



## Employee Orientation for EPAT in MyPLC

# APS Mission and Vision

## Our Mission

- ▶ With a caring culture of equity, trust and collaboration, every student will graduate ready for college, career and life.

## Our Vision

- ▶ A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

# What is EPAT?

The Employee Performance Appraisal Tool (EPAT) is the appraisal instrument for employees not appraised by a state mandated tool, such as TKES, LKES, GMSEP, CKES, or GSPEP.

Employees who will not receive an EPAT include:

- Principals
- Assistant Principals
- Teachers
- Media Specialists
- Psychologists

**Employees  
reflect on their  
professional  
practice and  
performance**

**Manager  
provides  
feedback**

EMPLOYEE  
PERFORMANCE  
APPRAISAL TOOL

EPAT



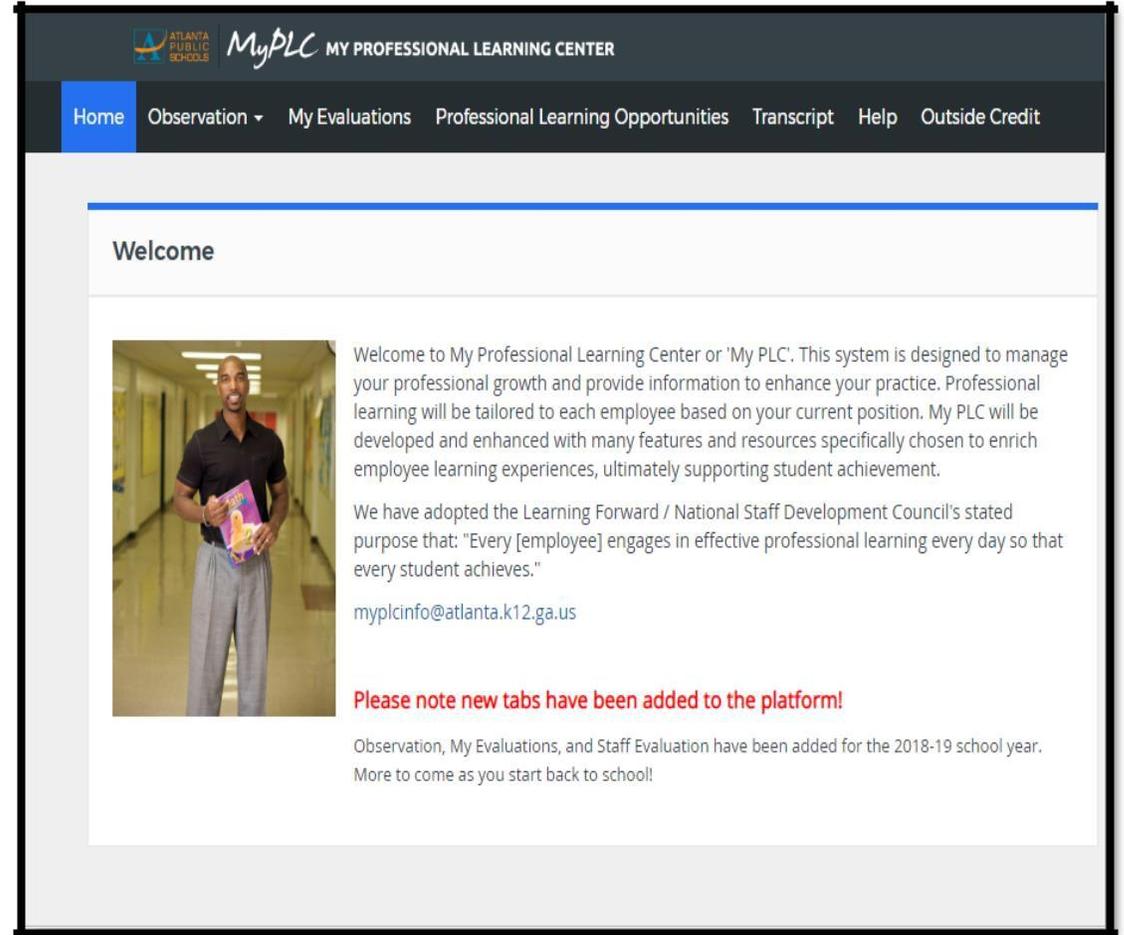
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## THE EPAT PLATFORM

# Why MyPLC?

EPAT will be located in MyPLC Performance Management – the same location the district uses for Professional Learning, TKES, LKES, CKES and SLEI.

- ✓ It is User-friendly.
- ✓ One-stop shop for professional learning and evaluations.
- ✓ Familiar for educators who have used TKES and LKES in the GaDOE TLE Platform.

