

Employee Orientation for EPAT in Frontline Education



APS Mission and Vision

Our Mission

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

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**

The Three Phases of EPAT

Phase 1

Employee Self-Reflection

Pre-Conference and Goal Setting

Phase 2

Mid-Year Self-Appraisal

**Mid-Year Appraisal and
Conference**

Phase 3

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

Rolling Deadlines

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

EMPLOYEE
PERFORMANCE
APPRAISAL TOOL

EPAT



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THE EPAT PLATFORM

Frontline – Evaluation and Professional Learning Platform

EPAT will be located in Frontline – the same location the district uses for professional learning, TKES, and LKES.

- ✓ One-stop shop for professional learning and evaluations
- ✓ Tailored Professional Learning
- ✓ Robust aggregated reports

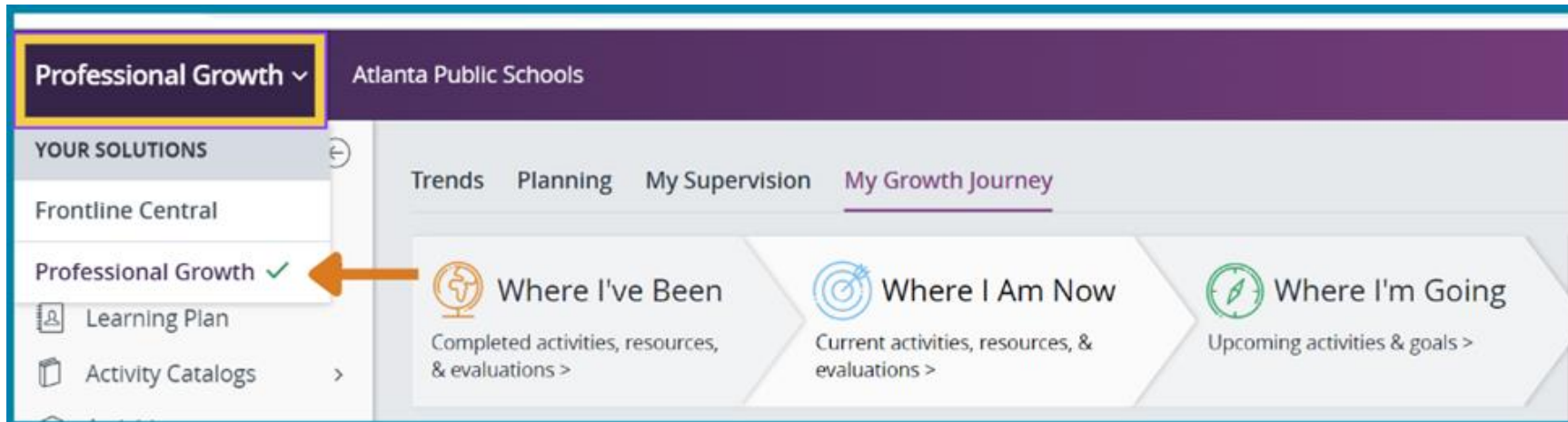
[Home](#) > [Departments and Services](#) > [About APS](#) Employees



Professional Growth

Let's Get Started!

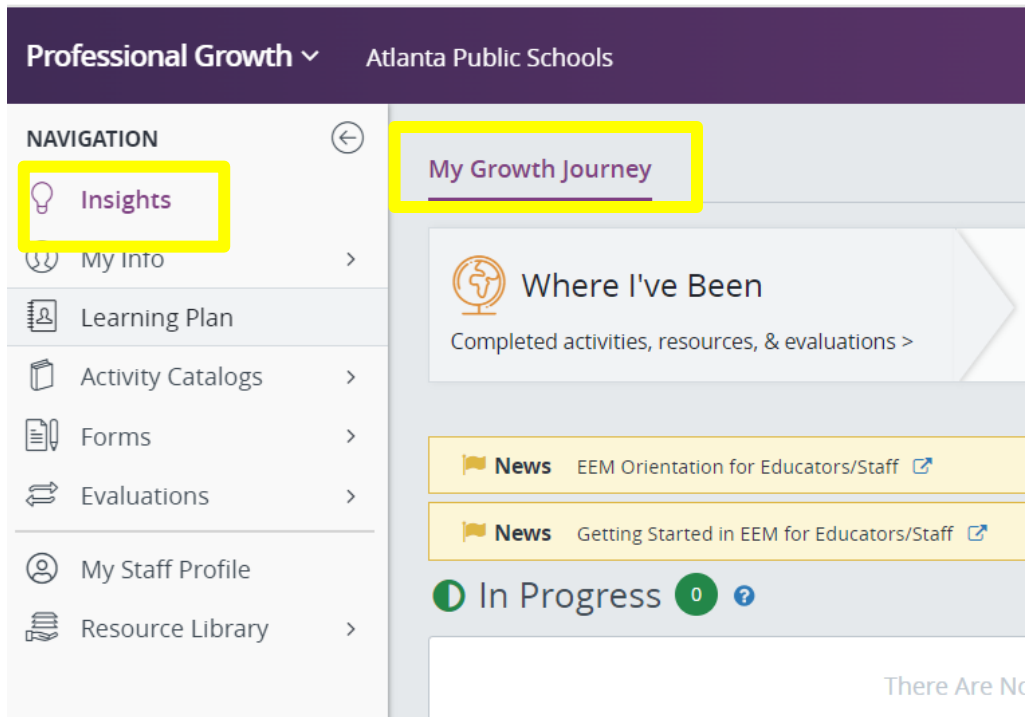
To access your evaluation forms you must always be in the Professional Growth and My Growth Journey section.



