



Evaluator User Guide: Getting started on Non-School Evaluation Plans

Background

School-based administrators may use the Staff Roster to identify and roster staff for evaluation. Non-school based administrators do not have access to a staff roster on the My Professional Growth System (MyPGS). We have developed separate procedures to identify, notify, and instruct employees to start their evaluation plans and assign their administrators as evaluators. Once these steps are completed, evaluators will have access to their staff evaluation plans. This document describes these steps and provides links to additional support documents.

Evaluator Steps: Identify and Notify Evaluatees

1. **Identify:** We have created reports on MyPGS with information needed to make evaluation decisions. Access these reports on [MyPGS](#) in the My Reports section on the home page. [Click here for step-by-step instructions.](#)
2. **Notify:** Notify employees scheduled for evaluation using the Employee Notification Templates below.
 - a. [EDST](#) | [EDSNCT](#) | [EDSC](#) | [EDSCSP](#)
 - b. [EDSSL](#) (Principals and Assistant Principals) | [EDSPS](#) | [EDSSSA](#)

These editable templates include links that guide evaluatees to get started on their evaluation. These steps are summarized below and available in the [Getting Started Guide for Evaluatees](#).

Evaluatee Steps: Starting Evaluations and Assigning Evaluators

Your staff evaluations will not be viewable to evaluators until evaluatees complete the following steps.

3. Once evaluatees are notified of their scheduled evaluation, they will open their evaluation plans in [MyPGS](#) by clicking **“My Evaluation Plan.”**
4. Evaluatees click the **“Start Plan”** button to launch their evaluation plan.
5. Evaluatees open their evaluation plan and assign their immediate supervisor or other designated administrator as their evaluator in the **“Evaluator Selection”** step.

Evaluator Step: Access the Evaluation

6. Once the evaluator is selected by the evaluatee, the evaluator may access the evaluation in **“My Staff Evaluation Plans.”**

If you have any questions about this process contact support at mypgs@lausd.net.