

# Ten Steps in JET Evaluation

1.	<b>Set up account</b>	Click on <b>Start your FREE trial</b>	Register to evaluate teachers or principals— then hit <b>Create Account&gt;</b>
2.	Accept End User agreement	Check agree button	Submit
3.	<b>Set up Employees</b> Add a profile for each employee	<b>PROFILES TAB</b> Click on <b>Add Profile&gt;</b>	First and last name and email address
4.	<b>Set up Evaluations</b> Add an Evaluation for each employee	<b>PROFILES TAB</b> Click on <b>Add Eval</b> separately for each employee	Create a title for this round of evaluations, enter date <b>***Add at least 1 objective to evaluate</b>
5.	<b>Choose what to evaluate</b> Select and ADD objectives you wish to evaluate—for any employee	<b>EVALUATIONS TAB</b> Find the evaluation you want— click on <b>View Actions</b> click on <b>Edit</b> to add objectives	Scroll Down to <b>Add Objectives</b> section of the page Put Checkmark ✓ by any objectives you wish to add, then click on <b>Update&gt;</b>
6.	<b>Collect data</b> Print out data collecting forms specific to the objectives you chose	<b>EVALUATIONS TAB</b> Find the evaluation you want— click on <b>View Actions</b> click on <b>Points to Look For</b> click on <b>Questions to Ask</b>	Print out pdf created for each. Carry <b>Points to Look For</b> sheet into classrooms to observe and take notes. Carry <b>Questions to Ask</b> sheet to meet with employee to interview and take notes.
7.	<b>Rate Performance</b> Score objectives after collecting data	<b>EVALUATIONS TAB</b> Find the evaluation you want— click on <b>View Actions</b> then click <b>Enter</b> Ratings on the right	For each objective 1) click on the number of the score, 2) add shared and/or private notes if desired, 3) hit <b>SAVE SCORE AND NOTES&gt;</b> Click on <b>&gt;</b> of next objective to move on
Repeat steps 5, 6 and 7 with additional objectives until you have a completed evaluation. <b>When evaluation is done:</b>			
8.	<b>Progress Report</b> See a summary of list of objectives and scores so far (can compare with previous evaluations)	<b>EVALUATIONS TAB</b> Find the evaluation you want— click on <b>View Actions</b> then click <b>Report</b>	If desired hit <b>Print PDF&gt;</b> Print PDF to share progress with employee before evaluation is finalized.
9.	<b>Print Evaluation</b> See PDF with objectives, scores and descriptions	<b>EVALUATIONS TAB</b> Find the evaluation you want— click on <b>Evaluation</b>	Print PDF to share with employee— possible to go back into evaluation and change scores during or after discussion.
10.	<b>Finalize Evaluation</b> Website stores evaluation permanently—can no longer be modified.	<b>EVALUATIONS TAB</b> When done, click on <b>View Actions</b> then click <b>Mark as Complete</b>	
	<b>Re-Evaluate Employee on the same objectives!</b> (end of year?) Give a new title to this re-evaluation and put in the date	<b>EVALUATIONS TAB</b> Find evaluation— Click on <b>View Actions</b> then click <b>Re-Evaluate</b>	Re-evaluation will show previous scores as well as new scores—to show progress.
Do Steps 6 -10 with re-evaluation. (Report will now have two columns.)			