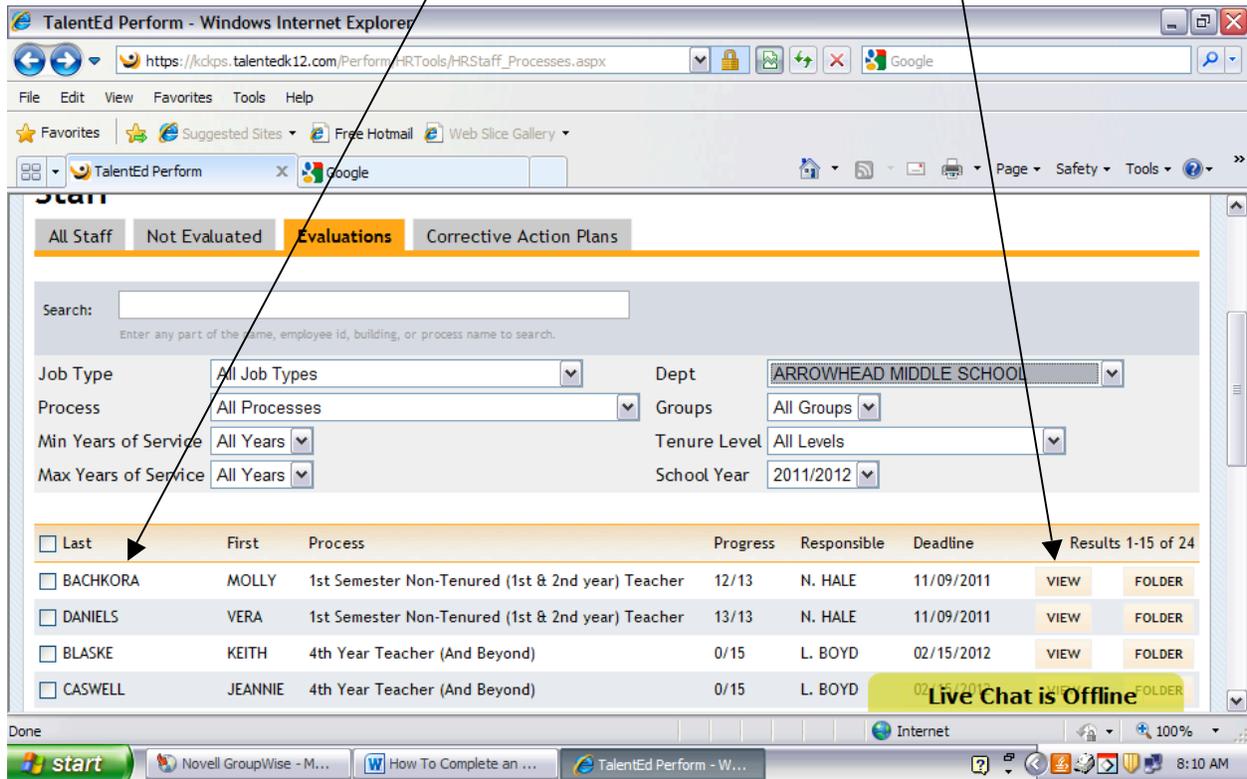


## Completing an Evaluation Cycle in Talent Ed Perform

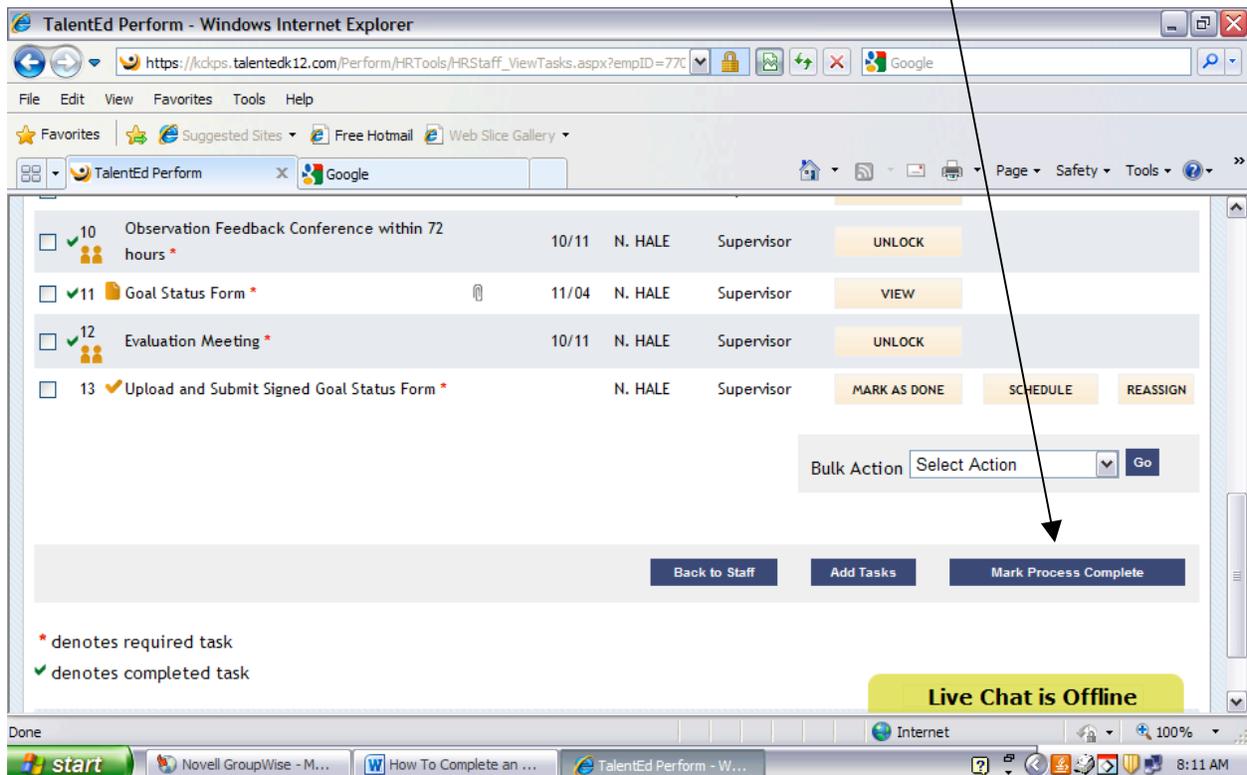
Step One: Choose an employee from the evaluation tab and select view for that employee



The screenshot shows the TalentEd Perform web application in Internet Explorer. The 'Evaluations' tab is selected. The interface includes a search bar, filter dropdowns for Job Type, Process, Min/Max Years of Service, Dept, Groups, Tenure Level, and School Year. A table lists employees with columns for checkboxes, Last Name, First Name, Process, Progress, Responsible, Deadline, and Results (VIEW/FOLDER). Arrows point from the text above to the 'VIEW' button for Molly BACHKORA and the 'Evaluations' tab.

<input type="checkbox"/>	Last	First	Process	Progress	Responsible	Deadline	Results 1-15 of 24
<input type="checkbox"/>	BACHKORA	MOLLY	1st Semester Non-Tenured (1st & 2nd year) Teacher	12/13	N. HALE	11/09/2011	VIEW FOLDER
<input type="checkbox"/>	DANIELS	VERA	1st Semester Non-Tenured (1st & 2nd year) Teacher	13/13	N. HALE	11/09/2011	VIEW FOLDER
<input type="checkbox"/>	BLASKE	KEITH	4th Year Teacher (And Beyond)	0/15	L. BOYD	02/15/2012	VIEW FOLDER
<input type="checkbox"/>	CASWELL	JEANNIE	4th Year Teacher (And Beyond)	0/15	L. BOYD		VIEW FOLDER

Step Two: Scroll to lower right corner and choose button "Mark Process Complete."



The screenshot shows the 'View Tasks' page for an employee. It lists tasks with checkboxes, icons, descriptions, dates, responsible parties, and roles. The 'Mark Process Complete' button is highlighted at the bottom right. An arrow points from the text above to this button.

<input type="checkbox"/>	10	Observation Feedback Conference within 72 hours *	10/11	N. HALE	Supervisor	UNLOCK
<input type="checkbox"/>	11	Goal Status Form *	11/04	N. HALE	Supervisor	VIEW
<input type="checkbox"/>	12	Evaluation Meeting *	10/11	N. HALE	Supervisor	UNLOCK
<input type="checkbox"/>	13	Upload and Submit Signed Goal Status Form *		N. HALE	Supervisor	MARK AS DONE SCHEDULE REASSIGN

Bulk Action: Select Action [Go]

Buttons: Back to Staff, Add Tasks, Mark Process Complete

\* denotes required task  
✓ denotes completed task

Step Three: The following screen will appear once the employee evaluation cycle has been completed.

