AFT Professional Staff Electronic Evaluation System

User Guide

August 2018

The Online System for AFT Professional Staff Evaluation and Reappointment is designed to facilitate the process for evaluation and reappointment as outlined in the Memorandum of Agreement (MOA).
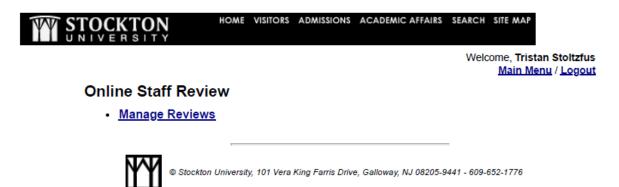
Accessing the AFT Professional Staff Evaluation System

To access the AFT Professional Staff Evaluation system utilize this link https://intraweb.stockton.edu/staff/staff_review. Sign in credentials are the portal username and password.

Selecting the Correct Review

The next step(s) will allow you to select the AFT Professional Staff evaluation file you can build (for candidates) or provide a review (supervisors).

Click on **Manage Reviews**. Note that on the top right, you may click on **Main Menu** to return to this page and **Logout** to exit at any time during the process.

Click on the down arrow to open the pull-down list, select the correct file information and click on **Go**.

Building an AFT Professional Staff Evaluation File

In this section, you will learn how to add content to an evaluation file. For evaluations, which are subsequent to the first one an AFT Professional Staff member completes within the system, historical evaluations will be available.

Candidates undergoing evaluation will simply see their name and reappointment cycle. Supervisors who have more than one AFT Professional Staff member being evaluated within the same cycle will have each candidate's name available to select from. Unit administrators can select from a list of all candidates within the unit.

Online Staff Review

Staff Member: Tom Di Mond (dimondt) ▼
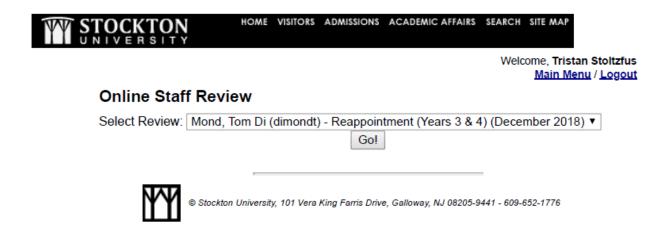**Review Type:** Reappointment (Years 3 & 4) ▼
Academic Year: December 2018 ▼
Review Status: File Open ▼
File Status: N/A

Once the candidates name appears, click "GO!" to move forward and begin adding documents to the file.

Online Staff Review

Select Review: Mond, Tom Di (dimondt) - Reappointment (Years 3 & 4) (December 2018) ▼

Go!

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Adding documents to the file

Candidates:

After clicking on "GO!" the candidate will be taken to the screen below. This is where the candidate will add their review documents, required or optional, to their evaluation file. All of the fields within the evaluation file will be displayed, however when adding documents the candidate will only be able to select the fields corresponding to their current status.

Required Information
Job Description
No Files
Most Recent Contract
No Files
Vitae/Resume
No Files
Prior Evaluation Letters
No Files
Proposed New Responsibilities
No Files
Required Self-Evaluation
Self-Evaluation
No Files
Optional Supporting Documentation
Identified Employee Letters
No Files
Teaching Evaluations
No Files
Additional Evidence
No Files

Supervisors:

Once the candidate has submitted their file for review, supervisors will be given read access to the documents and will have the ability to add their review documents within the appropriate review level and time window.
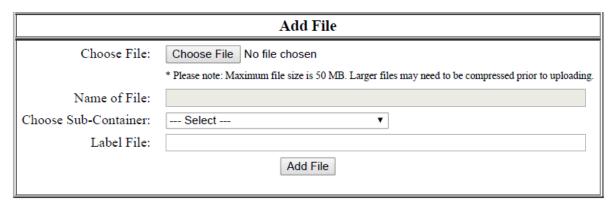
Unit Administrators:

Unit administrators are able to add files on behalf of both the candidate and any reviewers. If adding on behalf of either the former or the latter, editing privileges will be changed to read only upon the file being moved forward.
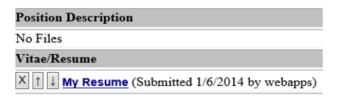
Perform the steps below to upload content into the review file.

    a.   Under **Add File**, click on **Browse** to attach a document.

    b.   Select a Sub- Container for the file (Sub-Containers appear indented on the list). Add a description of the document under **Label File.**

    c.   Click on **Add File**.

1. A successful upload will display the message "**File Submitted**". Additionally, an e-mail will be send to you and your school administrator confirming the upload.
2. An unsuccessful upload will show the message "**File Not Submitted – All Fields Required**". Make sure you are completing all the fields and selecting a Sub- Container as indicated in step **b**.

   d. Click on **Go** to continue. Go back to step **5** to upload the next document.

- To preview a document, click on its name. A document viewer is now available which previews the document (docx, pptx and pdf) in your browser. Any other format opens in its native application
- Please note that documents are stored in the system as numbers (35.docx) to allow multiple users to upload without risking overwrite during the file closing process.
- Click on the X button to delete a document. Make sure you click on Go to continue
- Use the up and down arrow buttons to re- arrange documents. Make sure you click on Go to continue
- Logout to finish the session.

Reappointment

When a candidate is reappointed, their new contract will be issued via the AFT Professional Staff Electronic Evaluation System following the Board of Trustees meeting at which their reappointment is made official. Once this occurs, the new contract will be available in the system for electronic acknowledgement, which is effectively the acceptance signature.

At this point the box below will contain the new contract for review, and an acknowledgment button will appear.

Employee Contracts
Contract
No Files