Accessing Employee Evaluation Management (EEM) Forms

You may access your EEM forms in two places.

From the Insight tab in the “My Growth Journey”



Professional Growth ▾ Atlanta Public Schools

NAVIGATION

- Insights
- My Info
- Learning Plan
- Activity Catalogs
- Forms
- Evaluations
- My Staff Profile
- Resource Library

My Growth Journey

Where I've Been
Completed activities, resources, & evaluations >

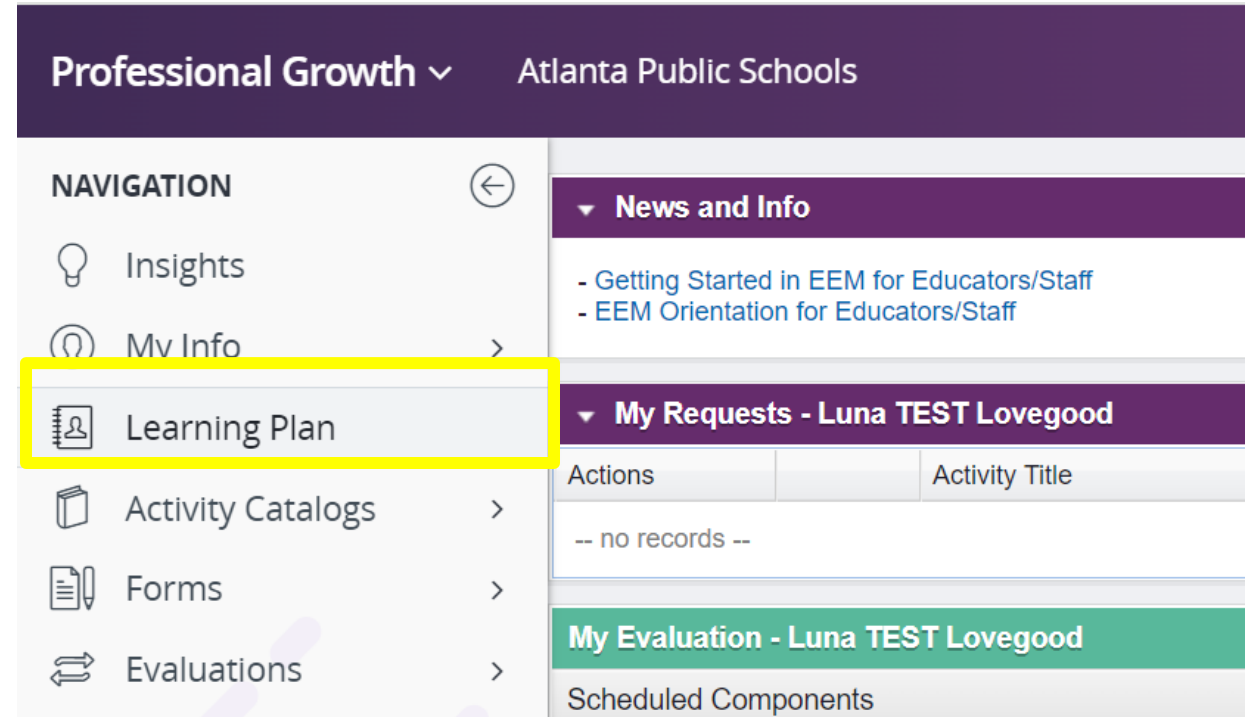
News EEM Orientation for Educators/Staff

