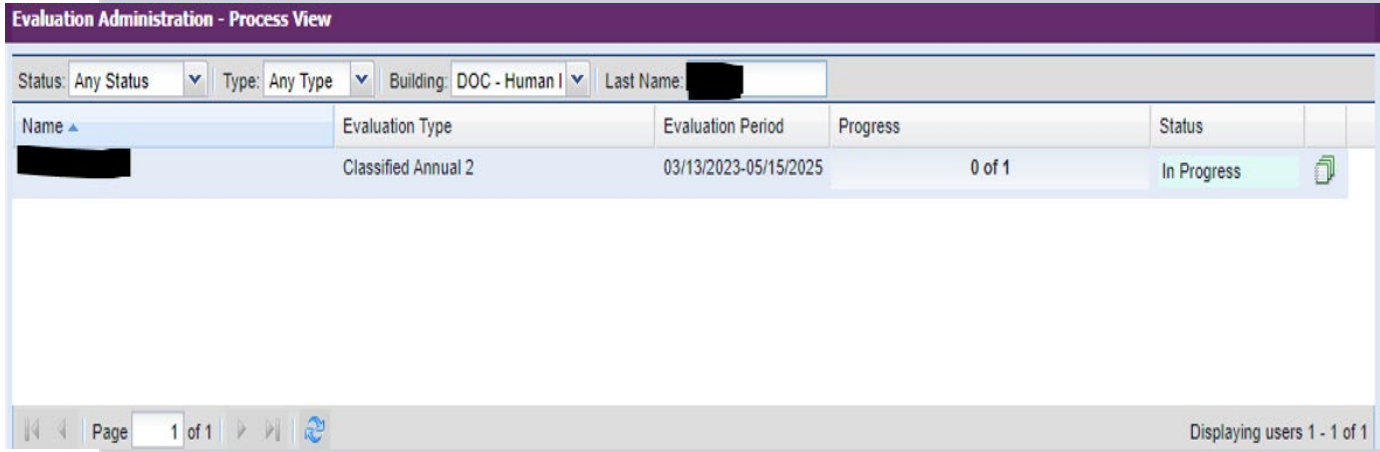



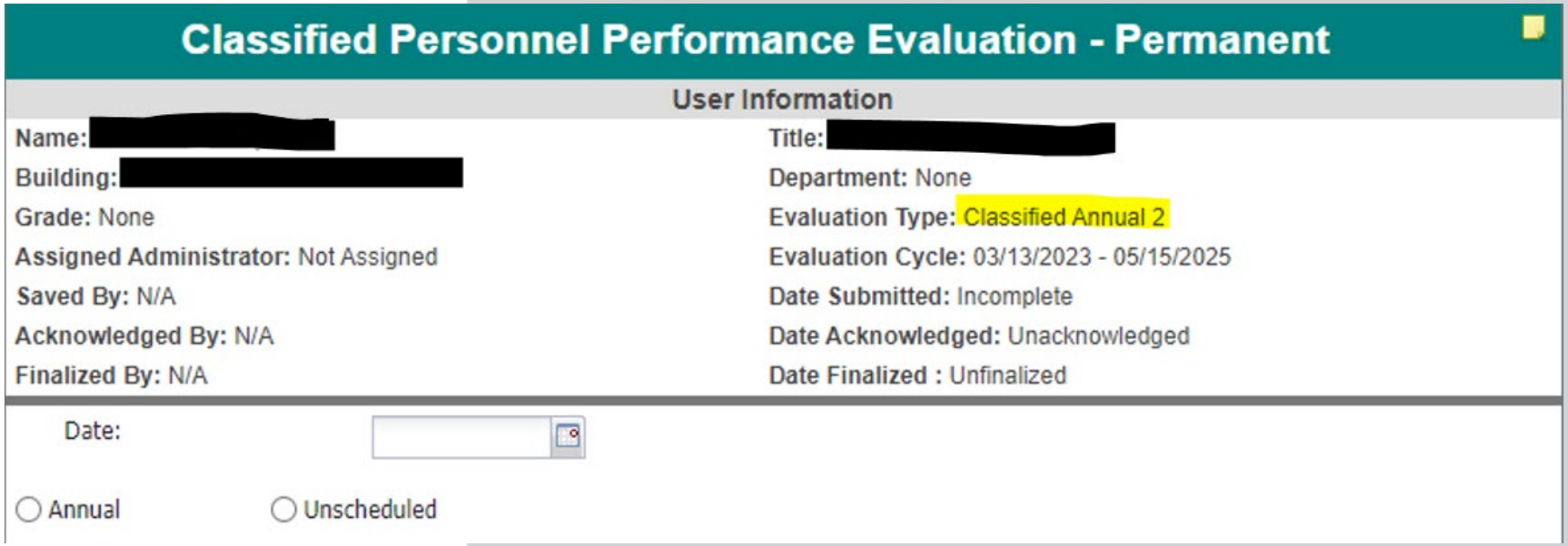
# Types of Evaluations:

Classified Annual 1, 2, 3

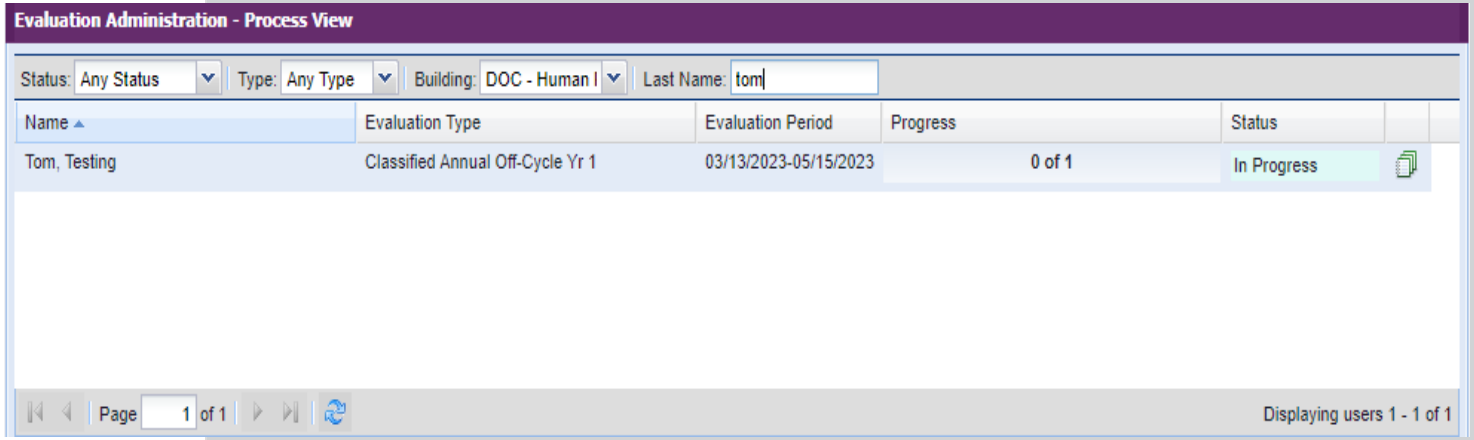
- All Permanent Classified Employees have 3 Annual Evaluations. These forms will be identical.

- After the third Evaluation, the Employee will move to the Classified Off-Cycle Evaluation, followed by an a Bi-Annual Evaluation



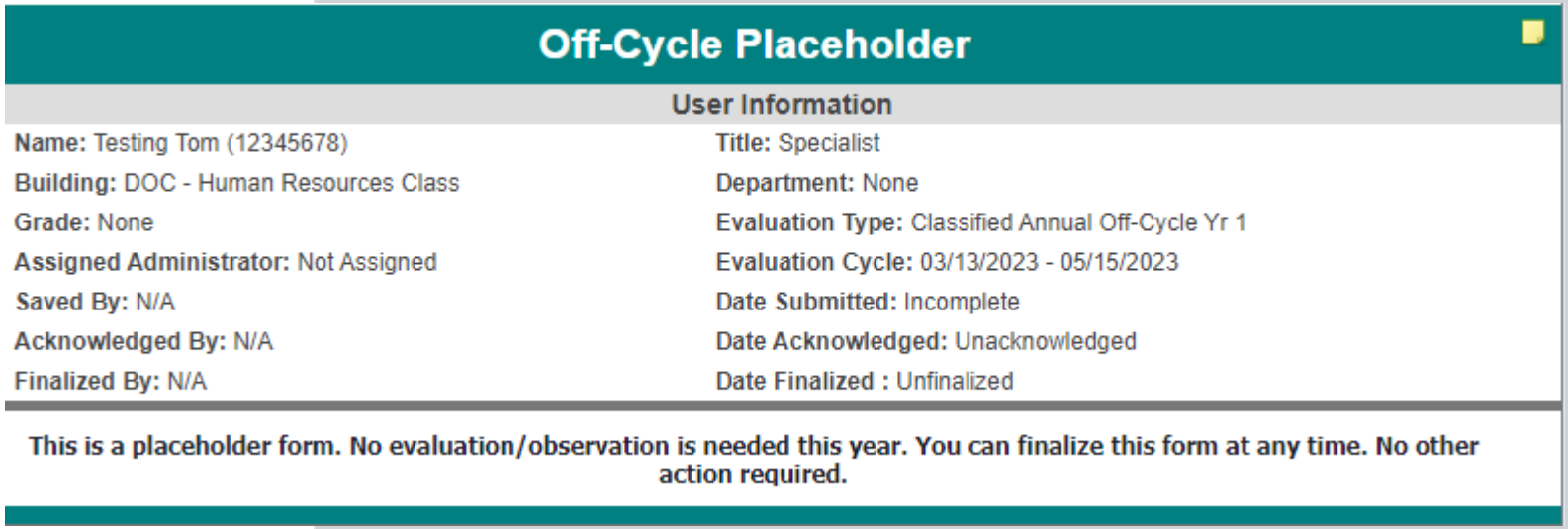



# Types of Evaluations:




## Classified Annual Off-Cycle

- These types of Evaluations need to be submitted and finalized.
- Its is important to ensure that these are finalized so that their Evaluation moves to the next step in the cycle for the next year.



If you have any other Questions about completing or updating your Classified Employee Evaluations, please contact me at bmyers@conejousd.org