



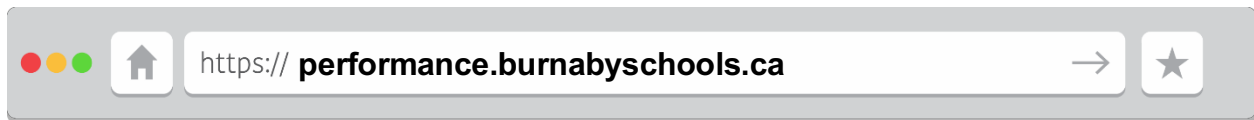
BURNABY LEADERSHIP

PERFORMANCE PLANNING & EVALUATION

EVALUATOR START UP GUIDE

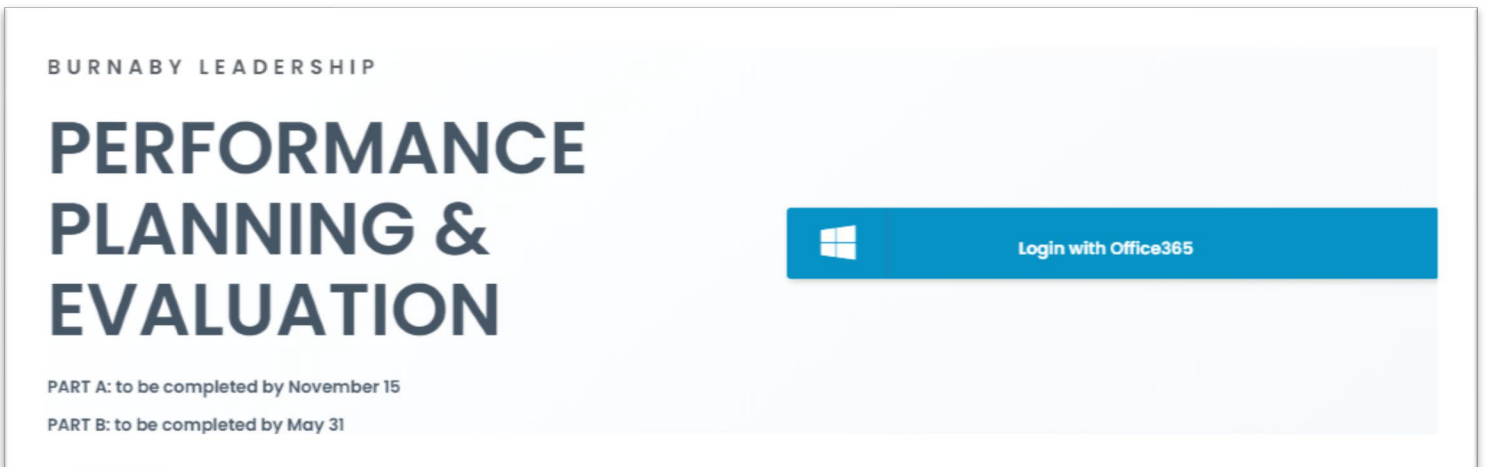
Logging In

A. Type in your address bar <https://performance.burnabyschools.ca>



B. Main Screen Login

Click on the blue 'Login with Office365' button



You will be prompted to enter your Office 365 username

SD41 OFFICE365

Sign in

e12345@burnabyschools.ca

[Can't access your account?](#)

Next

Sign in to Office 365 using your
eID@burnabyschools.ca username and password - IE
"e12345@burnabyschools.ca"

Then enter your Office 365 Password

SD41 OFFICE365

← e13987@burnabyschools.ca

Enter password

Password

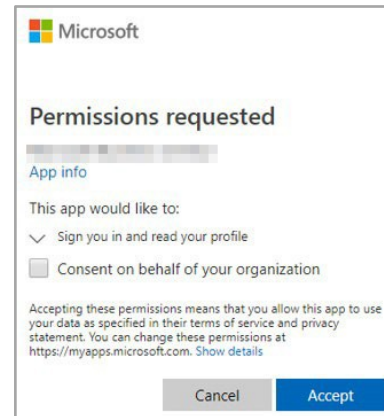
[Forgot my password](#)

Sign in

Sign in to Office 365 using your
eID@burnabyschools.ca username and password - IE
"e12345@burnabyschools.ca"

Note: You will be prompted with a **one-time** connection agreement to allow Office365 to connect to the performance planning site. Please click accept.

Note: After logging in once using Office 365, you may automatically sign in if you have logged in elsewhere (like Outlook or Teams) in Office 365 (This is called Single Sign-On)



C. Successful Login

BURNABY LEADERSHIP

PERFORMANCE PLANNING & EVALUATION

Howdy, Lucky Saini | [Logout](#)

PART A: to be completed by November 15

PART B: to be completed by May 31

Step 1: Receiving and Evaluating Employee Submissions

A. Being Notified of a Part A Submission

After an employee submits their Part A Form, you will receive an email. It will prompt you to login and check your Workflow Inbox.

The screenshot shows an email client interface. On the left is an inbox list with three items: a 'Web Services' email from 'Performance Planning & E...' at 10:37 PM (highlighted), a 'Microsoft 365 Messa...' at 8:05 PM, and an email from 'Naran Malla' at 7:12 PM. The main pane displays the selected email from 'Web Services' to 'Lucky Saini' with the subject 'Performance Planning & Evaluation Form - Submitted by Naran Malla'. The email body contains a greeting, a notification that a Part A form has been submitted for approval, a link to the 'inbox', and a thank you message. Action buttons for 'Reply', 'Reply All', 'Forward', and a menu icon are visible at the top right of the email content.