News Getting Started in EEM for Educators/Staff

In Progress 0

There Are No

In the “Learning Plan” section



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NAVIGATION

- Insights
- My Info
- Learning Plan
- Activity Catalogs
- Forms
- Evaluations

News and Info

- Getting Started in EEM for Educators/Staff
- EEM Orientation for Educators/Staff

My Requests - Luna TEST Lovegood

Actions	Activity Title
-- no records --	

My Evaluation - Luna TEST Lovegood

Scheduled Components

Getting Started Information

Employees should **first** learn how to access, complete, and submit forms by reviewing the quick tutorial videos or reading the articles provided by clicking on the “**Getting Started in EEM for Educators/Staff**” located in in the **News and Info** section at the top of each EEM page.

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NAVIGATION

- Insights
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- Activity Catalogs >
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- Evaluations >
- My Staff Profile
- Resource Library >

My Growth Journey

Where I've Been
Completed activities, resources, & evaluations >

News EEM Orientation for Educators/Staff

News Getting Started in EEM for Educators/Staff

In Progress

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Professional Growth ▾ Atlanta Public Schools

NAVIGATION

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News and Info

- Getting Started in EEM for Educators/Staff
- EEM Orientation for Educators/Staff

My Requests - Luna TEST Lovegood

Actions	Activity Title
-- no records --	

My Evaluation - Luna TEST Lovegood

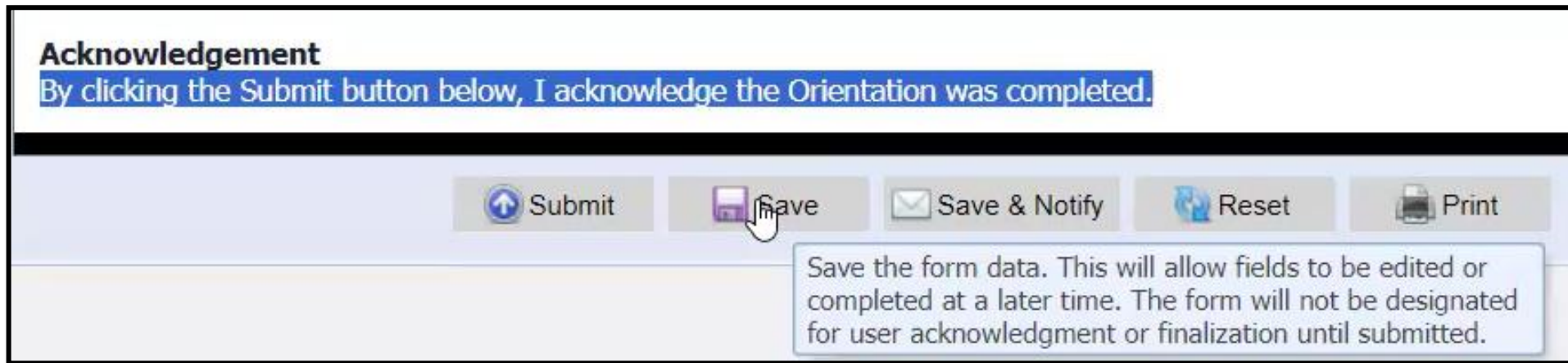
Scheduled Components

Employees begin the review process by editing the forms. Under Action Required in Insights and Learning Plan Click the form to start editing. Employees will access their evaluation by selecting The evaluation tool will be automatically populated for the employee.

Attention Required		
Items that need your immediate focus		
EPAT Mid-Year - EPAT Mid-Year Conference	Incomplete	View
EPAT Mid-Year - EPAT Mid-Year Goal Review	Incomplete	View
EPAT End-of-Year - EPAT End-of-Year Goal Review	Incomplete	View
EPAT End-of-Year - EPAT End-of-Year Conference	Incomplete	View
EPAT End-of-Year - EPAT End-of-Year Self-Reflection	Incomplete	View

My Evaluation - Agatha TEST Danbury	
Scheduled Components	
None	
Action Required	
EPAT Orientation - EPAT Beginning-of-Year	
Status:	awaiting form submission
Action:	Open EPAT Orientation - EPAT Beginning-of-Year form for submission
EPAT Self-Reflection and Core Values - EPAT Beginning-of-Year	
Status:	awaiting form submission
Action:	Open EPAT Self-Reflection and Core Values - EPAT Beginning-of-Year form for submission
EPAT Self-Reflection and Core Values (Supervisors only) - EPAT Beginning-of-Year	
Status:	awaiting form submission
Action:	Open EPAT Self-Reflection and Core Values (Supervisors only) - EPAT Beginning-of-Year form for submission
EPAT Pre-Evaluation Conference - EPAT Beginning-of-Year	
Status:	awaiting form submission
Action:	Open EPAT Pre-Evaluation Conference - EPAT Beginning-of-Year form for submission

While editing a form there are options prior to submitting. Save will allow the user to continue editing or complete the form later.



