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ENTERING EVALUATIONS (PSL-W050)  
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

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**1.0 SCOPE:**

- 1.1 Process by which we enter employee evaluations in to ESCAPE.

**2.0 RESPONSIBILITY:**

- 2.1 Personnel Technician I

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resource Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**4.0 DEFINITIONS:**

- 4.1 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.2 Evaluation—Form used to evaluate the work performance of a district employee and can vary according to position held by employee and bargaining unit.
- 4.3 BMI – BMI Imaging System is a company of Online Technology Group (OTG).

**5.0 PROCEDURE:**

- 5.1 Evaluations received from Personnel Director
- 5.2 Locate employee in the ESCAPE
- 5.3 Select **Evaluations** from the **Lists** menu
- 5.4 Select **Add Eval Record**
- 5.5 Press **Shift + Enter** to locate the name of the evaluator
- 5.6 Enter **Type** (3-Month, 10-month, Special, Annual) of evaluation
- 5.7 Enter the evaluation date in **Scheduled** field
- 5.8 Enter the evaluation date in **Actual** field
- 5.9 Enter the Overall Evaluation in the **Rating** field
- 5.10 Ignore all other fields
- 5.11 Press **F3** to save record
- 5.12 Press **F3** again to changes in personnel record
- 5.13 Initial and date evaluation hard copy that the evaluation has been entered into the system.
- 5.14 Evaluation is scanned into the employee's personnel file for permanent filing.

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**6.0 ASSOCIATED DOCUMENTS:**

6.1 Management Evaluations

6.1.1 Management Evaluation of Work Performance (PSL-F104)

6.2 Classified Evaluations

6.2.1 Performance Evaluation of Classified Personnel (PSL-F102)

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6.7.19 Evaluation: Program Specialist, Bilingual Education

6.7.20 Evaluation: Program Specialist, Counseling

6.7.21 Evaluation: Program Specialist, Designated Instruction and Services,  
Communicatively Handicapped

6.7.22 Evaluation: Program Specialist, Gifted and Talented Education

6.7.23 Evaluation: Program Specialist, Nutrition Education Project

6.7.24 Evaluation: Program Specialist, Recruitment and Retention of Females in Non-  
traditional Vocational Programs

6.7.25 Evaluation: Program Specialist, Special Education

6.7.26 Evaluation: Project Burger King Academy, Resource Teacher

6.7.27 Evaluation: Project Facilitator California New Teacher Support

6.7.28 Evaluation: Resource Speci-0.0005 : Project Burger King Acad 0 10.02 Kination.7408 -4(0-Tc3-0.0m01



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10/08/07      C      Approval Authority department name change  
Responsibility; Title change (Office Technician III to Personnel Tech. I)

**\* \* \* E n d   P r o c e d u r e \* \* \***