



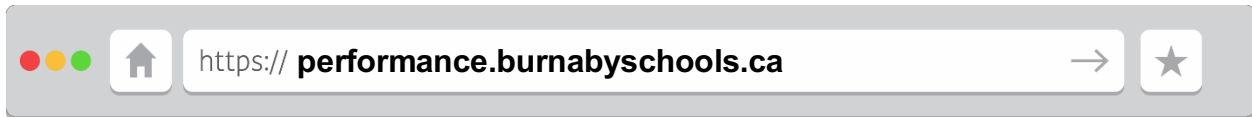
BURNABY LEADERSHIP

PERFORMANCE PLANNING & EVALUATION

PART B EMPLOYEE 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

BURNABY LEADERSHIP

PERFORMANCE PLANNING & EVALUATION

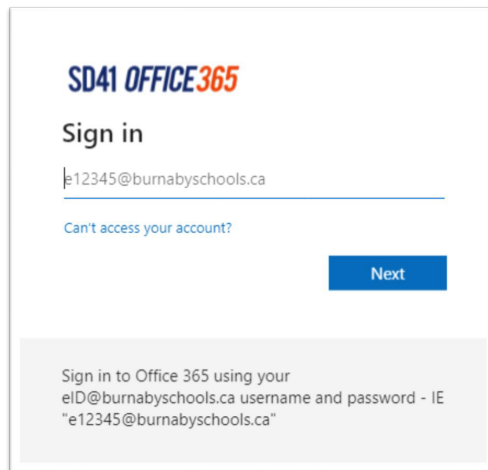
PART A: to be completed by November 15

PART B: to be completed by May 31



Login with Office365

You will be prompted to enter your Office 365 username



SD41 OFFICE365

Sign in

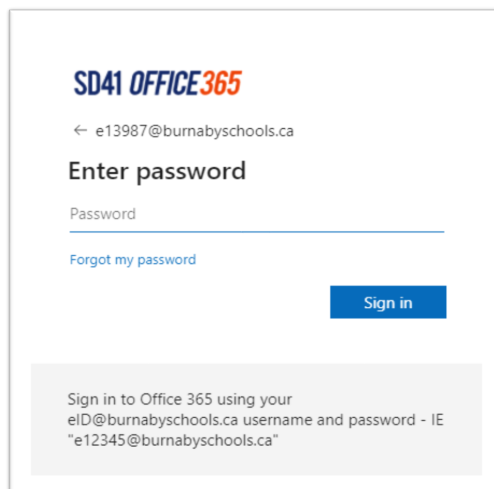
e12345@burnabyschools.ca

[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](#)

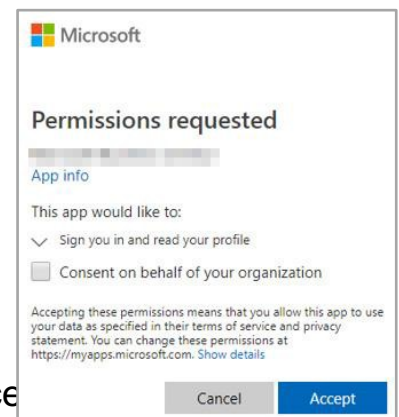
Sign in

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 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

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PERFORMANCE PLANNING & EVALUATION

Howdy, Lucky Saini | [Logout](#)

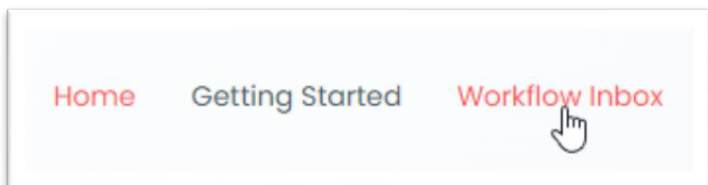
PART A: to be completed by November 15

PART B: to be completed by May 31

Step 2: Starting the Evaluation Form Workflow

A. Starting Part B

To begin completing Part B, start off by clicking the '**Workflow Inbox**' link at the top right.



B. The Workflow Inbox should only have one form available and under the Step it should show **‘Part B Entry by Administrator’**. Click on this Form.

Workflow Inbox			
ID	Form	Submitter	Step
125	Performance Planning & Evaluation – BPVPA	Lucky Saini	Part B Entry by Administrator

C. At the top of the form, you will see all of the Part A content in **‘Read Only’** format. (It cannot be edited) You will be able to review as well as Copy and Paste the content to use in Part B.