Acknowledgement
By clicking the Submit button below, I acknowledge the Orientation was completed.

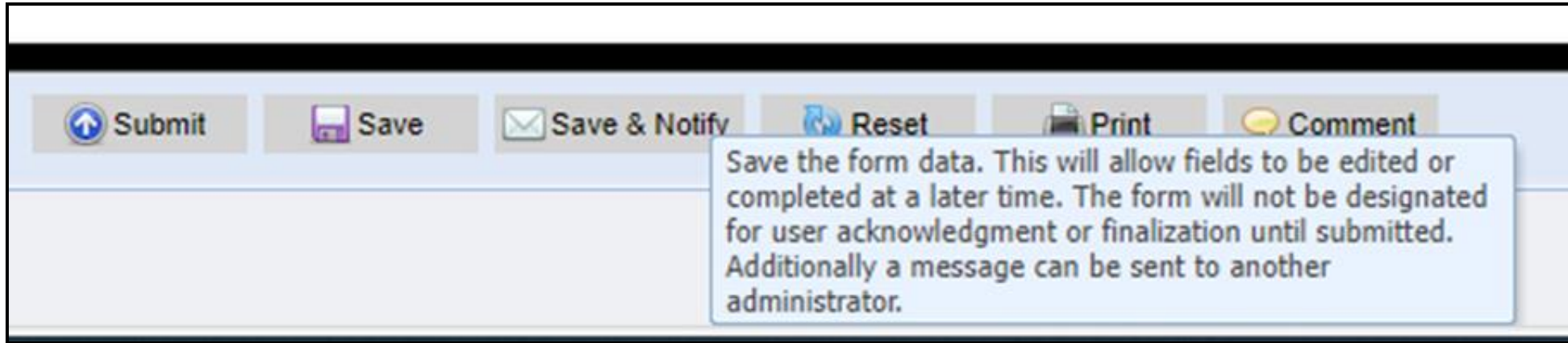
Submit Save Save & Notify Reset Print

Save the form data. This will allow fields to be edited or completed at a later time. The form will not be designated for user acknowledgment or finalization until submitted.

