CRESS Self-evaluation Instructions

Employees should come to their annual CRESS performance evaluation meeting prepared to discuss their performance during the review period (July 1, 2019 – June 30, 2020), their development needs, and plans to improve performance. Employees are encouraged to complete a self-evaluation using the same performance evaluation form as the evaluator. **The self-evaluation is highly encouraged, but not required.**

If the employee completes a self-evaluation, the employee then has the option of using this self-evaluation as notes to be discussed as desired in the evaluation meeting, or to submit under Attachment 4 to the performance evaluation form, “Comments Provided By Employee,” along with any other documentation the employee wishes to submit.

Once the Talent department launches CRESS for 19-20 all CRESS employees will receive a notice in their Workday inbox. Log in to Workday to begin.

**Below includes example steps from 2018-2019:**

Click on your inbox to access the self-evaluation step.

You will see the self-evaluation listed in your list of Workday tasks. Click it to access the form.
Your self-evaluation is optional, but it is helpful for you to reflect on your work and become familiar with the CRESS performance rubric.

You can choose Guided Editor or Summary Editor. Guided Editor is step-by-step so we will begin there.
You will move through each Performance Factor, beginning with Job Knowledge.

Click on the form itself, or on the editing pencil to access the form.

Enter a Proficiency Rating for yourself from the drop-down list.
Workday will fill in the Behavior associated with each rating for reference.

Type a comment in the box if you would like to.

Scroll down and enter a rating for each subcomponent of the Performance Factor. Then click Next.
After rating on each Performance Factor and sub-factor, you can enter a summary of your major accomplishments for the year.

Click Add.

Enter your accomplishment in the text box (awards, recognitions, certifications, etc.)

Enter any comments about the ward that will help explain its significance to your evaluator.

Click Next.
Next you can list areas where you feel you need professional development or support. These are skills you need to strengthen to improve your job performance. Click Add to enter a Development Need.

Enter the development area in the text box. Then enter any comments to help your evaluator understand the development need.

Click Next
If you have any other documents you need to attach you can add them now. This might include certificates or other evidence of your performance.

Click Add.

Click Attach to find a file on your computer and add it to your self-evaluation.

Find the file, click on it to select it, and then click Open.
The file will upload and you can add a comment if you need to.

Finally, you will rate yourself overall on your performance for this school year. Refer to the guidance on how to determine an overall rating.

Please refer to the Total Performance Rating Guidelines located here from the Cleveland Metro Schools website.

Before determining a rating, please review the following conditions:

- **Exemplary**: Five or more sub-factors are rated Accomplished or higher with at least three of those sub-factors rated Exemplary, and no sub-factors are rated lower than Skilled. Performance exceeds the expectations for the position over two or more consecutive review periods. Note: At least four sub-factors are rated as Exemplary for leadership positions.

- **Accomplished**: Five or more sub-factors are rated Accomplished or higher and no sub-factors are rated lower than Skilled. Performance exceeds the expectations for the position. Note: Six sub-factors for leadership positions.

- **Skilled**: Performance is primarily Skilled and does not fall into the Exemplary, Accomplished, or Ineffective/At Risk categories. Total performance meets the expectations for the position.

- **Ineffective/At Risk**: Five or more sub-factors are rated Marginal or lower or two or more sub-factors are rated Ineffective/At Risk. Performance must improve and the employee is placed in a Performance Improvement Plan.
Click the drop-down arrow and select a rating for yourself.

Click Next

If your self-evaluation is done click Submit. Then it will go to your manager. Please be sure you are ready to Submit before clicking. If you need to work on it later click Save for Later.

The system will tell you if you have submitted successfully.

Success! Event submitted
Self Evaluation: TEST 2018-2019 CRESS EVAL:

Click Done and you are ready for your end-of-year conversation with your manager!