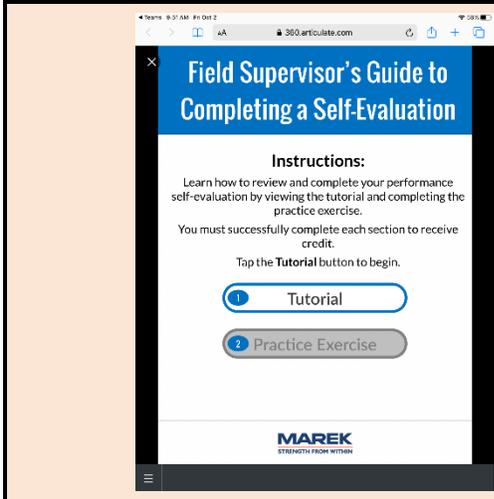


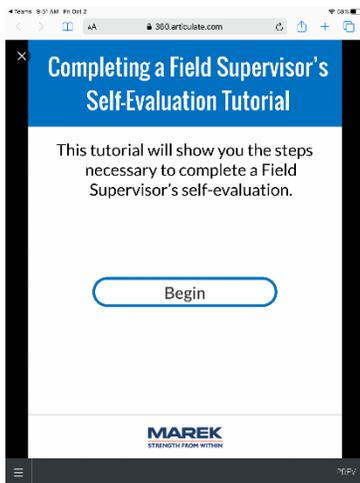


Field Supervisor Self Evaluation

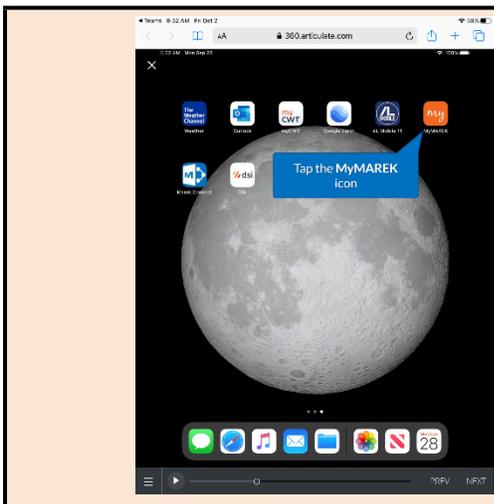
How to Guide



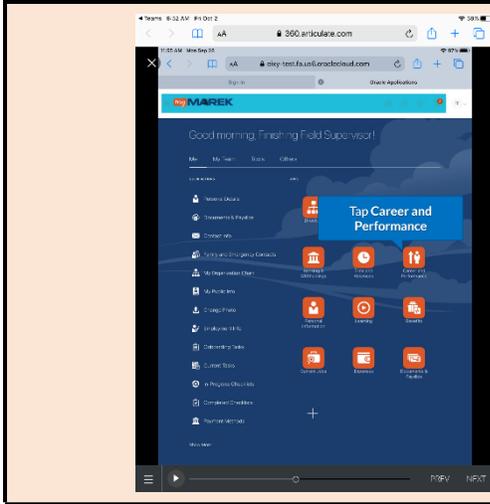
To start, tap the Tutorial button to begin the tutorial.



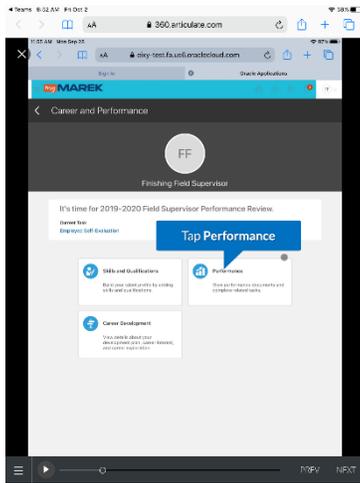
Click Begin.



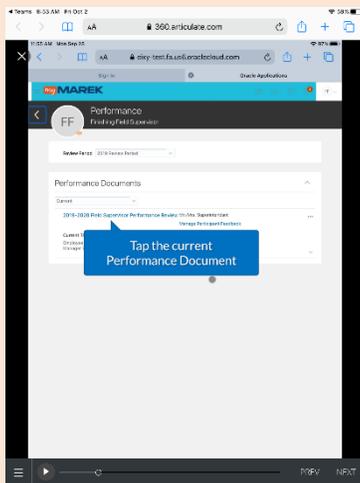
Click the MyMarek Icon.



