

Ten Steps in JET Evaluation

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