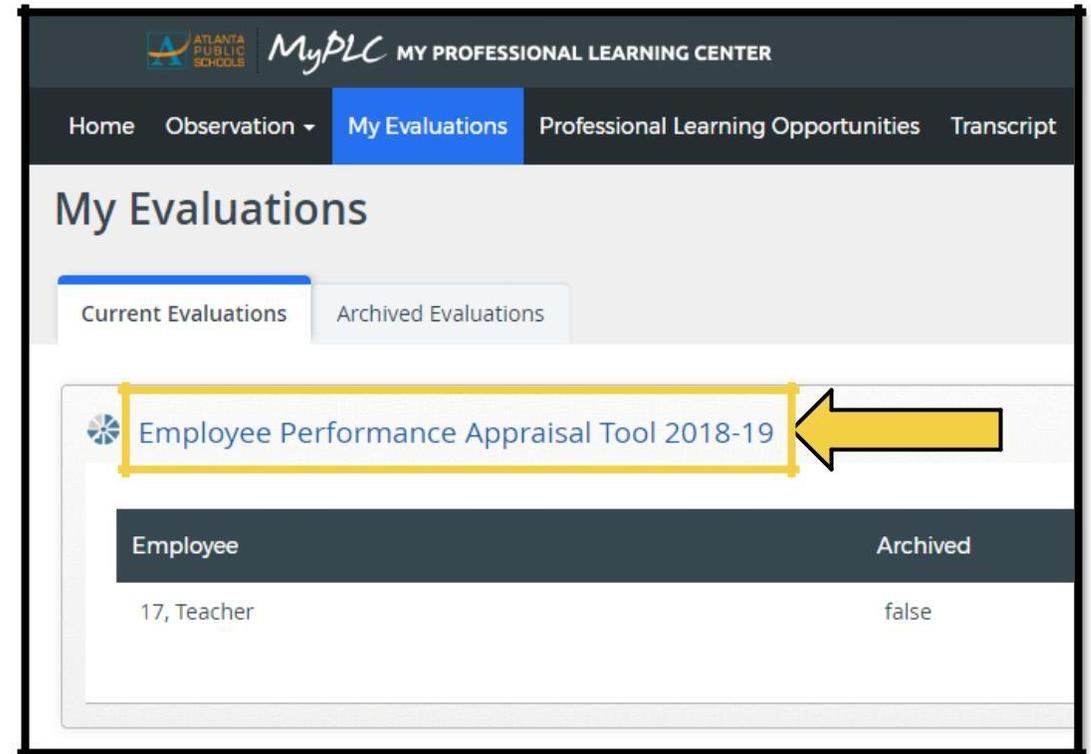
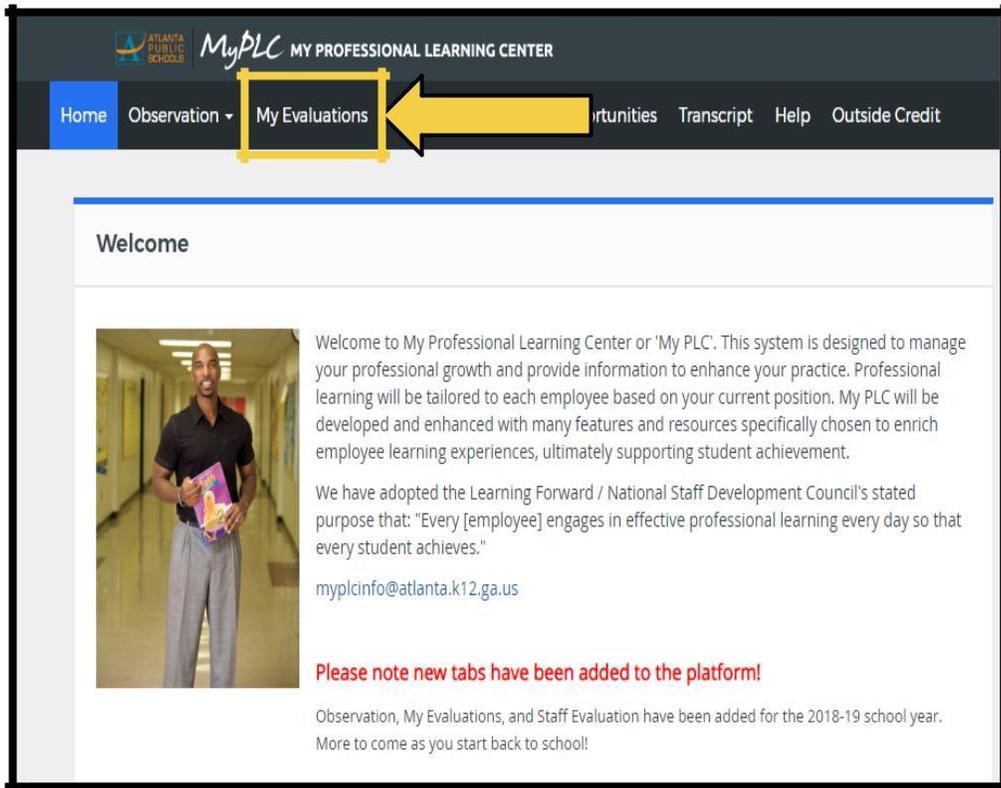