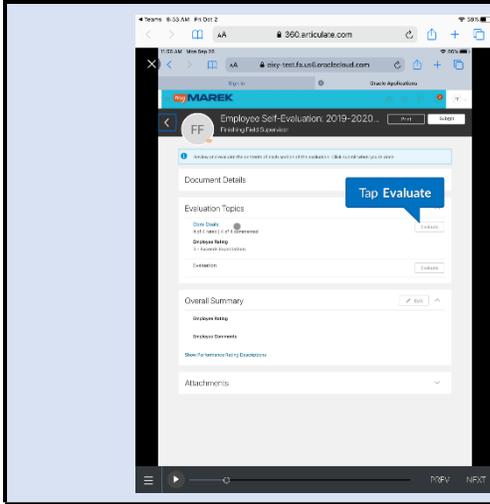
Under the Me tab, click the Career and Performance thumbnail.



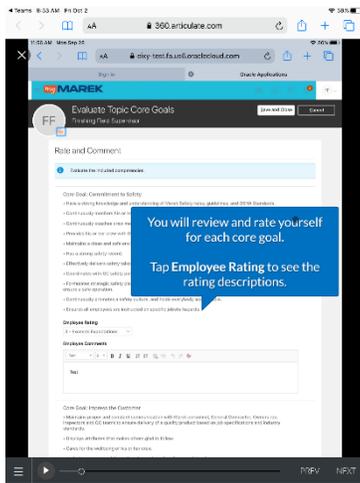
In the Career and Performance page, you will click the Performance section.



Click the current Performance Document. It will be highlighted blue.

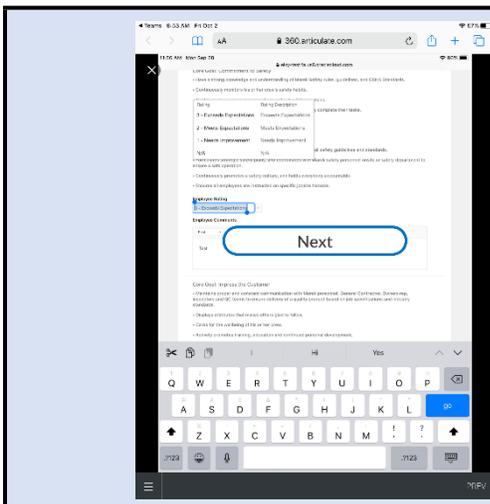


Click Evaluate.

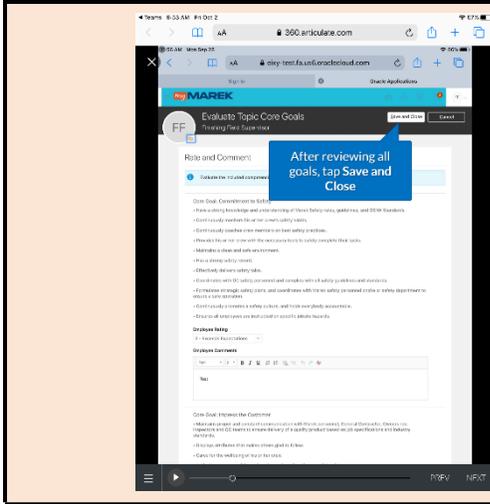


In this process, you will review & rate yourself for each core goal.

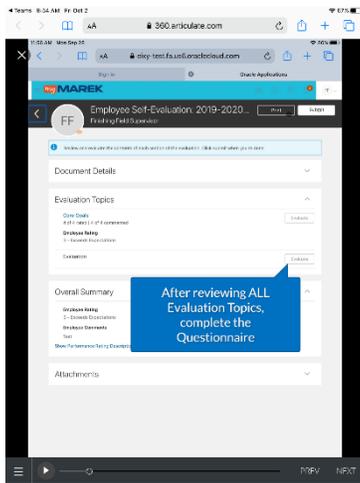
Tap Employee Rating to see the rating descriptions.



