

Classified Evaluations

1. Start at <https://hr.aurorak12.org/resources/hr-applications/>
2. Use the link for Classified Evaluations.
3. Log in with your username and password.

Log In to Classified Evaluations

Username

Password

[Click to Access the Evaluation System](#) 

4. Use the green button to start an evaluation.

Classified Evaluation System

User Name **ns_104**

[Start a new evaluation](#)

[Access existing evaluations](#)

5. Select the Name of the Employee to be Evaluated.

Name Of Employee to be Evaluated :
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School Year **2018-19**


Login **ns_105**

NOTE: It is not necessary to choose an evaluator unless the supervisor is not doing the evaluation

Evaluator's Name : Select evaluator name if supervisor will not be the evaluator.

- The Pre-Performance Evaluation Conference Date should be recorded now or later to indicate the date when the employee receives the Pre-Performance Evaluation Planning Sheet. The Performance Evaluation Conference Date should be recorded after the face-to-face conference near the end of the school year.






Pre-Performance Evaluation Conference Date :  

Performance Evaluation Conference Date : 

- Access the Pre-Performance Evaluation Planning Sheet by using the Submit button.

Submit

- Print and present the Pre-Performance Evaluation Planning Sheet at The Pre-Performance Evaluation Conference. It contains the job duties as outlined in the job description for that employee position title as well and the Human Relations and Initiative Performance Standards.
- Proceed to Ratings, Comments and Acknowledge. Acknowledgement occurs at the Performance Evaluation Conference.

	Emp Sign Date	Employee ↑≡	Planning Sheet	Ratings	Comments	Acknowledge	Print
2018-19	-	Knox, Willa Shanell					

NOTE: It is not necessary to send a printed copy to HR. The employee will receive an e-mail notification to acknowledge online. Employee acknowledgment is NOT required. Once the evaluator signs off, the evaluation is official. Upon acknowledging online, the employee may enter a comment if desired.