B. Click on the 'inbox' link. If you have already logged into the Performance site already it will directly go to your Workflow Inbox

C. If you haven't logged in, refer to Logging in above.

After logging into the site go to the Workflow Inbox on the top right



The Workflow Inbox will let you know the pending request you have and indicate the step of the workflow.

Click on the link to begin.

ID	Form	Submitter	Step	Submitted
507	Performance Planning & Evaluation - B	Web Services	Evaluator Approval	September 17, 2024 at 12:02 pm

Performance Planning & Evaluation

Submitted by: Web Services

Instructions: Please review the PPE Form and click on the Approve or Reject button
Once approved, please schedule a Part A meeting.

Performance Planning & Evaluation – BPVPA 2024-25 : Entry # 507

show empty fields

EMPLOYEE INFORMATION
Employee Name
Web Services
Employee Job Title
Web Developer

REMINDER: When you are ready to submit the form, please scroll to the top right and select the correct button.

Once reviewed on the top right there will be a Workflow box that will allow you to either **Approve** or **Reject** it.

Selecting **Reject** will return the form to the employee and allow them to make the necessary updates, before submitting again.

Use the **Note** box to provide details to the employee.

Note *

Everything looks good!

✓ APPROVE✗ REJECT

Workflow

Entry ID: 63
Submitted: October 5, 2021 at 10:36 pm
Submitted by: Naran Malla
Status: Pending

Evaluator Approval (Pending Approval)
User: Lucky Saini (Pending)

Note *

✓ APPROVE✗ REJECT

Step 2: After Approval - Evaluator Notes – Preparing for Meeting and Sign off

After you have initially accepted Part A from the employee, the form will now allow you to enter in your Administrator/Manager notes. You will receive an email letting you know the next step.

Performance Planning & Evaluation - BPVPA: Part A: Evaluator Meets and makes notes



Web Services
To ● Lucky Saini

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [⋮](#)

Tue 10/5/2021 10:43 PM

Hello Lucky Saini

You have accepted Performance Planning Form- PART A from Naran Malla. You will now have the option to add notes to PART A of the form for your meeting.

Please click here to login and check your [inbox](#)

Thank you.

Your workflow inbox will also reflect the next step.

Workflow Inbox

ID	Form	Submitter	Step	Submitted
63	Performance Planning & Evaluation – BPVPA	Naran Malla	Part A: Evaluator Meets and makes notes	7 mins ago

Note - Optional comment boxes are located under the performance objective and professional growth section.

Evaluators have the choice to take notes in advance of the meeting or they can add the notes while they are having the meeting. Or Both

PERFORMANCE OBJECTIVES

Performance Objectives must be SMART: Specific | Measurable | Achievable | Relevant | Timebound

1. Performance Objectives

Date (MM/YY)

OPTIONAL COMMENTS by ADMIN/MGR

PROFESSIONAL GROWTH PLAN

1. Professional Growth Goal and Plan

1. Link to BCPVPA Competencies/Standards

OPTIONAL COMMENTS by ADMIN/MGR

If the employee has not addressed the question below in their professional objectives or professional growth plan, response will be reflected here

If not a part of your performance objectives and/or professional growth, what commitment are you making to Equity, Diversity, Inclusion, and Reconciliation this year?

Please ensure you have selected A Career Conversation has taken place button and if you have any notes, you can enter here too

A Career conversation has taken place *

CAREER CONVERSATION – ADMINISTRATOR/MANAGER TO COMPLETE

Yes

No

Administrator/Manager Notes:

Sign off with your name and date

I have participated in a formal performance planning conversation with my employee

Administrator or Manager's Name *

Date *

11	11	2024
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REMINDER: When you are ready to submit the form, please scroll to the top right and select the correct button.

The screenshot shows a workflow form with the following details:

- Workflow**
- Entry ID: 63
- Submitted: October 5, 2021 at 10:36 pm
- Submitted by: Naran Malla
- Status: Pending
- Part A: Evaluator Meets and makes notes**
- (Pending Input)
- User: Lucky Saini (Pending)
- Note: [Empty text area]
- Radio buttons: In progress, Complete
- UPDATE button

If notes are taken in advance of the meeting, leave the radio button selected as “**In progress**” and click **Update**.

This means you can login and continue adding notes in advance, through the meeting and after.

Once you have completed your meeting and feel you’ve added the necessary notes, then you would select the ‘**Complete**’ radio button and click **Update**.

****It is important that you do not select ‘Complete’ and Update until you feel the meeting and review of Part A is complete. Otherwise, it will move the workflow to the next step which is Part B**

That’s it. You have completed Part A and will be notified. The workflow moves back to the employee with the form prepared for Part B

There are 3 Workflow steps for Part A:

For the evaluators, the highlighted Steps 2, &3 require your attention on the site. The other steps are handled by the employee.

1. Part A Entry by Employee
2. Part A Evaluator Approval – if rejected go to 1b
 - 1b. Modification by Employee – Go back to 1
3. Evaluator Notes – Used for Part A Meeting and Evaluator Signs off Part A