The screenshot shows the MyPLC website interface. At the top, there is a navigation bar with the Atlanta Public Schools logo and the text "MyPLC MY PROFESSIONAL LEARNING CENTER". Below the navigation bar, there is a menu with the following items: Home, Observation, My Evaluations, Professional Learning Opportunities, Transcript, Help, and Outside Credit. The main content area features a "Welcome" section with a blue header. On the left side of the welcome message, there is a photograph of a man in a black polo shirt and grey trousers holding a book. To the right of the photo, the text reads: "Welcome to My Professional Learning Center or 'My PLC'. This system is designed to manage your professional growth and provide information to enhance your practice. Professional learning will be tailored to each employee based on your current position. My PLC will be developed and enhanced with many features and resources specifically chosen to enrich employee learning experiences, ultimately supporting student achievement. We have adopted the Learning Forward / National Staff Development Council's stated purpose that: 'Every [employee] engages in effective professional learning every day so that every student achieves.'" Below this text is the email address "myplcinfo@atlanta.k12.ga.us". A red text alert states: "Please note new tabs have been added to the platform!". At the bottom of the welcome message, it says: "Observation, My Evaluations, and Staff Evaluation have been added for the 2018-19 school year. More to come as you start back to school!"

# Let's Get Started!

Employees will access their evaluation by selecting **My Evaluations** on the top header of the screen.

Employees will access their evaluation by selecting **My Evaluations**. The evaluation tool will be automatically populated for the employee.



# The Three Phases of EPAT

## Phase 1

**Employee Self-Reflection**

Deadline September 8, 2023

**Pre-Conference and Goal Setting**

Deadline September 22, 2023

## Phase 2

**Mid-Year Self-Appraisal**

Deadline January 31, 2024

**Mid-Year Appraisal and  
Conference**

Deadline February 29, 2024

## Phase 3

**End-of-Year Self-Reflection and  
Self-Appraisal**

Rolling Deadlines

**End-of-Year Appraisal and  
Conference**

Rolling Deadlines, but absolute  
deadline is June 24, 2024

# EPAT Employee Layout

The containers correspond to the three phases of EPAT.

When an employee clicks on the container, the different activities under the container will display.

When an employee selects an activity he or she must complete, the contents of the activity will display and the employee will be allowed to enter information.

The screenshot displays the 'My Evaluations' section of the 'MyPLC MY PROFESSIONAL LEARNING CENTER' interface. The navigation bar includes 'Home', 'Observation', 'My Evaluations', and 'Professional Learning Opportunities'. The main content area is titled 'Employee Performance Appraisal Tool 2018-19' and features a tab for 'EPAT Evaluation'. Below this, there are four main sections, each with a gear icon and a yellow arrow pointing to a highlighted box:

- Self-Reflection** (Container)
- Mid-Year** (Container)
- Core Values \*** (Activity)
- Mid-Year Goal Review \*** (Activity)
- End-of-Year** (Container)

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## EPAT FORMAT

# Three Areas of Assessment



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## THE SELF-REFLECTION AND GOAL-SETTING PHASE

# Self-Reflection Process

## Self-Reflection

- Employee acknowledges review of Core Values.
- Employee completes two questions about position.
- Employee suggests 3-5 proposed S.M.A.R.T. goals.

## Leadership Self-Reflection

- Leader acknowledges review of Leadership values.
- *This additional section is only completed by employees who have one or more employees reporting to them.*

## Goal Setting and Pre-Conference

- Evaluator sets the 3-5 S.M.A.R.T. Goals for the year.
- PSC professional learning goal/plan considerations for certificated employees.
- Evaluator schedules meeting with employee to review goals and expectations for the school year.



# APS Core Values and Proposed Goals

I acknowledge that I have read the APS Core Values and understand how they apply to my current role.\*

Select One ▾

Given your area of responsibility, what major tasks or projects must be completed this school year?\*



Describe the supervisory support needed to accomplish the goals.\*



## Self-Reflection

Acknowledge Core Values and answer self-reflection questions.

### Leadership Values

This additional section should only be completed if you have direct reports.

APS is focused on building strong manager-employee relationships. This relationship well helps the organization to leverage employees' strengths. As a manager, leaders commit to helping all employees experience success.

[Click here to access the Leadership Values. Once you have read the Leadership Values, click here to acknowledge that you have read them.](#)

I acknowledge that I have read the APS Leadership Values and understand how they apply to my current role.\*

Select One ▾

## Leadership Values

Acknowledge Leadership Values (if you have direct reports)

Started by Teacher 13. Last update Aug 31, 2018 08:27:47 by Teacher 13.  
0 of 3 required fields contain data.

### Performance Goals

Create three to five Performance Goals for manager approval using the SMART criteria for the appraisal. For more assistance on drafting a SMART goal, click here.

Goal #1 \*



Goal #2 \*



## Create Proposed Goals

Create 3-5 proposed goals.



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Celebrating 150 Years of APS

# APS Core Values

## EVERY VOICE MATTERS

We listen to better understand the experiences, opinions and ideas of others.

*Am I authentically collaborating and connecting with others toward a common goal?*



Guiding how we work, as individuals and teams



## EMBRACE AND DRIVE CHANGE

We continuously learn – from others, from our past, and for the future.

*Am I considering that a better way is possible?*



## EQUITY AT THE FOREFRONT

We are intentional in our words and actions that disrupt inequities in our system.

*Am I creating conditions and removing barriers for students to be successful?*



## STUDENTS AND SCHOOLS FIRST

We prioritize our efforts in service to students and schools.