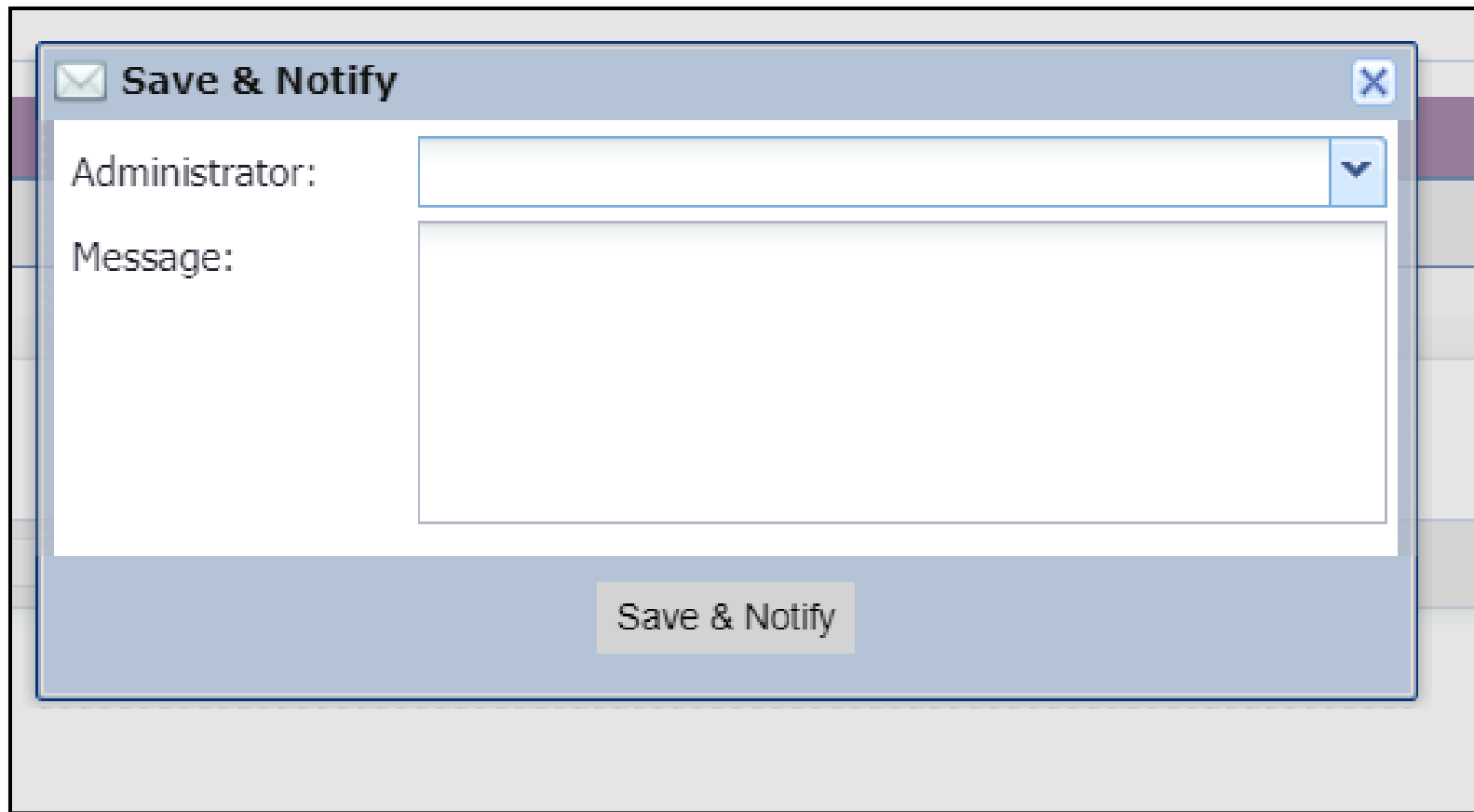
The screenshot shows a web form interface. At the top, there is a section titled 'Acknowledgement' with a blue highlight. Below it, a text box contains the statement 'By clicking the Submit button below, I acknowledge the Orientation was completed.' Below this, there is a row of five buttons: 'Submit' (with an upward arrow icon), 'Save' (with a floppy disk icon and a mouse cursor hovering over it), 'Save & Notify' (with an envelope icon), 'Reset' (with a circular arrow icon), and 'Print' (with a printer icon). A tooltip is visible over the 'Save' button, containing the text: 'Save the form data. This will allow fields to be edited or completed at a later time. The form will not be designated for user acknowledgment or finalization until submitted.'

NOTE: There is no autosave on forms. You **must Click SAVE** to save data.

User can send questions using Save & Notify.







Use the dropdown select the Administrator to send your questions.



The image shows a software dialog box titled "Save & Notify" with a close button (X) in the top right corner. Inside the dialog, there are two main input fields: "Administrator:" and "Message:". The "Administrator:" field is a dropdown menu, currently showing a downward arrow icon on its right side. The "Message:" field is a large, empty text area. At the bottom center of the dialog, there is a button labeled "Save & Notify".

Once form entry has been completed, it can be submitted.

Note: The PSC Professional Goal Setting is an ongoing step.

 Submit  Save  Save & Notify  Reset


Submit the form. The form will be considered completed upon submission. The form will be designated for user acknowledgment or finalization.

Note: Submit locks the form from editing. Staff members can no longer modify the form. The Evaluator can open the form back up for editing if needed.

Acknowledging Forms

The employee will need to **Acknowledge** receipt of the form after the Evaluator completes their part. Only forms with an Evaluator section will be sent back to the Employee to acknowledge.

[Show Submission History](#)

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LKES Mid-Year PSC Professional Learning Goal(s)/Plan(s) Progress

User Information	
Name: Luna TEST Lovegood (T1265)	Title: ASSISTANT PRINCIPAL - ELEMENTARY
Building: TEST School	Department: None
Grade: Elementary School	Evaluation Type: *Demo LKES
Assigned Administrator: Sharma, Kate TEST	Evaluation Cycle: 06/28/2024 - 06/30/2025
Submitted By: Sharma, Kate TEST	Date Submitted: 07/12/2024 1:51 pm EDT
Acknowledged By: N/A	Date Acknowledged: Unacknowledged
Finalized By: N/A	Date Finalized : Unfinalized

Mid-Year Plan Progress Date: 7/12/2024


This educator has made adequate progress on their Professional Learning Plan.




