



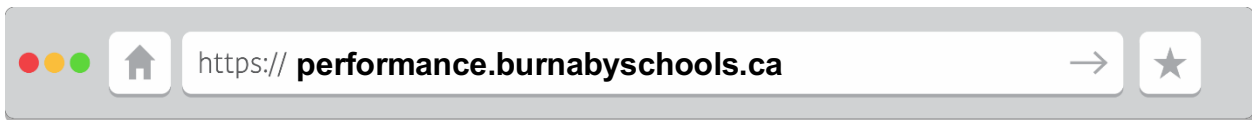
BURNABY LEADERSHIP

PERFORMANCE PLANNING & EVALUATION

EMPLOYEE START UP GUIDE

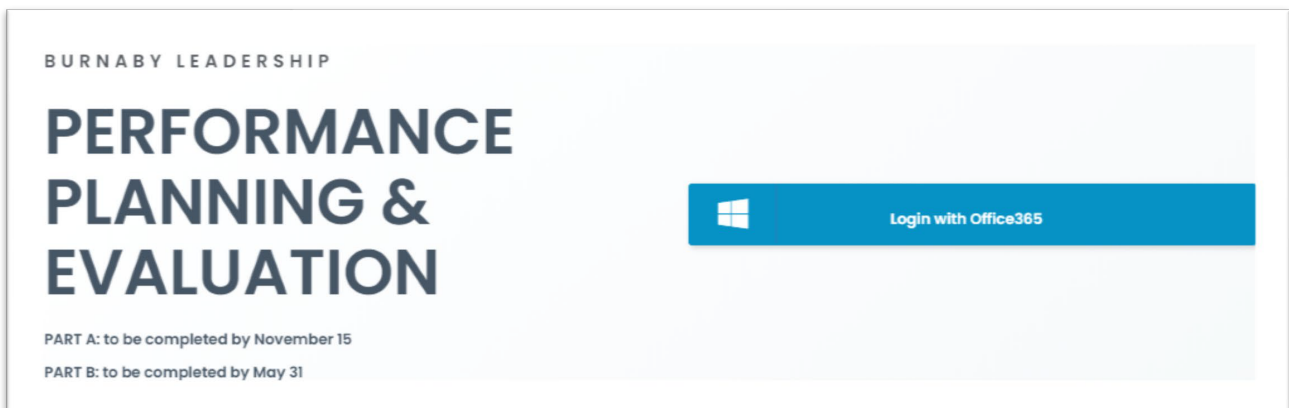
Step 1: Logging In

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



B. Main Screen Login

Click on the blue 'Login with Office365' button



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"

You will be prompted to enter your Office 365 username

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"

Then enter your Office 365 Password

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)

Microsoft

Permissions requested

App info

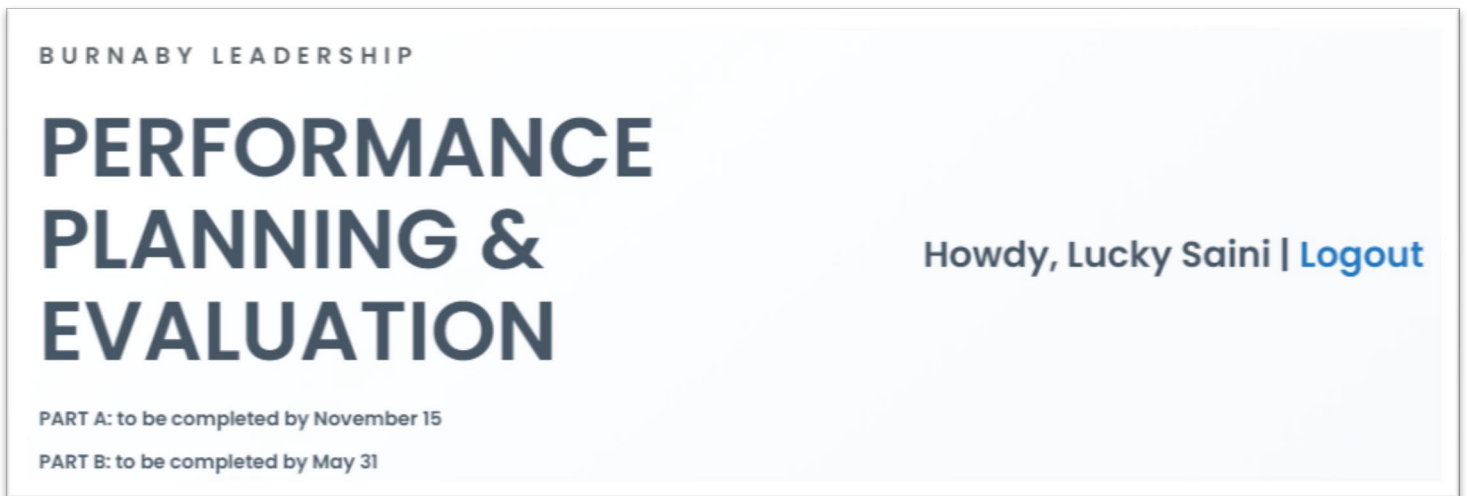
This app would like to:

