APT Evaluation
Assigning Evaluators
Assigning Evaluators – Step 1

The department manager or building principal is assigned as the evaluation account manager for all department/building staff by default. Assigning evaluators to all APT staff is an initial set-up responsibility and must be completed by September 31st.

• Step 1 – Evaluation account manager will login to the Online Evaluation Management System.
  1. Select APT staff to be assigned to an evaluator (multiple employees may be selected at one time for the same evaluator).
  2. At the “Select Evals” box, select “Assign” and click on “Go”.
• When the new window opens, proceed to Step 2.
Assigning Evaluators – Step 2

• Step 2 – When the new window opens, type in the evaluator name using the (last name_first name) format in the appropriate box.
  – APT staff may have optional intermediate and final reviewers in departments or buildings where multiple layers of supervisors exist.
• Select “Submit” once the evaluator names are entered.
  – Once submitted, the employee will receive an email indicating they may access the Online Evaluation Management System to complete the Self-Evaluation process.
• Repeat for each employee.
• See screenshots on following slide.
Assigning Evaluators – by September 15

Step 1

Step 2