*Am I clear in how my work prepares students to be college, career, and life ready?*



## A CULTURE THAT CARES

We promote well-being for all.

*Am I modeling and supporting wellness in my actions?*

# APS Leadership Values

## APS Leaders



# S.M.A.R.T. Goals

**Specific** - Simplistically written and clearly defined tasks

**Measurable** – Includes tangible evidence that the goal is accomplished

**Achievable** – “Stretches” the employee slightly to feel challenged, but defined in a way that the employee can actually achieve it

**Relevant** – Ties to the employee's key responsibilities and important to the mission of the department

**Time-Bound** - Clearly defines the time frame, including a starting date and a target date

# Sample S.M.A.R.T. Goal

## School Nurse

- ▶ To improve student time on learning for all students with patterns of non-specific complaints, we will work to decrease frequency of nurse visits by 10%, reduce length of visits to an average of 10 or fewer minutes, and subsequently increase the overall return to class rate to 90% or more by the end of the school year.

## How is this goal SMART?

<b>S</b>	Improve student learning time
<b>M</b>	Attendance logs can be used to track visits
<b>A</b>	Requires nurses to work more efficiently
<b>R</b>	Nurses work to cure students so that they can perform in the classroom
<b>T</b>	By May 26, 2023

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## THE MID-YEAR PHASE

# Mid-Year Process

## Employee Self-Appraisal

The employee will provide self-appraisal on:

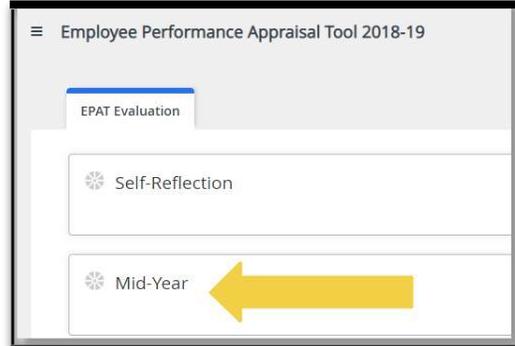
- ▶ APS Core Values
- ▶ APS Leadership Values (if applicable)
- ▶ Progression with Performance Goals

## Evaluator Appraisal

The evaluator will rate the employee on:

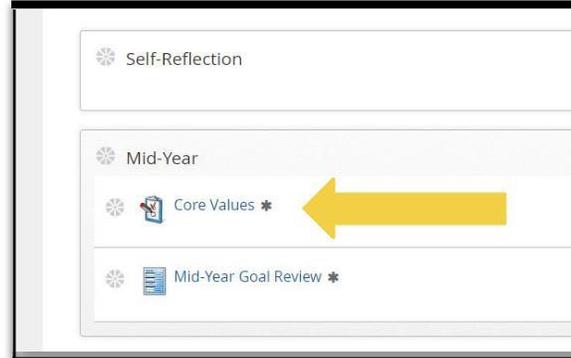
- ▶ APS Core Values
- ▶ APS Leadership Values (if applicable)
- ▶ Progression with Performance Goals

# Rating APS Core Values and Leadership Values



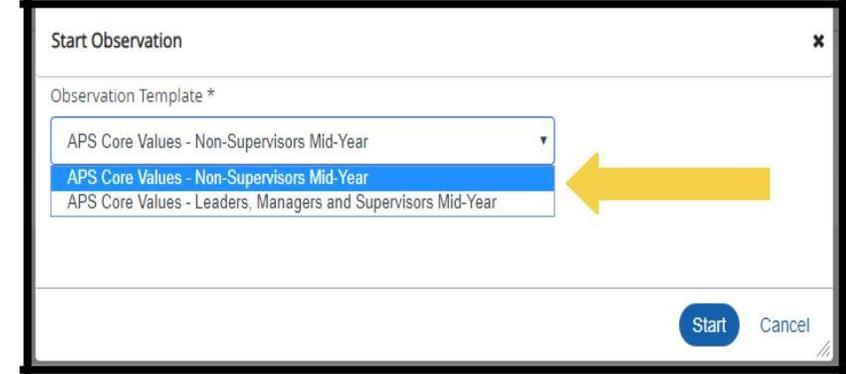
## Select Mid-Year Container

Select the **Mid-Year** container under the appropriate plan.



## Select Core Values

Select the **Core Values** activity.



## Select the appropriate Evaluation

Select the appropriate self-appraisal. One self-appraisal is for leaders, the other is for employees.

**Core Values**

**1: Put Students and Schools First**

- We know that students are our main priority and the reason we are here.
- We will provide ALL students with a quality education and resources to support student achievement.
- We will uphold the mission and vision of Atlanta Public Schools.

<input type="radio"/> Ineffective An <i>ineffective</i> employee frequently fails to exhibit the expected behavior. The employee either does not display the expected behaviors, or inadequately demonstrates the expected behaviors.	<input type="radio"/> Needs Improvement An employee with <i>Needs Development</i> inconsistently demonstrates the expected behavior. The employee sometimes demonstrates the expected behaviors, but also occasionally demonstrates undesired behaviors.	<input checked="" type="radio"/> Proficient A <i>Proficient</i> employee consistently demonstrates the expected behavior. The employee understands the expected behaviors and demonstrates them most of the time, but rarely may not.	<input type="radio"/> Exemplary An <i>Exemplary</i> employee continually serves as a model of expected behavior. The employee understands the expected behaviors and always demonstrates them at a level that serves a dependable example for peers.
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**2: Commit to Teamwork**

- We will work together as a team.
- We are committed to a teamwork environment where everyone is a valued member working together cross functionally to achieve the goals of the organization.
- We celebrate success, recognizing and rewarding the achievements of individuals and teams.
- We will plan ahead and then execute our plan.