Yes

Progress on Professional Learning Plan

sdsadasd

Artifacts

Name	Upload Date	Upload User	File
			

 Print  **Acknowledge**  Comment

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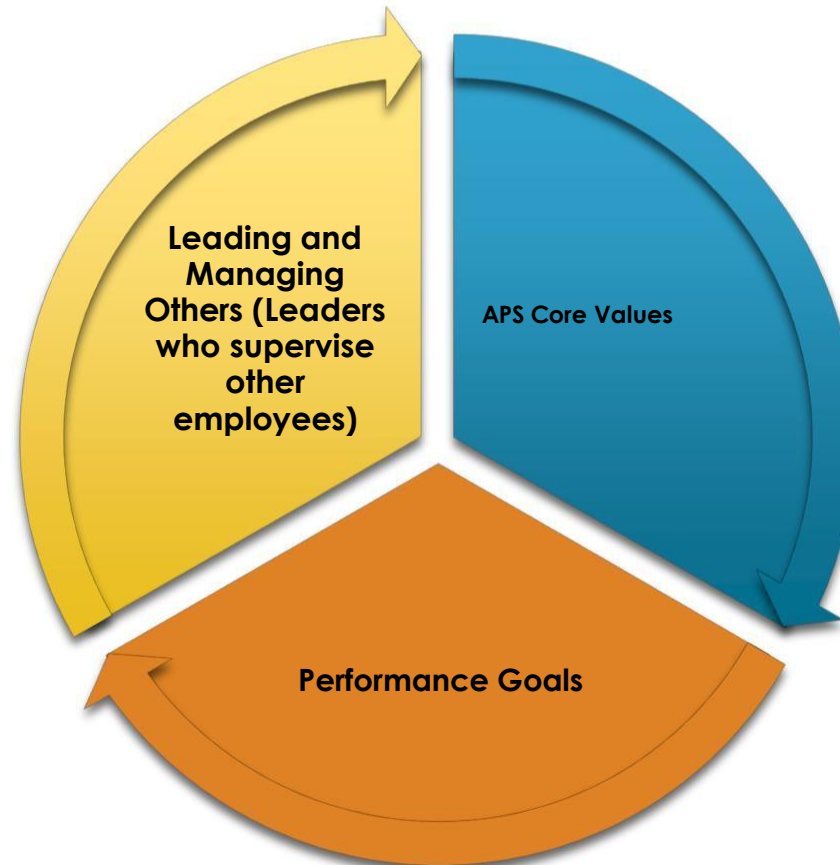
EPAT



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EPAT FORMAT

Three Areas of Assessment





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

[Show Submission History](#)



EPAT Self-Reflection and Core Values

User Information	
Name: Agatha TEST Danbury (T1288)	Title:
Building: TEST Department	Department: None
Grade: None	Evaluation Type: *Demo EPAT
Assigned Administrator: Not Assigned	Evaluation Cycle: 06/28/2024 - 06/30/2025
Saved By: N/A	Date Submitted: Incomplete
Acknowledged By: N/A	Date Acknowledged: Unacknowledged
Finalized By: N/A	Date Finalized: Unfinalized

APS Core Values are beliefs and priorities that establish a clear, concise, and shared meaning of our behavioral expectations in a healthy working environment. Establishing and maintaining a healthy working environment for all employees leads to a strong, value-based culture of providing excellent service to our schools and students. Core values impact every aspect of our organization. Core values also form the foundation that help APS to persevere over time and through major organizational changes. All employees should understand the meaning of all core values and how they apply to our work. We need every employee to demonstrate and model the values in action every day, in their personal work behaviors, decision making, prioritization, contribution, and interpersonal interaction.

Click here to access the [Core Values](#). Once you have reviewed and reflected on the Core Values, acknowledge below.

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

☐ Yes ☐ No

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

Tahoma

Self-Reflection

Acknowledge Core Values and answer self-reflection questions.

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

☐ Yes ☐ No

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

Tahoma

Describe the supervisory support needed to accomplish the goals.

Tahoma

Leadership Values


This additional section should only be completed by employees who supervise one or more employees as part of their role. You will still need to complete the Core Values and Self-Reflection section. APS is focused on building strong manager-employee relationships that help all employees develop relationships with their managers and colleagues that are characterized by trust, respect, and effective communication. Building the capacity to lead and manage others well helps the organization to leverage employees' strengths and engagement to move from what's "wrong" to what's "strong". By focusing on what's strong, APS will create a work environment where all employees feel valued, appreciated, heard, and supported. APS leaders commit to helping all employees experience opportunities to learn, grow, innovate and find better, more efficient ways to do their work. Strong leaders will build teams that are enthusiastic and passionate about their work and perform consistently at high levels.