- Sign you in and read your profile
- Consent on behalf of your organization

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Cancel Accept

C. Successful Login



BURNABY LEADERSHIP

PERFORMANCE PLANNING & EVALUATION

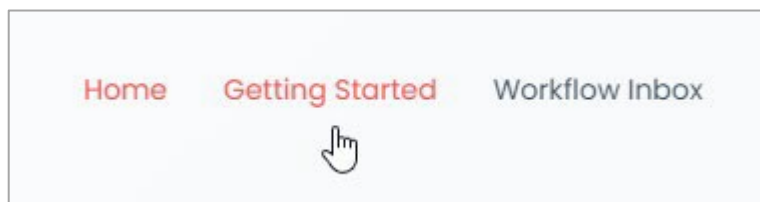
Howdy, Lucky Saini | [Logout](#)

PART A: to be completed by November 15
PART B: to be completed by May 31

Step 2: Starting the Evaluation Form Workflow

A. Starting Part A

When beginning the process, start off by clicking the '**Getting Started**' link at the top right.



B. Read the instructions below and then click the appropriate button to begin filling the correct form.

PERFORMANCE PLANNING EVALUATION

GETTING STARTED

1. Begin by selecting BPVPA, Professional Exempt or Senior District Educators Form.
2. To save your work in progress, click on the Save and Continue Later Link at the bottom. Do not Submit until completed.
3. Press the Submit button when ready to send for evaluation.
4. Click on Workflow Inbox after receiving an update. Notifications will be sent via email.

BPVPA

PROFESSIONAL EXEMPT

SENIOR DISTRICT EDUCATORS

C. Start entering the content in the form.

EMPLOYEE INFORMATION

Employee Name		Employee Job Title	
<input type="text" value="Web Services"/>		<input type="text"/>	
Employee Start Date	Length of Time in Current Role	Department or School Name	
<input type="text" value="MM"/> <input type="text" value="DD"/> <input type="text" value="YYYY"/>	<input type="text"/>	<input type="text"/>	
Please select your Administrator/Manager *			
<input type="text" value="Please select from below"/>			

D. Please ensure you select the correct Administrator/Manager

Please select your Administrator/Manager *

please select from below

E. Enter Performance Objectives and Professional Growth plan.

Feel free to copy and paste content from another source, but keep the formatting simple.

PERFORMANCE OBJECTIVES

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

1. Performance Objectives

Date (MM/YY)

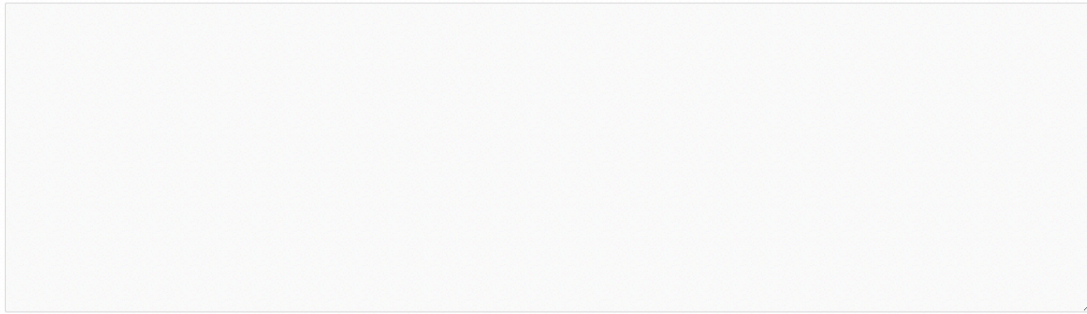
PROFESSIONAL GROWTH PLAN

1. Professional Growth Goal and Plan

1. Link to BCPVPA Competencies/Standards

F. If you have not addressed this question in your professional objectives or professional growth plan, please answer here. Feel free to copy and paste content from another source but keep the formatting simple.