<input type="radio"/> Ineffective An <i>ineffective</i> employee frequently fails to exhibit the expected behavior. The employee either does not display the expected behaviors, or inadequately demonstrates the expected behaviors.	<input checked="" type="radio"/> Needs Improvement An employee with <i>Needs Development</i> inconsistently demonstrates the expected behavior. The employee sometimes demonstrates the expected behaviors, but also occasionally demonstrates undesired behaviors.	<input type="radio"/> Proficient A <i>Proficient</i> employee consistently demonstrates the expected behavior. The employee understands the expected behaviors and demonstrates them most of the time, but rarely may not.	<input type="radio"/> Exemplary An <i>Exemplary</i> employee continually serves as a model of expected behavior. The employee understands the expected behaviors and always demonstrates them at a level that serves a dependable example for peers.
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**Share**

Which elements would you like to share with all participants of this observation?

3 shareable elements.

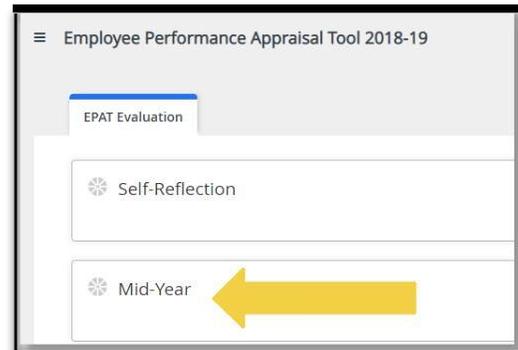
SHARE	ELEMENTS
<input checked="" type="checkbox"/>	Details Shares the details for this observation.
<input checked="" type="checkbox"/>	Evidence Shares the comments in the evidence field for each part of the competency framework.
<input checked="" type="checkbox"/>	Ratings Shares the rating for each part of the competency framework.

All radio boxes should be moved to ON.

# Rating APS Core Values and Leadership Values Continued

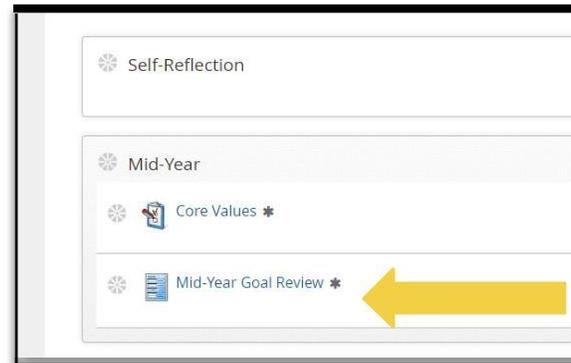
Employees will select the box with the rating that appropriately corresponds to his or her performance. When done, the employee will **Finalize** and **Share**. Remember, all radio buttons should be **On** before hitting save.

# Mid-Year Goal Review



## Select Mid-Year Container

Select the **Mid-Year** container under the appropriate plan.



## Select Mid-Year Goal Review

Select the **Mid-Year Goal Review** activity.



## Provide the appropriate rating

Rate your mid-year performance on your goals. Comments or documentation for support are optional (unless required by your supervisor).

# Mid-Year Goal Review

## Up Close

Employee Date \*  
mm/dd/yyyy ← Date here

Employee Mid-Year Rating (Goal 1) \*  
 Ahead of Schedule ← Rate here  
 On Schedule  
 Behind Schedule

Employee Comments (Goal 1)  
Rich text editor with text: *Employee Comments are optional*

Employee Attachments (Goal 1)  
Attachments go here

Started by Teacher 14. Last update Aug 31, 2018 08:16:06 by test\_principal1.  
Contains no required fields.

Goal #1  
The goals should be SMART - Specific, Measurable, Achievable, Relevant, and Time-Bound.  
⇅ First Goal

Goal #1 Start Date  
August 8, 2018

Goal #1 Intended Completion Date  
August 24, 2018

Goal #2  
The goals should be SMART - Specific, Measurable, Achievable, Relevant, and Time-Bound.  
⇅ Second Goal

Goal #2 Start Date  
August 8, 2018

Goal #2 Intended Completion Date  
August 31, 2018

Right-side slider:  
Goal #1 Start Date \*  
August 8, 2018  
Goal #1 Intended Completion Date \*  
August 24, 2018  
Goal #2 \*  
The goals should be SMART - Specific, Measurable, Achievable, Relevant, and Time-Bound.  
⇅ Second Goal  
Goal #2 Start Date \*  
August 8, 2018  
Goal #2 Intended Completion Date \*  
August 31, 2018

Goals are viewable at the top of the Mid-Year Goal Review screen.