Click here to access the [Leadership Values](#). Once you have reviewed and reflected on the Leadership Values, acknowledge below.

Leadership Values

Acknowledge Leadership Values (if you have direct reports)

[Show Submission History](#)



EPAT Goal Setting

User Information	
Name: Agatha TEST Danbury (T1288)	Title:
Building: TEST Department	Department: None
Grade: None	Evaluation Type: *Demo EPAT
Assigned Administrator: Not Assigned	Evaluation Cycle: 06/28/2024 - 06/30/2025
Saved By: N/A	Date Submitted: Incomplete
Acknowledged By: N/A	Date Acknowledged: Unacknowledged
Finalized By: N/A	Date Finalized: Unfinalized

[SMART Goals Template](#)

Performance Goals: Create three to four Performance Goals for manager approval using the SMART criteria for the appraisal year. The goals should be SMART - Specific, Measurable, Achievable, Relevant, and Time-bound.

Your manager may amend your goals during your pre-conference meeting.

Goal #1

Goal #1:

Tahoma

Create Proposed Goals

Create 3-5 proposed goals.



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?

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?

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?

A CULTURE THAT CARES

We promote well-being for all.

Am I modeling and supporting wellness in my actions?

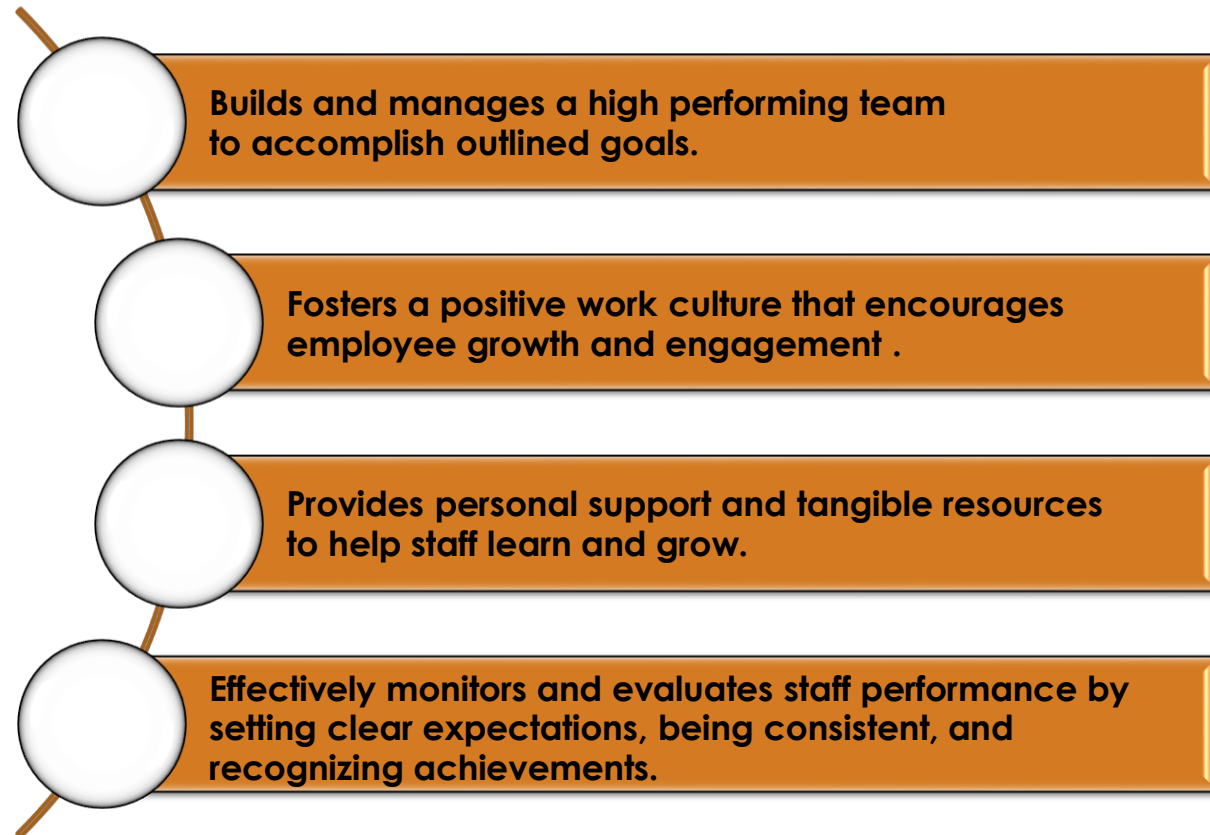
STUDENTS AND SCHOOLS FIRST

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?