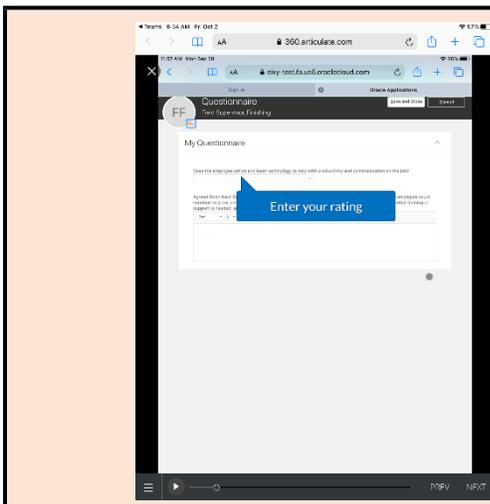
Choose which rating best suits the description you relate to.



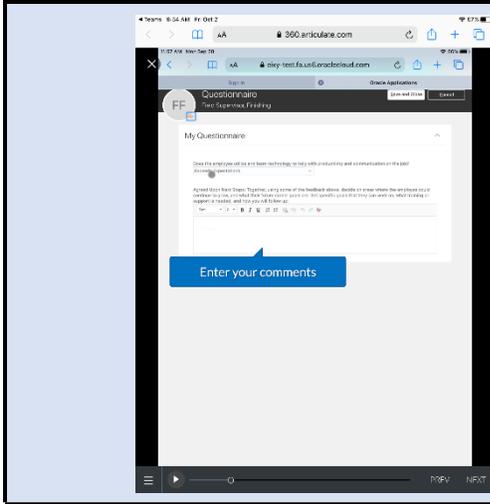
After reviewing all goals, click the Save and Close button.



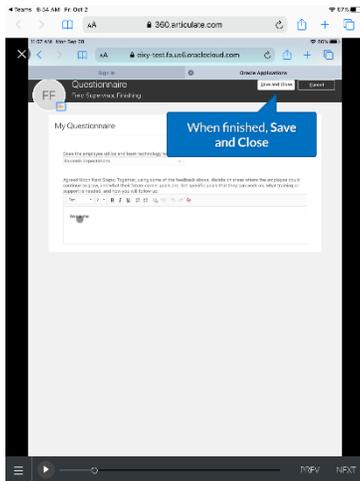
After reviewing ALL evaluation topics, complete the Questionnaire.



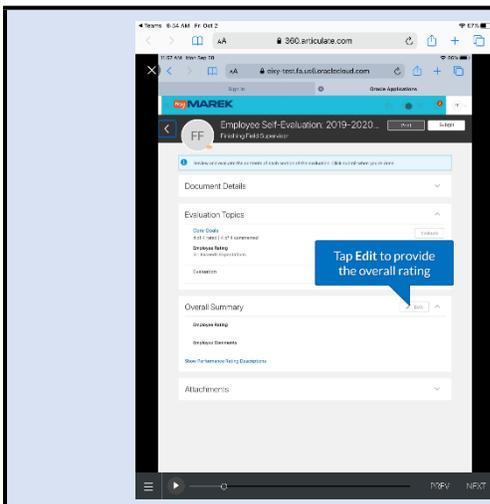
In the Questionnaire, enter your rating.



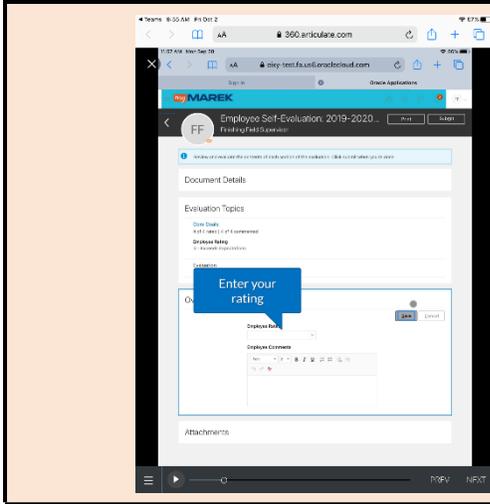
Enter comments into the text box.



