



Employee Evaluations

Viewing, completing, and finalizing

Accessing Applicant Tracking

Website:

<https://login.frontlineeducation.com/sso/conejousd>

Enter your:

User ID: *Conejo District Email*

Password: *Email Password*

Sign out:

Upper right hand corner

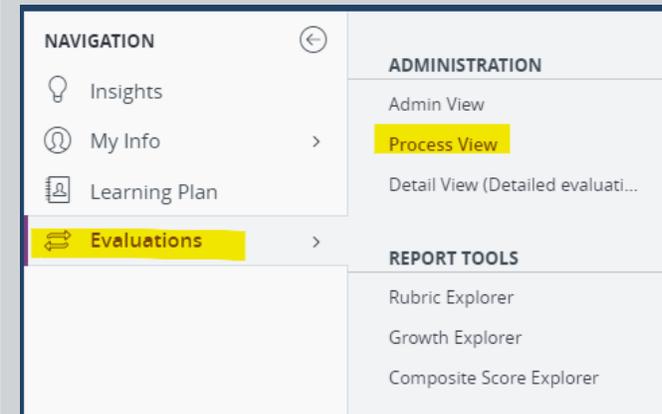
The image displays two screenshots of the Frontline Education interface. The top-left screenshot shows the login page for Conejo Valley Unified School District, featuring the Frontline Education logo and a sign-in button. The top-right screenshot shows the sign-in form with a text input field for the email address (someone@conejousd.org) and a 'Next' button. The bottom screenshot shows the 'Select an Application' page, listing various modules: Absence Management (formerly Aesop), Frontline Central, Professional Growth (formerly MLP PDMS and MLP OASYS), Recruiting & Hiring (formerly AppliTrack Recruit & Fit), and Time & Attendance (formerly VeriTime). The bottom navigation bar includes a search bar for staff members, a user profile for Veronica Johnson, and a 'Sign Out' button.

Viewing Employee Evaluations

Navigation: Home Screen > Evaluations > Process View

What you will see in Process View:

- All of your employees
- Their assigned evaluations & observations



Evaluation Administration - Process View

Status: Any Status | Type: Classified A | Building: Any Building | Last Name:

Name	Evaluation Type	Evaluation Period	Progress	Status	
Crespi, Drew	Classified Annual 1	03/15/2024-05/15/2024	0 of 1	Not Started	
Frie, Ashley	Classified Annual 1	03/15/2023-05/15/2023	0 of 1	Not Started	
Hise, Christopher	Classified Annual 1	03/15/2024-05/15/2024	0 of 1	Not Started	
Thomas, Tara	Classified Annual 1	03/15/2024-05/15/2024	0 of 1	Not Started	
VanDoren, Suzanne	Classified Annual 1	03/13/2022-05/15/2022	0 of 1	In Progress	

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Viewing Employee Evaluations

Viewing Individual Evaluations/Observations:

- Select your employee (ex: Tom, Testing)
 - The breakdown of their evaluation will populate below
- Select the “+” sign next to each component
 - This will give you three icons to choose from
 -  Will take you straight to the form for you to fill out
 -  Will bring up a window to schedule your conference meeting with your employee
 -  Will Finalize or Route the form

Name	Evaluation Type	Evaluation Period	Progress	Status
Tom, Testing	Classified Annual Off-Cycle Yr 1	03/13/2023-05/15/2023	0 of 1	In Progress

Component Name	Progress	Status	Icons
Off-Cycle Placeholder	0 of 1	Incomplete	⚙️ 📅 👍

Element Name	Schedule/Assigned Admin	Status	Icons
Off-Cycle Placeholder	Not Scheduled	Not Scheduled	📅 📄 📅 👍

Classified Personnel Performance Evaluation - Permanent

Date: 03/14/2023

Time: 10:00 AM

Duration (minutes): 0

Location:

Administrator: Myers, Brandon

Notes:

Meeting Link:

Notify User:

Submit Cancel

Scheduling/Assigning Administrators:

You can assign a different administrator based off the Classified Employee by clicking on "Not Assigned"

After you click on Not Assigned you can also choose to schedule a Specific Time and Date for the Evaluation

Once you submit the change(s), the Administrator and Employee will receive an Email notification

Element	Component	User	Admin	Eval Type	Eval Start Date	Eval End Date	Schedule	Status
Classified Pers...	Classified Pers...	Crespi_Drew	Not Assigned	Classified Annu...	03/15/2024	05/15/2024	Not Scheduled	Not Scheduled

Schedule/Assign Off-Cycle Placeholder

Off-Cycle Placeholder

Date: 03/14/2023

Time: 10:00 AM

Duration (minutes): 0

Location:

Administrator: Unassigned

Notes:

Meeting Link:

Notify User:

Submit Cancel

Classified Personnel Performance Evaluation - Permanent

Date: 03/14/2023

Time: 10:00 AM

Duration (minutes): 0

Location:

Administrator: Myers, Brandon

Notes:

Meeting Link:

Notify User:

Submit Cancel

Tom, Testing - Element Scheduled - Classified Personnel Performance Evaluation - Permanent

 notifications@mail2.frontlineed.com
 To: Myers, Brandon

 event.lics
 904 bytes

 Reply
  Reply All
  Forward
 


Tue 3/14/2023 11:48 AM

[You don't often get email from notifications@mail2.frontlineed.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

CAUTION: This email is from an external sender. If this message looks suspicious, please forward to spamcheck@coneiousd.org.

