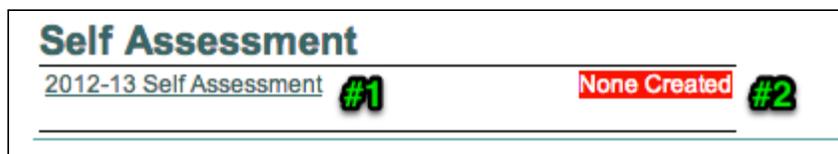


Principal Self Assessment

The self assessment is completed by the evaluatee at the start of each evaluation cycle. Visibility of the self assessment is controlled by the evaluatee and can be changed at any point in time.

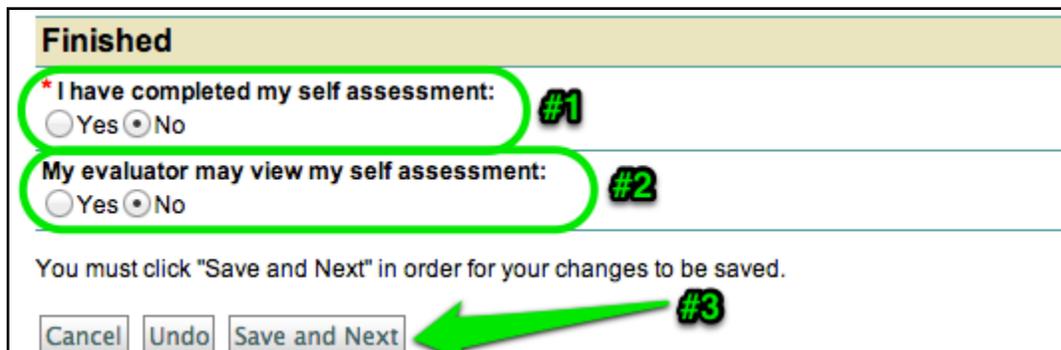
Completing a Self Assessment

1. Starting on the "Evaluation Home" page click on the link listed under Self Assessment.
 - a. Use the link to start a new form at the start of the evaluation cycle.
 - b. The color coded block tracks the documents status.



Self Assessment
2012-13 Self Assessment #1 None Created #2

2. Fill out the Self Assessment form
3. At the bottom of the form are several options
 - a. Marking "Yes" will stamp the form with a completion date.
 - b. The visibility of the document can be changed at any time by the evaluatee.
 - i. If "Yes" is marked the evaluator can view the content of the form.
 - ii. If "No" is marked the evaluator is able to see the status of the form but cannot open it.
 - c. "Save and Next" will save any changes made to the document and return the user to the "Evaluation Home" page



Finished

* I have completed my self assessment: #1
 Yes No

My evaluator may view my self assessment: #2
 Yes No

You must click "Save and Next" in order for your changes to be saved.

Cancel Undo Save and Next #3

4. Once the form is started, the "Evaluation Home" page is updated to reflect the current status
 - a. Prior to completing the "Self Assessment" form the user can click on the document link to edit the form
 - b. The current status and visibility of the form is displayed.
 - c. A new self assessment can be started directly from this page.
 - d. Once the form is marked as completed, the "Edit" link will need to be used by

the evaluatee to make any changes to the document.

Self Assessment	
2012-13 Self Assessment - (10/02/12) #1	Started
Add another #3	Not shared #2

Self Assessment	
2012-13 Self Assessment - (10/02/12)	Complete
Add another	#4  Edit Shared