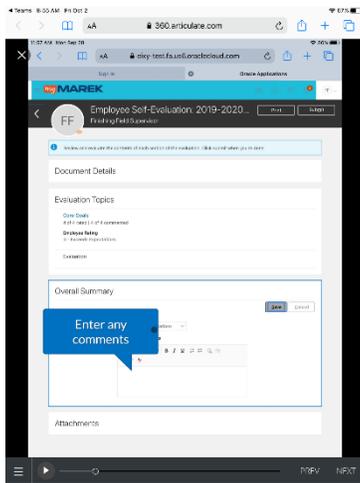
Click the Save and Close button when complete.



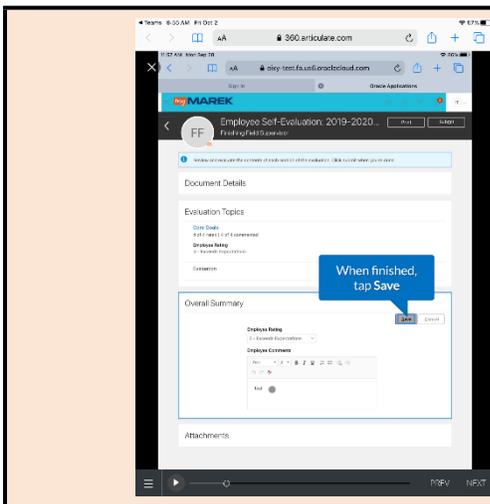
Click the Edit button to provide the overall rating.



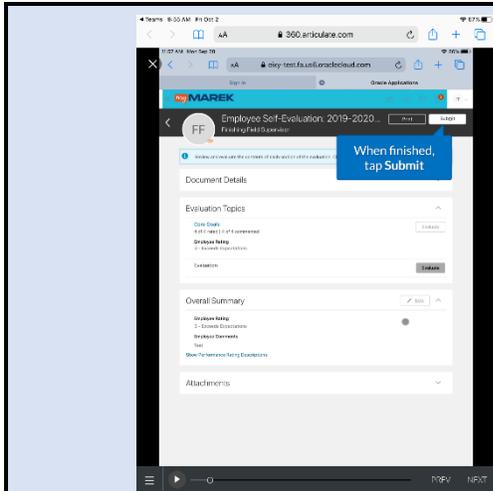
Click the dropdown button to choose a rating.



Enter a comment in the text box.

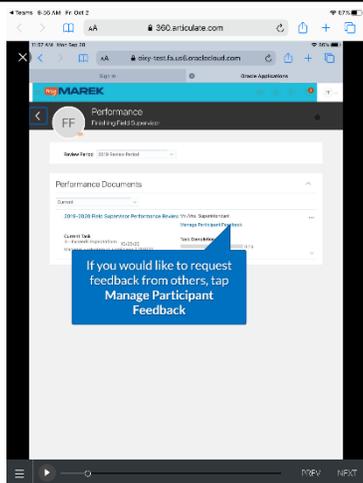
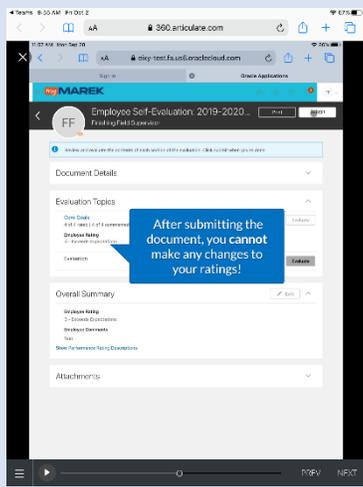


Click the Save button when complete.

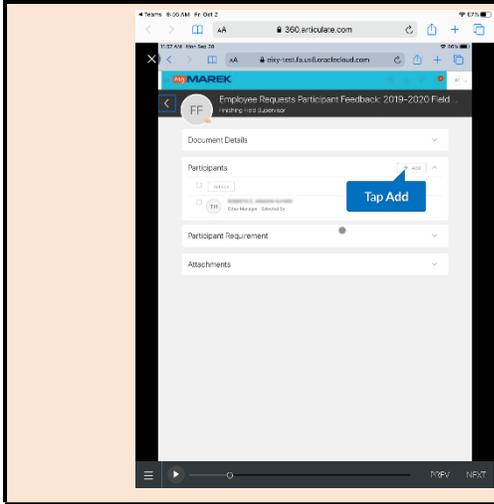


Next, click the Submit button to complete.