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?



G. To sign-off, enter your name and select the date near the bottom of the Part A form.

Employee Name *

Date *

H. Submitting or Saving and Continuing Later

There are two buttons at the bottom of the initial form.



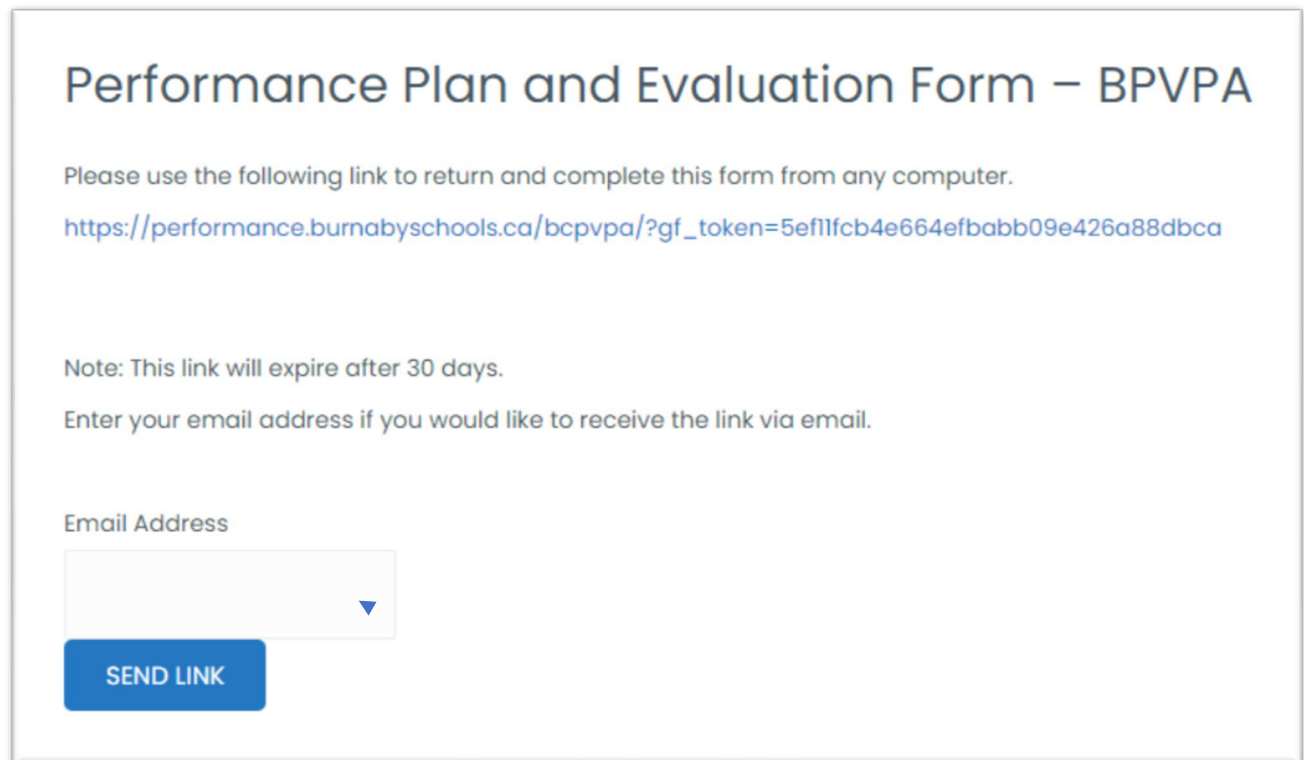
Submit - this means you have completed the form and want to send this to your evaluator

Save and Continue – allows you to save your current work and the system will provide you a link and send it to your email to continue at another time

 SAVE AND CONTINUE LATER



After clicking the **Save and Continue Later** link, it will take you to a page with instructions.



Performance Plan and Evaluation Form – BPVPA

Please use the following link to return and complete this form from any computer.

https://performance.burnabyschools.ca/bcpvpa/?gf_token=5ef11fcb4e664efbabb09e426a88dbca

Note: This link will expire after 30 days.

Enter your email address if you would like to receive the link via email.

Email Address


It is recommended that you type in your **email address** (@burnabyschools.ca) and click the SEND LINK button, which will send the link to your email to use later.

Or

You can Copy and Save the link & Click the white link box to return back to the form.