The right slider can also be used to view goals while selecting the ratings and making comments.

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**THE END-OF YEAR PHASE**

# End-of-Year Rolling Dates

June 19	Reminder to departments of required 100% completion of all components				
End-of-Year Work Schedule Deadlines	Work Schedule	<u>201/202</u>	<u>211</u>	<u>231</u>	<u>252/261</u>
	*Employee Deadline	May 1	May 8	May 22	June 5
	**Supervisor Deadline	May 28	May 29	June 12	June 26

- The End-of-Year phase starts on **May 1, 2024** and ends on **June 21, 2024**. Deadlines are determined by the work schedule of each employee. The work schedule for every employee can be found on the [EPAT SharePoint Page](#).

# End-of-Year Process

## Employee Self-Appraisal

The employee will provide self-appraisal on:

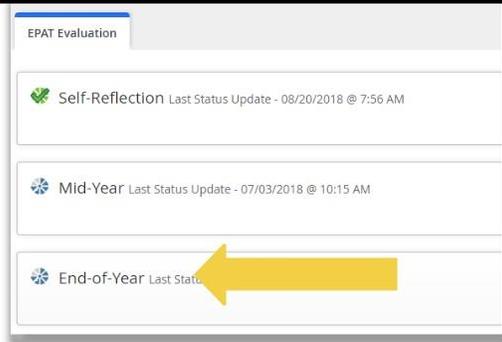
- ▶ End-of-Year Self-Reflection Questions
- ▶ APS Core Values
- ▶ APS Leadership Values (if applicable)
- ▶ Performance Goals (Met or Not Met)

## Evaluator Appraisal

The evaluator will rate the employee on:

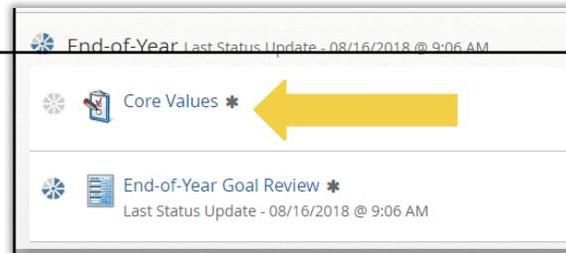
- ▶ APS Core Values
- ▶ APS Leadership Values (if applicable)
- ▶ Progression with Performance Goals

# Rating APS Core Values and Leadership Values



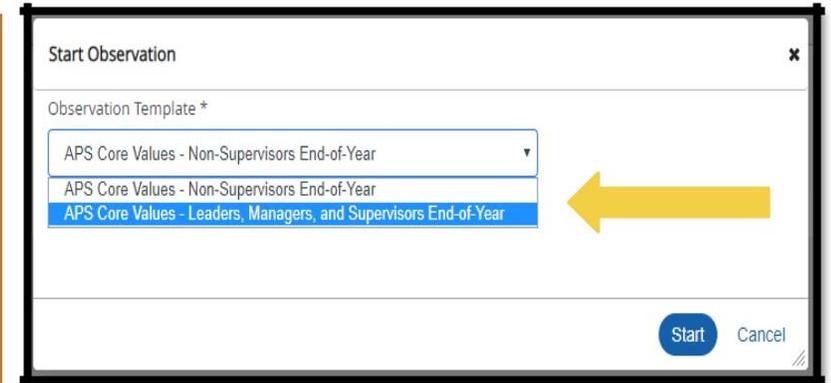
## Select End-of-Year Container

Select the **End-of-Year** container under the appropriate plan.



## Select Core Values

Select the **Core Values** activity.



## Select the appropriate Evaluation

Select the appropriate evaluation. One evaluation is for leaders, the other is for employees.

**Core Values**

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Use the Prefill option if you want to mark the same ratings

from mid-year!

**Share**

Which elements would you like to share with all participants of this observation?

3 sharable elements.

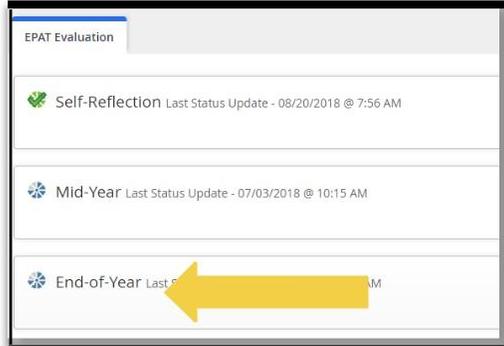
SHARE	ELEMENTS
<input checked="" type="radio"/>	Details Shares the details for this observation.
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<input checked="" type="radio"/>	Ratings Shares the rating for each part of the competency framework.

All radio boxes should be moved to **ON**.

# Rating APS Core Values and Leadership Values Continued

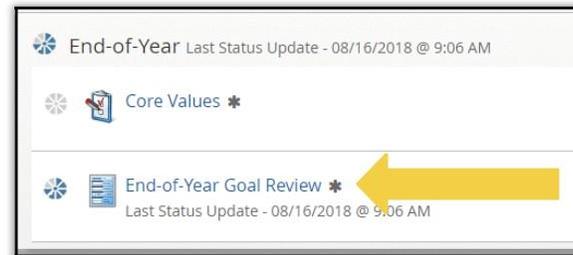
Employees will select the box with the rating that appropriately corresponds to the employee's performance and respond to the self-reflection questions. When done, the employee will **Finalize** and **Share**. Remember, all radio buttons should be **On** before hitting save.

