PowerSchool

Evaluator Quick Start Guide

Unified Talent Perform

Contents

Evaluator

My Staff

A. **My Folder**: If you are being evaluated, view your tasks here.

B. **My Staff**: Work with the staff you are evaluating.

C. **Signatures**: Electronically sign or approve forms.

D. **Peer Reviews**: Complete assigned peer feedback forms.

E. **Walkthrough**: If enabled, perform a walkthrough for any employee in the district.

F. **Schedule**: Sync your calendar or view meetings scheduled with your staff.
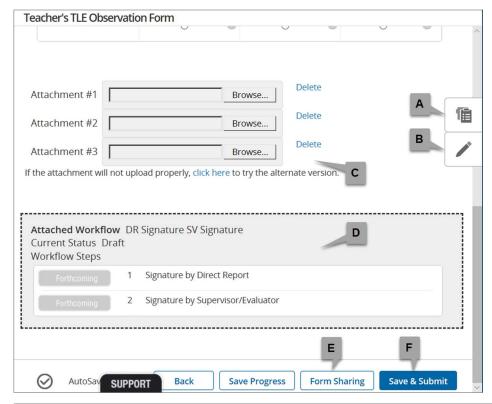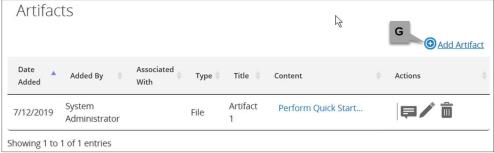
G. **Reports**: Many ways to review the status and history of your staff's evaluation progress.

H. **Analysis**: For completed forms, review and compare staff scores.

I. **View**: Fill out forms, schedule conferences, and view the direct report's entire process.

J. **Folder**: View a simpler list of the direct report's entire process, including due dates.

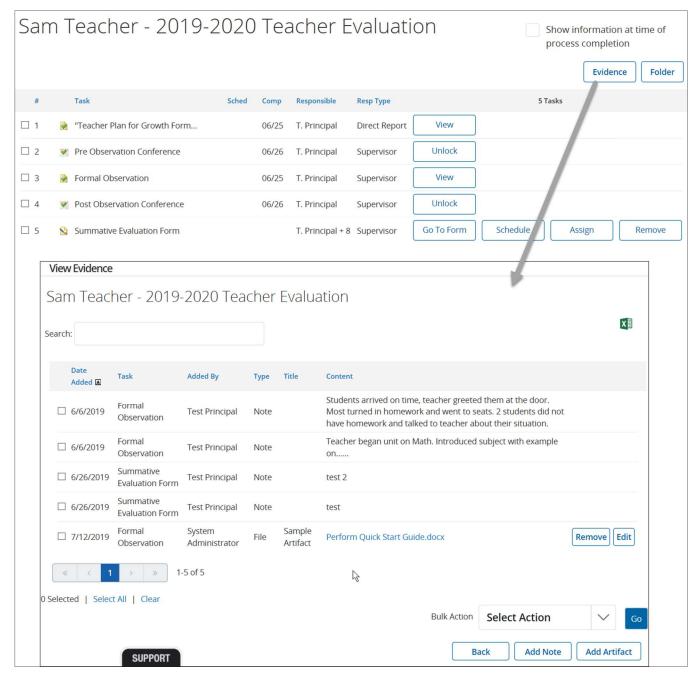K. **Bulk Actions**: Delegate processes to others.

Forms

A. **Rubric/Form Review Tool**: Access a slide-out tool to view any rubric associated with this process, as well as any completed forms in the process.

B. **Scripting Tool**: Access a slide-out tool to type your observation notes and have them automatically time/date stamped. These notes become part of the Evidence table.

C. **Attachments**: Add up to three separate attachments.

D. **Workflow**: View the signature, approval, or review steps that must be completed once the form is submitted.

E. **Form Sharing**: Send a copy of the form to the direct report for their review prior to locking.

F. **Save & Submit**: Save the form, lock it from further edits, and begin the workflow defined for the form.

G. **Artifacts**: Used instead of attachments, add an unlimited number of either files or URLs to the evaluation process. Artifacts become part of the overall evaluation folder and can be accessed via the Evidence table.
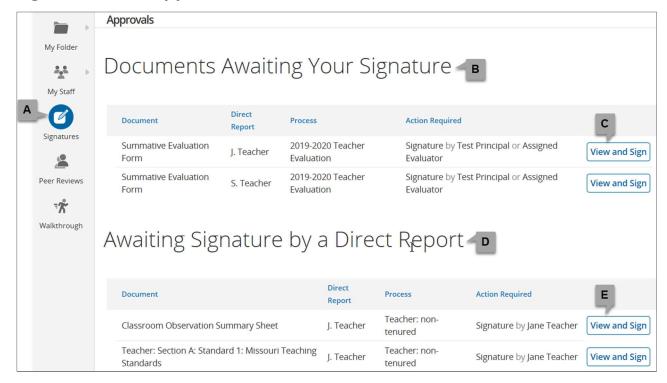
Evidence

Evidence for a direct report is available when viewing their evaluation process or folder.

View all evidence collected throughout the process; see who said it, what they said, and when they said it. You can also organize, manage and share evidence.

Signatures and Approvals

A. **Signatures**: Review and electronically sign or approve forms.

B. **Documents Awaiting your Signature**: List of documents that are awaiting your attention.

C. **View and Sign**: This button name changes depending on whether you are signing, approving, or reviewing a form. Click to view the completed form, then scroll to the bottom to complete the assigned step.

D. **Awaiting Signature by a Direct Report**: List of documents that are awaiting the direct report's attention. Use this to keep track of your direct report's assignments.

E. **View and Sign**: Click to review the form awaiting the direct report's attention.