- I. After submitting the form, you will receive an email of confirmation which will provide you the contents of the completed form within the email and as an attached PDF.

Form submitted

 Web Services
Tue 05/10/2021 22:36
To: Naran Malla

Hello Naran Malla,

Your Performance Planning & Evaluation Form- PART A has been submitted with the following details.

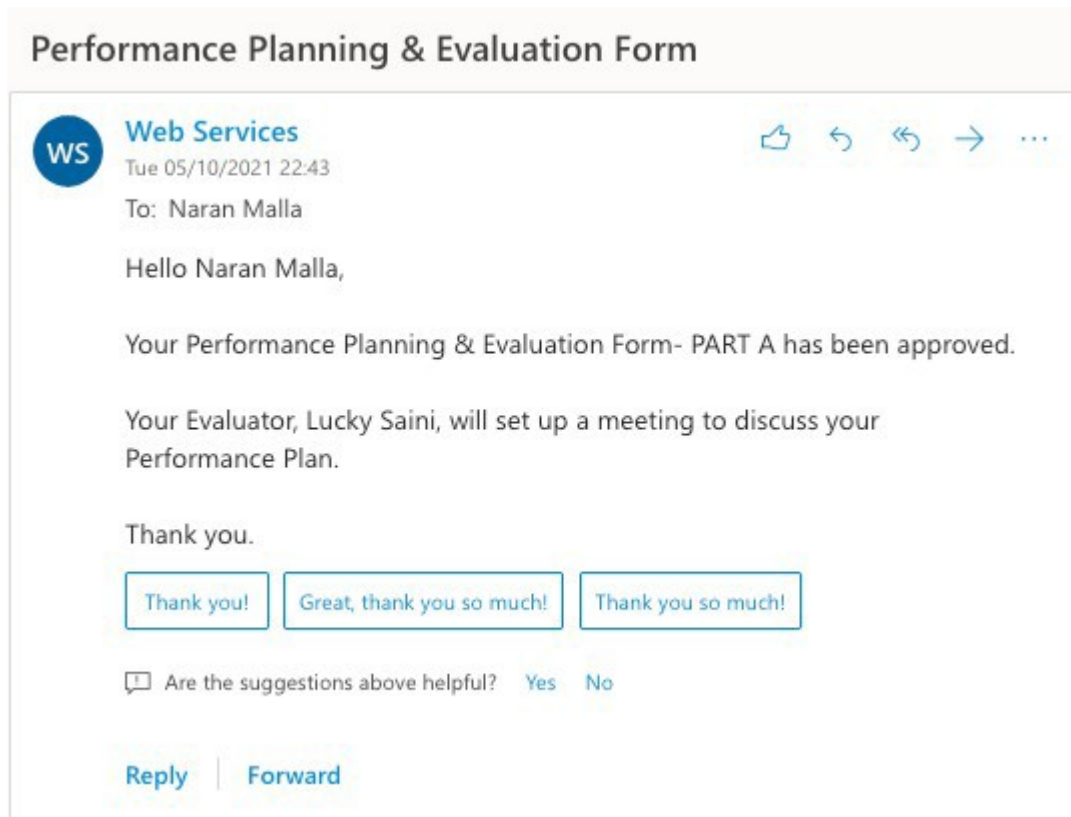
Thank you.

EMPLOYEE INFORMATION
Hidden Field
5
Employee Name
Naran Malla
Employee Job Title
Web Developer
Employee Start Date
09/10/2018
Length of Time in Role

- J. If the evaluator decides there is something that needs changes, they will reject the form and send it back to you. You will receive an email with a link back to the form as well as notes on what needs to be updated.

K. Approval Email

You will receive an email confirming that your Part A submission has been approved and your evaluator will set up a meeting for discussion.



In the meeting the additional boxes in the form open to allow the evaluator to add additional notes and comments to your submission

The Performance Planning and Evaluation Form Part B

Web Services
Tue 05/10/2021 22:54
To: Naran Malla

6

Hello Naran Malla,

Part A of your Performance Planning and Evaluation Form is now Complete. Please remember to complete Part 8- Performance Evaluation in time for meeting in May with your Administrator/Manager.

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

Thank you.

[Reply](#) [Forward](#)

There are 2 Workflow steps for Part A:

For the employee, the highlighted Steps 1 & 1b require your attention on the site. The other steps are handled by the evaluator.

1. **Part A Entry by Employee**
2. Part A Evaluator Approval – if rejected go to 1b
1b. Modification by Employee – Go back to 1