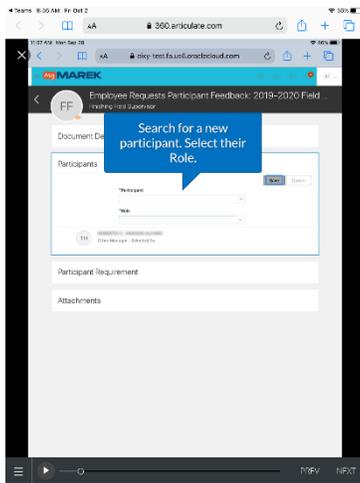
After submitting, please note that **you cannot make any changes to your ratings.**



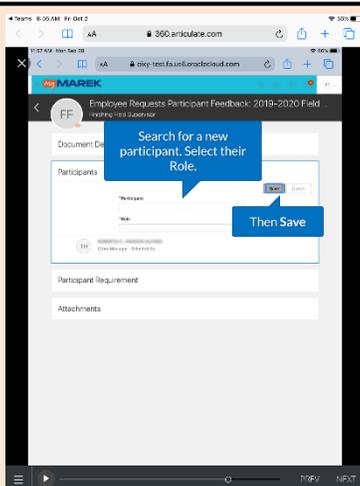
To request feedback from others, click the Manage Participant Feedback link.



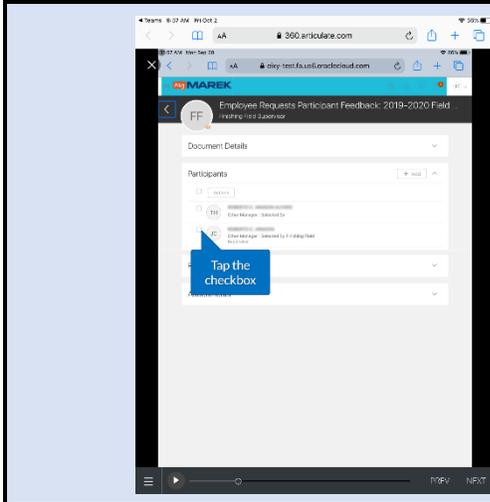
To add a participant, click the Add button.



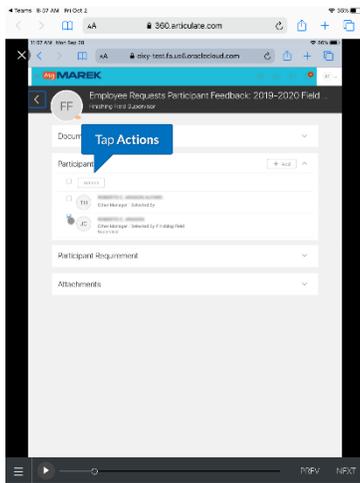
Search for the participant & select their role.



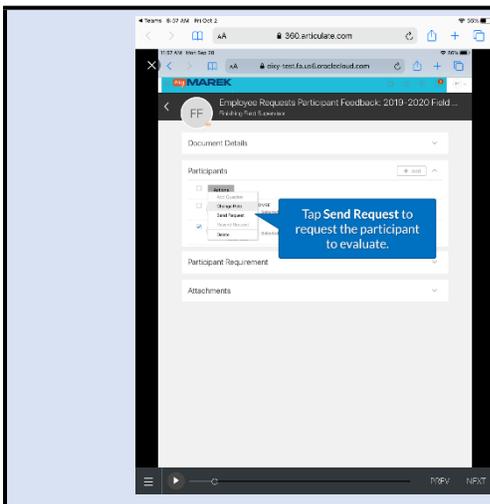
After you have chosen your participant and selected their role, click save.



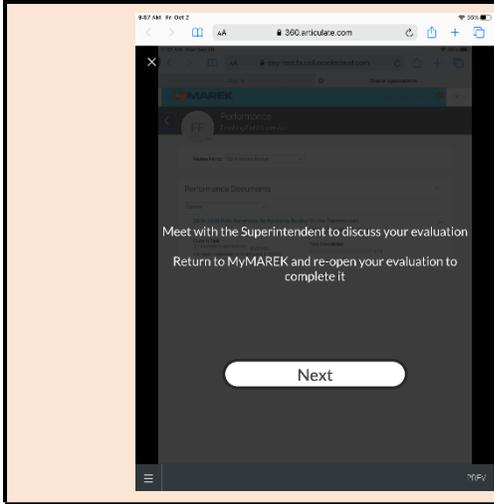
Click the checkboxes to select the participants.