Classified Personnel Performance Evaluation - Permanent
 Date: 03/14/23 10:00 AM - 03/14/23 10:00 AM
 Where:
 User: Tom,Testing
 Scheduled By: Myers, Brandon
 Notes:
 Meeting Link:

DO NOT REPLY TO THIS MESSAGE!
 THIS IS AN AUTOMATED MESSAGE AND YOU WILL NOT RECEIVE A RESPONSE!
 If you have any questions about these requests, please contact your administrator/appraiser, Human Resources or your Professional Development Staff.
<https://nam11.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.mylearningplan.com%2F&data=05%7C01%7C8BMyers%40coneiousd.org%7C86b24ac45654006bfc808db24bca71a%7C7c6d000846234be4a0e6638d5197c9ae%7C1%7C0%7C638144164913118217%7CUnknown%7CTWFPbGzsb3d8eyjWljoIMC4wLjAwMDAlClQljoiv2luMzIlCjBTll6Ik1haWwllCjXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=PCO7%2FhocNeG%2B0Vd%2FR55MmepQ5UC1G%2Bj2chOvSI%2BpsuU%3D&reserved=0>

Evaluation Nomenclature:

Probationary Service

1. Classified Probationary 1 – 1st probationary to be completed prior to the 4th month of initial service.
2. Classified Probationary 2 – 2nd probationary to be completed prior to the completion of the 6th month of service; optimally occurs at least 30 days following the 1st probationary

Regular Service

Annual Evaluation - occur on or about March 15 – May 15

3. Classified Annual 1
4. Classified Annual 2
5. Classified Annual 3
6. Classified Off-Cycle – nothing to complete, simple submission. Supervisor may request an unscheduled evaluation to be made available.
7. Classified Bi-Annual – employee is to be evaluated on an every other year cycle.

*Note: Supervisor may request unscheduled evaluation to be added at any time of the work year.

Types of Evaluations:

Classified Annual 1, 2, 3

- All Permanent Classified Employees have 3 Annual Evaluations. These forms will be identical.
- After the third Evaluation, the Employee will move to the Classified Off-Cycle Evaluation, followed by an a Bi-Annual Evaluation

Evaluation Administration - Process View

Status: Any Status Type: Any Type Building: DOC - Human I Last Name: [REDACTED]

Name	Evaluation Type	Evaluation Period	Progress	Status
[REDACTED]	Classified Annual 2	03/13/2023-05/15/2025	0 of 1	In Progress

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Classified Personnel Performance Evaluation - Permanent

User Information

Name: [REDACTED]	Title: [REDACTED]
Building: [REDACTED]	Department: None
Grade: None	Evaluation Type: Classified Annual 2
Assigned Administrator: Not Assigned	Evaluation Cycle: 03/13/2023 - 05/15/2025
Saved By: N/A	Date Submitted: Incomplete
Acknowledged By: N/A	Date Acknowledged: Unacknowledged
Finalized By: N/A	Date Finalized : Unfinalized

Date:

Annual Unscheduled

Types of Evaluations:

Classified Annual Off-Cycle

- These types of Evaluations need to be submitted and finalized.
- Its is important to ensure that these are finalized so that their Evaluation moves to the next step in the cycle for the next year.

Evaluation Administration - Process View										
Status:	Any Status	Type:	Any Type	Building:	DOC - Human I	Last Name:	tom			
Name	Evaluation Type	Evaluation Period	Progress	Status						
Tom, Testing	Classified Annual Off-Cycle Yr 1	03/13/2023-05/15/2023	0 of 1	In Progress						

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Off-Cycle Placeholder

User Information

Name: Testing Tom (12345678)

Title: Specialist

Building: DOC - Human Resources Class

Department: None

Grade: None

Evaluation Type: Classified Annual Off-Cycle Yr 1

Assigned Administrator: Not Assigned

Evaluation Cycle: 03/13/2023 - 05/15/2023

Saved By: N/A

Date Submitted: Incomplete

Acknowledged By: N/A

Date Acknowledged: Unacknowledged

Finalized By: N/A

Date Finalized : Unfinalized

This is a placeholder form. No evaluation/observation is needed this year. You can finalize this form at any time. No other action required.

If you have any other Questions about completing or updating your Classified Employee Evaluations, please contact me at bmyers@conejousd.org