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?

S	Improve student learning time
M	Attendance logs can be used to track visits
A	Requires nurses to work more efficiently
R	Nurses work to cure students so that they can perform in the classroom
T	By May 24, 2024

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EPAT



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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

Action Required

EPAT Documenting Performance - EPAT Documenting Performance

Status: [awaiting form submission](#)

Action: [Open EPAT Documenting Performance - EPAT Documenting Performance](#)

EPAT Mid-Year Goal Review - EPAT Mid-Year

Status: [awaiting form submission](#)

Action: [Open EPAT Mid-Year Goal Review - EPAT Mid-Year form for submission](#)

EPAT Mid-Year Conference - EPAT Mid-Year


Status: [awaiting form submission](#)

Action: [Open EPAT Mid-Year Conference - EPAT Mid-Year form for submission](#)

Select Mid-Year Container


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

[Show Submission History](#)

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EPAT Mid-Year Conference

User Information	
Name: Agatha TEST Danbury (T1288)	Title:
Building: TEST Department	Department: None
Grade: None	Evaluation Type: *Demo EPAT
Assigned Administrator: Not Assigned	Evaluation Cycle: 06/28/2024 - 06/30/2025
Saved By: N/A	Date Submitted: Incomplete
Acknowledged By: N/A	Date Acknowledged: Unacknowledged
Finalized By: N/A	Date Finalized : Unfinalized

 **Date of Mid-Year Conference:**

Evaluator Comments

Employee Comments



Select the appropriate Evaluation

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



THE END-OF YEAR PHASE

End-of-Year Rolling Dates

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)

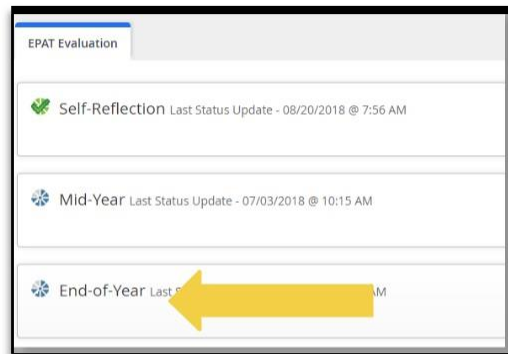
Evaluator Appraisal

The evaluator will rate the employee on:

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

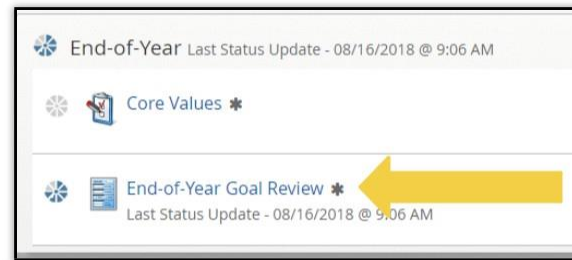
Select the appropriate evaluation.
One evaluation is for leaders, the
other is for employees.

End-of-Year Goal Review



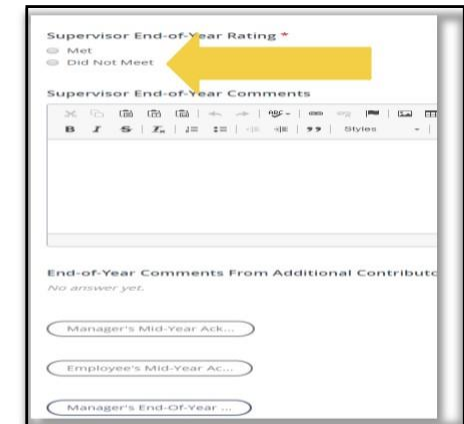
Select End-of-Year Container

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.



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 4 and November 1 should receive a complete evaluation.
- Employees starting between December 1 and February 29 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.

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!



EMPLOYEE EXPERIENCE & PERFORMANCE

Overview

Employee Resources

➤ Employee Well-being

▼ **Performance Management**

Teachers

Leaders

Non-Instructional Staff

➤ Complaints & Grievances

Contact Us

Home > Employees > **Employee Experience & Performance** > Performance Management

Performance Management



At APS, performance evaluation and management are set of processes through which supervisors provide feedback to employees on their performance, identify areas for improvement, and make recommendations for professional development.

Let's Talk! Contact Us

Got Questions? We Got Answers!

Dr. Isis Manboard

Executive Director, Employee Experience

Nicole Durham

Performance Management Program Director

Liede Husband

Performance Management, Coordinator

Support Contact

offperformancemgmt@atlanta.k12.ga.us



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