Once you have the participant selected, click the Actions button.

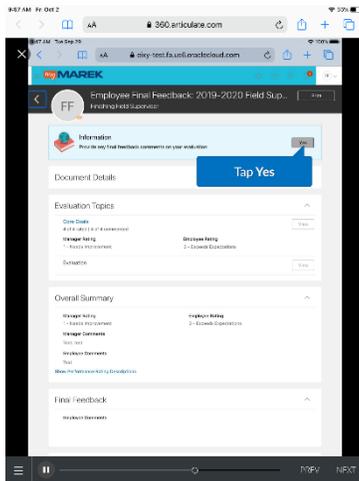


Select Send Request to request the participant to evaluate.

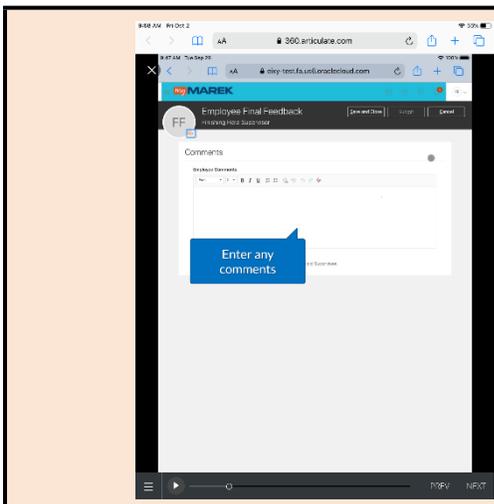


You will then meet with the Superintendent to discuss your evaluation.

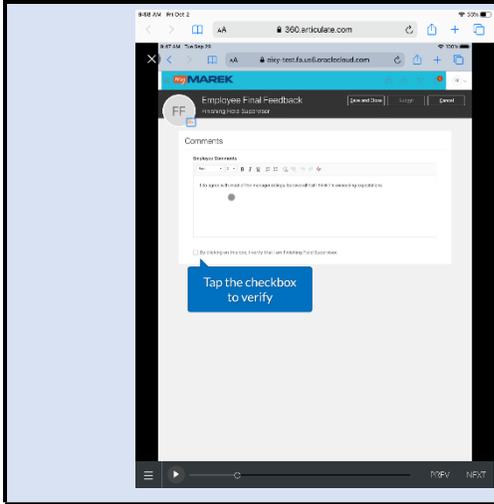
After the meeting is held, log back into MyMAREK to complete the evaluation.



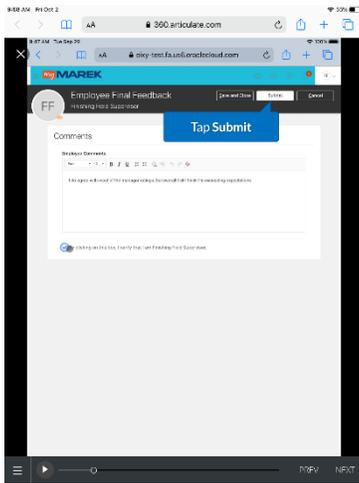
Click the Yes button.



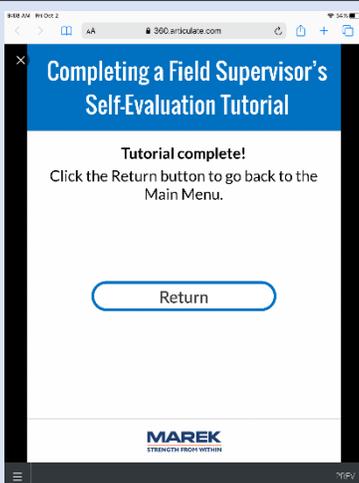
Enter any comments in the text box.



Click the checkbox at the bottom to verify.



Click Submit once you are finished.



You have now completed a Field Supervisor Self Evaluation.