# End-of-Year Goal Review



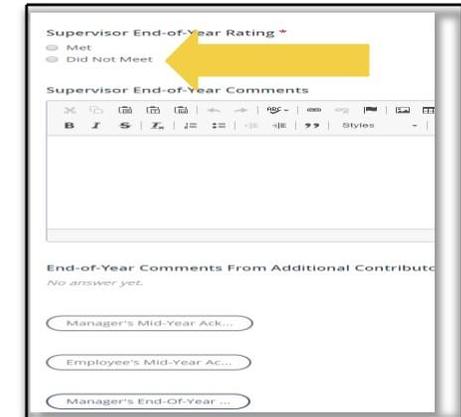
## Select End-of-Year Container

Select the **End-of-Year** container under the appropriate plan.



## Select End-of-Year Goal Review

Select the **End-of-Year Goal Review** activity.



## Provide the appropriate rating

Rate your performance on your goals for the year.

# End-of-Year Goal Review

Employee Date \*  ← **Date here**

Employee End-of-Year Rating (C)  Met  Not Met ← **Rate here**

Employee Comments (Goal 1)

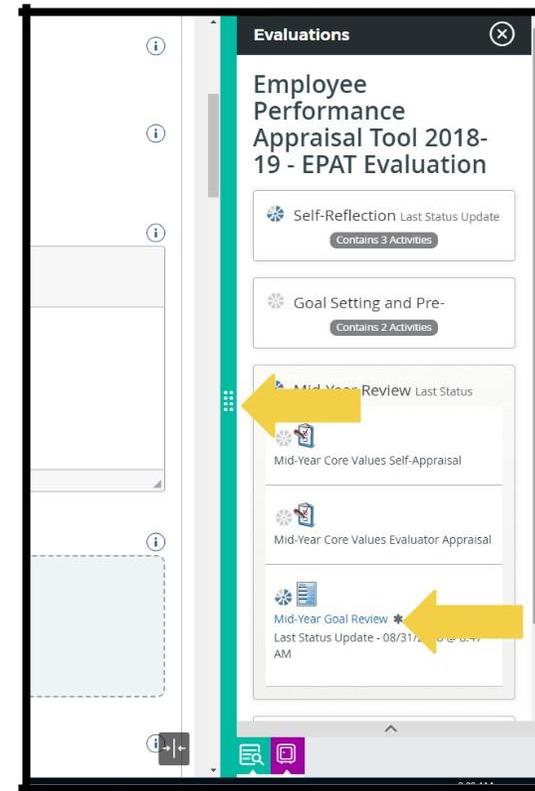
Comments can go here

Employee Attachments (Goal 1)

Attachments can go here

Drag & Drop Files From Media Locker Here

Browse Files



The right slider can be used to view the goals while selecting the rating.



# HELPFUL INFORMATION

# Stay in the Know!

## Part-Time Employees

Employees working 50% or more of a 37.5 hour work week should receive and complete an evaluation.

## New Employees

- Employees starting between September 1 and November 30 should receive a complete evaluation.
- Employees starting between December 1 and February 28 should do the Self-Reflection and End-of-Year phases.
- Employees starting after March 1 will not receive an evaluation.

(April 1 for 252/261 employees)

## Employee Orientation

The EPAT orientation PowerPoint for employees is available on the [EPAT SharePoint](#) page. Use this PowerPoint to provide an overview of the EPAT tool and resources with your staff.

**10, Teacher: Goal Review & Development**  
Employee Performance Appraisal Tool 2018-19 > Self-Reflection > 10, Teacher: Goal Review & Development

**Goal Review & Development**  
Expand all | Collapse all

**Performance Goals**

Started by Teacher 10. Last update Aug 08, 2018 08:35:57 by Teacher 10.  
0 of 3 required fields contain data.

**Goal \***  
The goals should be SMART - Specific, Measureable, Achieveable, Relevant, and Time-Bound.  
*No answer yet.*

**Upload File(s)**  
Include supporting artifacts relevant to the completion of this SMART goal.

Drag & Drop Files From Media Locker Here

Browse Files

**Start Date \***

**Appraisal Tool 2018-19 - EPAT Evaluation**

- Self-Reflection Last Status Update -
- Goal Review & Development \*  
Last Status Update - 07/07/2018 @ 4:00 PM
- Expectation Setting  
Last Status Update - 08/08/2018 @ 8:35 AM
- Mid-Year Last Status Update -  
Contains 2 Activities
- End-of-Year Last Status Update -  
Contains 2 Activities

## Let's Make It Easy! – Side Panel

Use the slider to open the side panel to copy language from one container into the current container. This will be helpful when you need to locate and pull information from earlier in the year.

# We Got You Covered!

Head over to the EPAT SharePoint page to:

- Access the website for your evaluation
- Get timelines and work schedules
- Discover the dates to get one-on-one assistance to complete the Self-Reflection phase
- Access step-by-step guides for each EPAT phase
- Watch step-by-step videos for each EPAT phase
- And so much more!

