

I have been receiving many calls about the mid-year review and the RANDA tool. Below are some **suggestions** which may help with the process.

Mid-Year Review Link

1. Have employees complete the Mid-Year Review link in RANDA prior to your meeting with them.
 - a. This will allow for personal reflection of their goals relating to:
 - i. Barriers to successful completion by the end of the year and
 - ii. Strategies to address the barriers
2. Once they have completed this section, you can add information (or not).
3. For employees whom you are thinking of non-renewing, add the language 'If performance concerns noted in this evaluation are not addressed, you may be recommended for non-renewal' in the comment box prior to clicking the 'I have completed this mid-year review with the evaluator'.

Evaluator Assessment Link

4. As you work on the Evaluator Assessment link, you may want to click the 'compare to self-assessment' box on the top right.
 - a. If the educator has shared their self-assessment with you, you will see specific elements highlighted.
 - i. The highlights indicate differences in how they assessed themselves and how you assessed them.
 - b. If you used the rubric (with professional practices) for observations and/or evidence, 'eyeballs' will appear next to the professional practice which you clicked for the observation.
 - c. If you used the drop down of standards and elements to map observations and/or evidence, the information will be below each standard/element that was mapped.
 - d. For employees whom you are thinking of non-renewing, add the language 'If performance concerns noted in this evaluation are not addressed, you may be recommended for non-renewal' in the comment box under the standard/ elements with concerns.

Providing Rating to Date on Standards and Elements

5. After you have completed the Evaluator Assessment Rubric:
 - a. Click the 'print to PDF' button on the top right.
 - i. Email the PDF of the entire rubric to the employee prior to meeting so they can review.
 1. This document is over 20 pages long so you may not want to print.
 - b. Click the 'view scoring' button at top. This is the page with the colored bars for each element.
 - i. Click the 'print to PDF' button on the top right.
 1. Email this document to the employee
 2. Print this document to use during the mid-year review meeting.
 - a. Keep this document in the employees building file as a record of the mid-year review.