Performance Planning & Evaluation – BPVPA : Entry # 125		<input type="checkbox"/> show empty fields	Workflow
EMPLOYEE INFORMATION			Entry ID: 125
			Submitted: October 27, 2021 at 12:53 pm
			Last updated: November 19, 2021 at 6:46 pm
			Submitted by: Lucky Saini
			Status: Pending
			Part B Entry by Administrator (Pending Input)
			User: Lucky Saini (Pending)
Employee Name	Employee Job Title		
Lucky Saini	District Vice Principal Education Technology		

D. Part B will follow below Part A and is highlighted in light blue. Similar to Part A, complete the form. Again, feel free to copy and paste content from Part A or from another source. Keep formatting simple.

1. Please select the administrator

Please select your Administrator/Manager Part B *

test admin1

2. Complete the Performance Objectives and Outcome/Progress

Please select your Administrator/Manager Part B *

test admin1

PERFORMANCE OBJECTIVES EVALUATION

1. Performance Objectives	1. Outcome/Progress

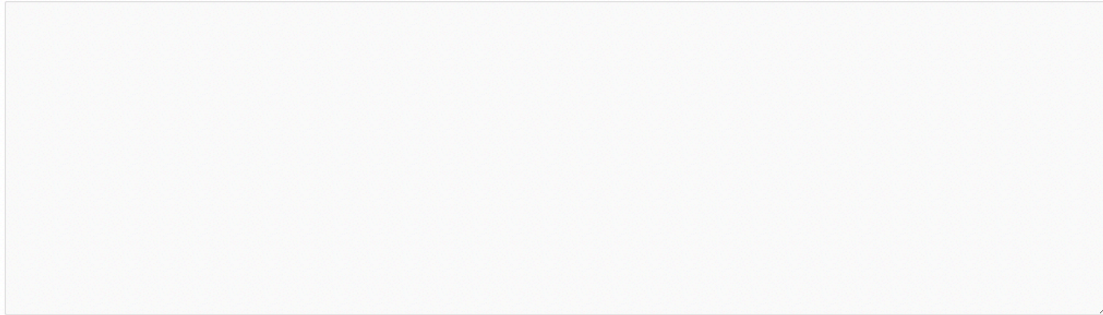
3. Complete the professional Growth Goals and Outcome Evaluation

PROFESSIONAL GROWTH GOALS AND OUTCOME EVALUATION

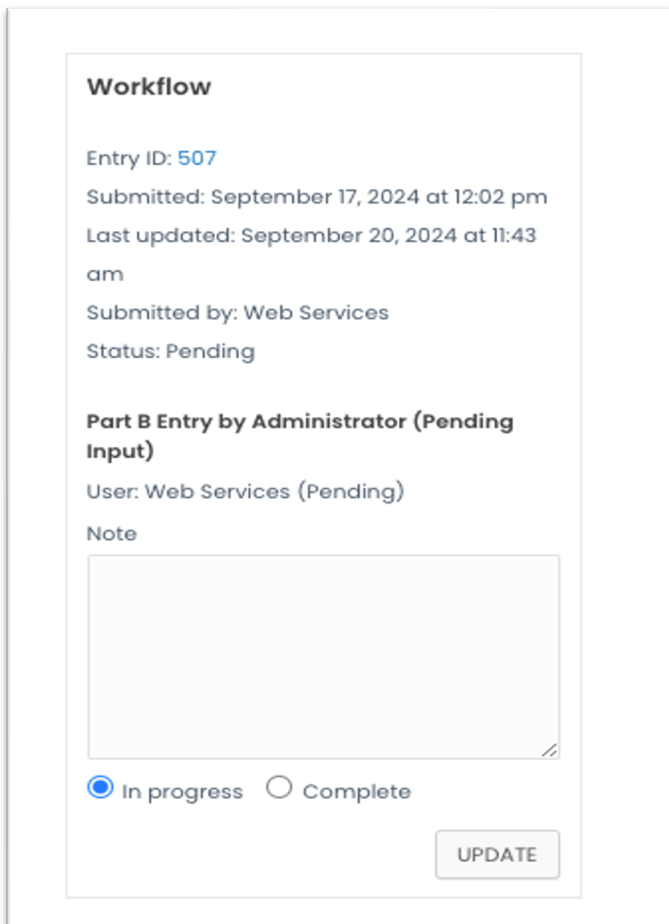
1. Professional Growth Goals and Outcome

4. If you have not addressed this question in your professional objectives or professional growth plan, please answer here

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



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



Workflow

Entry ID: 507
Submitted: September 17, 2024 at 12:02 pm
Last updated: September 20, 2024 at 11:43 am
Submitted by: Web Services
Status: Pending

Part B Entry by Administrator (Pending Input)
User: Web Services (Pending)

Note

In progress Complete

UPDATE

Be sure to keep the form 'In progress' until you are ready to submit.