The screenshot displays the EPAT website header with the Atlanta Public Schools logo and contact information. Below the header, it features a section titled "2018-2019 Employee Performance Appraisal Tool (EPAT)" with a description and contact details. A prominent orange button labeled "CLICK HERE TO ACCESS YOUR EVALUATION" is shown. Below this, a screenshot of the MyPLC interface is displayed, showing the "My Evaluations" section with a red arrow pointing to the "Employee Performance Appraisal Tool 2018-19" entry.

EMPLOYEE PERFORMANCE APPRAISAL TOOL **EPAT** ATLANTA PUBLIC SCHOOLS

Contact HR: (404)802-2312  
Contact Us: [EPATSupport@atlanta.k12.ga.us](mailto:EPATSupport@atlanta.k12.ga.us)

### 2018-2019 Employee Performance Appraisal Tool (EPAT)

The Employee Performance Appraisal Tool is the appraisal instrument for Atlanta Public Schools  
\*employees who are not appraised by a \*\*state-mandated tool.

\*Part-Time Employees: Supervisors must appraise part-time employees (50% or more) who work more than half of the 37.5 hour work week.  
\*\*State Mandates Tools: TKES, LKES, GMSEP, CKES, or GSPEP

The Employee Performance Appraisal Tool will now be accessible through MyPLC.

[CLICK HERE TO ACCESS YOUR EVALUATION](#)

MyPLC MY PROFESSIONAL LEARNING CENTER

Home Observation **My Evaluations** Professional Learning Opportunities Transcript

### My Evaluations

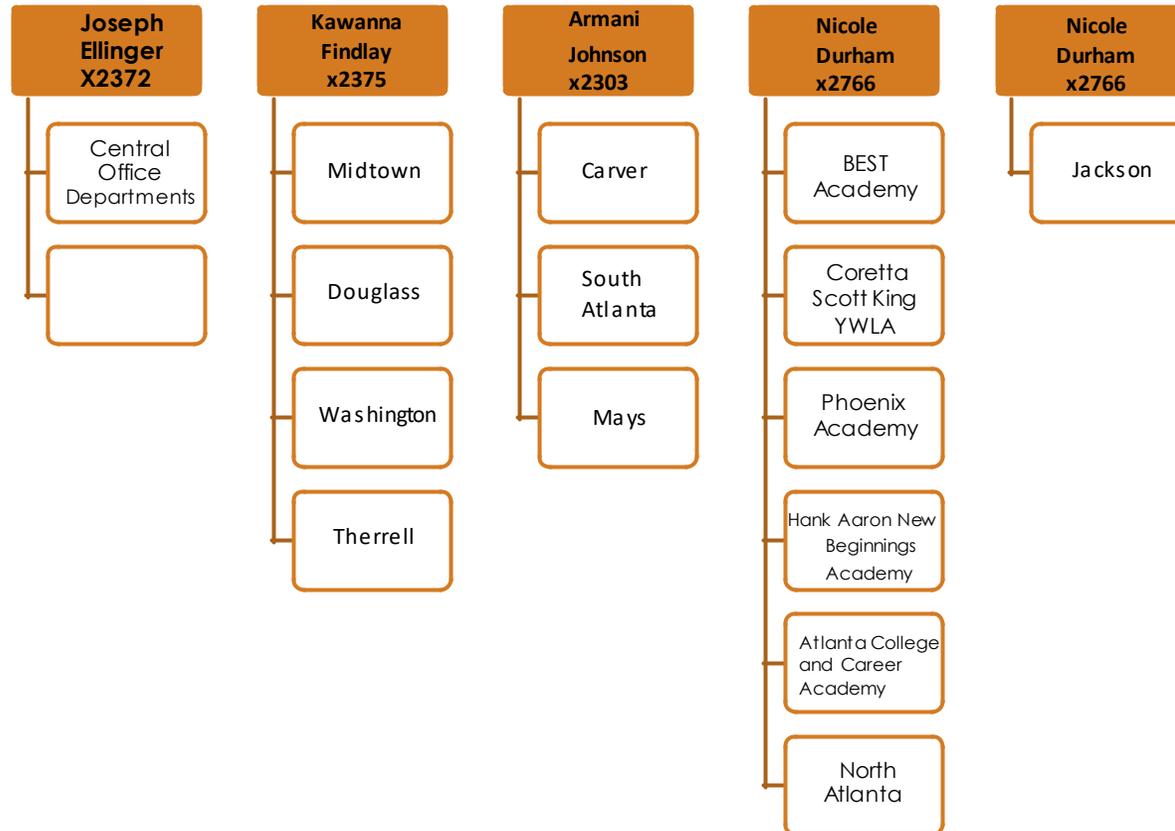
Current Evaluations Archived Evaluations

Employee Performance Appraisal Tool 2018-19

Employee	Archived
10_Teacher	false

Click this picture to access SharePoint

# Got Questions? We Got Answers!



**Dr. Isis Manboard**  
*Director*  
x2374  
**EPAT Support**  
[EPATSupport@atlanta.k12.ga.us](mailto:EPATSupport@atlanta.k12.ga.us)

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