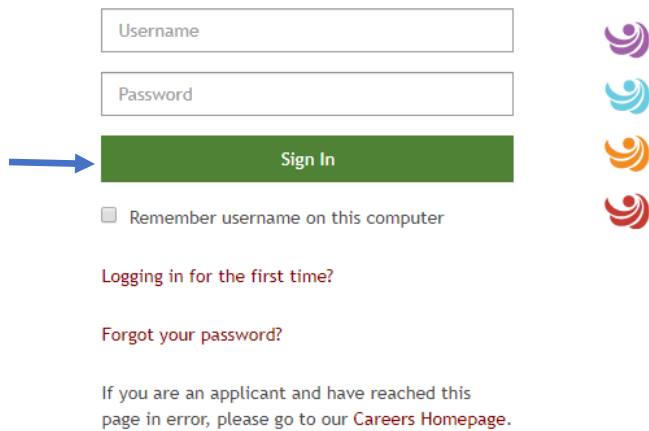# PERFORM – Support Staff

Accessing Perform

Under the Employees tab on the District homepage, employees should click on **Login** under the Perform section. This will generate the TalentEd login page.

Employees logging in for the first time should click on the **"Logging in for the first time?"** link. This link will take them through the steps to set up their password by sending the individual employee a link to their district e-mail account.

Once they have their password set, they will log in to this page using their full district e-mail address as their username (i.e. jsmith@wcskids.net).

Evaluation Tool

Support Staff will have two icons on the menu bar on the left side of the screen, My Folder and Signatures.
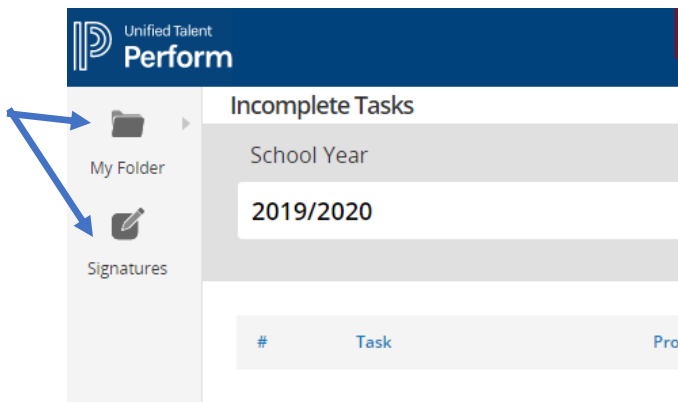
My Folder contains the following:

Tasks – any pending tasks that are assigned to the employee and need to be completed (note that Support Staff will not have any tasks assigned until their evaluator sends them their evaluation for review)

History – tasks that have been completed

Attachments – documents that have been uploaded

Profile – employees personal information including links to change their password and e-mail preferences

Evidence – evidence/documents supporting evaluation ratings that have been uploaded

Signatures will provide a list of any signatures that are awaiting the employees signature. Employees can also check the envelope icon on the upper right side of the screen for pending signatures. If any documents are awaiting the employee's signature, the number of documents pending will appear in a red circle next to the envelope. Employees will need to click on either the Signature icon or the envelope icon to access documents to sign.
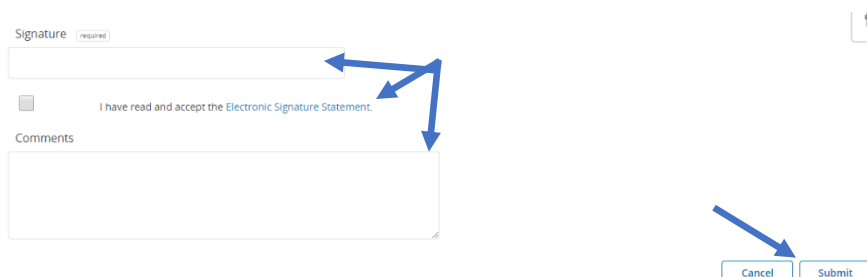

To review and sign, the employee will click on the **<u>View and Sign</u>** box.

Documents Awaiting Your Signature

Document	Direct Report	Process	Action Required	
1815 Evaluation	T. Training	Clerical/Child Care	Signature by Teacher1 Training	View and Sign

They will then be prompted to sign (type) their name, accept the Electronic Signature Statement, and enter comments prior to submitting the final **<u>Submit</u>** button.

Signature (required)

☐ I have read and accept the Electronic Signature Statement.

Comments

Cancel   Submit