If you select 'Complete' and 'Update', it will go to your administrator for part B approval

It is important that you **only select 'Complete' and 'Update' when you are ready to submit

E. Approval Email

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

Performance Planning & Evaluation Form

WS **Web Services** Tue 05/10/2021 22:43     

To: Naran Malla

Hello Naran Malla,

Your Performance Planning & Evaluation Form- PART B has been approved.

Your Evaluator, Lucky Saini, will set up a meeting to discuss your Performance Plan.

Thank you.

Are the suggestions above helpful? [Yes](#) [No](#)

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

During the meeting the additional boxes in the form will be open to allow the Evaluator to add additional notes and comments to your form.

Step 3: Signing Off on Part B

After the meeting with your Evaluator, you will be asked to sign off on your Part B submission. You will receive an email asking you to review and sign-off on Part B.

The Performance Planning and Evaluation Form - Administrator Sign-Off Part A



Web Services

Tue 05/10/2021 22:49

To: Naran Malla

Hello Naran Malla,

Lucky Saini has asked that you review and sign-off on Part B - Performance Planning.

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

Thank you.

Completed.

I signed it.

All done!

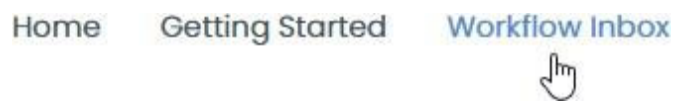
Are the suggestions above helpful? [Yes](#) [No](#)

[Reply](#)

[Forward](#)

Click on the link provided which will take you to the Performance Planning site. It may automatically log you in. Otherwise login as per instructions in Step 1.

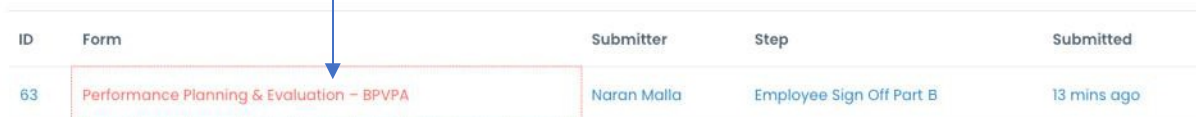
After logging into the site go to the Workflow Inbox on the top right



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.

Workflow Inbox



A table with five columns: ID, Form, Submitter, Step, and Submitted. The 'Form' column contains a link 'Performance Planning & Evaluation - BPVPA' which is highlighted with a red box. A blue arrow points from the text 'Click on the link to begin.' above to this link.

ID	Form	Submitter	Step	Submitted
63	Performance Planning & Evaluation - BPVPA	Naran Malla	Employee Sign Off Part B	13 mins ago

Review your submission and the administrator/manager notes.

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

Employee Name *

Date *

MM

DD

YYYY

Finally click the **'Submit'** button on the top right in the Workflow box.

That's it. You have completed Part B and your evaluator will receive an email so that they can sign off.

Workflow

Entry ID: 63
Submitted: October 5, 2021 at 10:36 pm
Last updated: October 5, 2021 at 10:51 pm
Submitted by: Naran Malla
Status: Pending

Employee Sign-Off Part B (Pending Input)

User: Lucky Saini (Pending)

Note

Once the Evaluator signs off, the workflow moves to Senior Management to sign off and then to the Superintendent to sign off. You will receive an email saying that your Part B is complete.

There are 8 Workflow steps for Part B:

For the Employee, the highlighted Steps 1, 1b, 4 & 5 require your attention on the site. The other steps are handled by the Evaluator or Senior Management.

1. **Part B Entry by Employee**
2. Part B Evaluator Approval - Part B If rejected go to 1b
 1b. Modification by Employee for part B - Go back to 1
3. Evaluator Notes / Competency Rating / Overall Rating - Used for Part B Meeting
4. **Meeting with your Evaluator**
5. **Employee signs off Part B**
6. Evaluator sign-off / Senior Management Team Selection Part B
7. Senior Management sign-off
8. Superintendent sign-off