Classified Evaluation
Employee Self-Evaluation
Self-Evaluation

- Classified employees must complete a Self-Evaluation and submit a copy to their evaluator by December 31.
  - Self-evaluation are to be completed and submitted in the Online Evaluation Management System.
    - With evaluator approval, an optional paper copy of the Self-Evaluation may be completed submitted in lieu of using the Online Evaluation Management System. The form is available at the following link:
      - [https://workflow.stvrain.k12.co.us/Employee-Evaluations/blank_classified_form.pdf](https://workflow.stvrain.k12.co.us/Employee-Evaluations/blank_classified_form.pdf)
- After login to the Online Evaluation Management System, Select “Edit” in the “Personal Evaluation of (employee name)” section.

![Personal Evaluations of (employee name)](image)
Self-Evaluation (continued)

• When the Continuing Evaluation page opens, scroll down past the Employee Information section to the Performance Accountabilities section.

• Rate each Performance Accountability area (15 total) using the following rating scale:
  – Exceeds Expectations
  – Meets Expectations
  – Does Not Meet Expectations

Add “Optional” Employee Comments
Self-Evaluation (continued)

• After rating all Performance Accountability areas, scroll down to the Performance Summary and Growth/Goals sections to add comments.
• Select “Submit” when the Self-Evaluation is complete.