

Talent Ed Perform Proof

Administrator/Supervisor Name: _____ Location / Area Name: _____

Date: _____

Step 1: Review all Staff Tab

Employees to Remove (if none, indicate such)

Name	Reason (transfer to, resigned, do not know this person)

Employees to Add (if none, indicate such)

Name	Job

Step 2: Review Not Evaluated Tab

There should not be any employees listed under this tab. Any employees listed here, and not being removed in Step 1 above, will need to be moved to the Evaluation tab by starting a process. To start a process click the button to the right of the name. The system will guide you through the process. All employees are to be evaluated each year or have at least one check in meeting (teachers and administrators).

Please list below any other information that you believe is incorrect including anyone who appears twice with the **SAME** process. If someone was due for an evaluation last year but is not this year, and they did not receive one last year, an off cycle process may have been added for this year.