PrinEval-MN 5 Step Evaluation Process

Step 1 – Opening Engagement/Orientation

Performance evaluation is most effectively completed in a collaborative environment: the evaluator and the principal both understand that the goal is professional growth. The goal of the process is to engage in an environment that is free of unpleasant surprises while at the same time designed to promote professional discovery.

Step 2 – Principal Self Evaluation

Professional growth requires introspection and reflection. Individuals who seek to continuously improve must carefully consider, in a safe and quiet setting, their own performance and begin to reflect on how that performance might somehow be improved.

Step 3 – Pre-Evaluation Conference

Performance evaluation tied to professional growth requires that clear expectations are outlined and that agreements are reached by the evaluator and principal regarding the factors that will be used to determine levels of competency that currently exist.

Step 4 – Evidence Collection

Effective performance appraisal involves the use of evidence to demonstrate the extent to which a given performance element is absent or present. The appropriate use of evidence can help the evaluator and the principal alike make determinations about levels of achievement and goals to be set.

Step 5 – Evaluation Conference

Performance evaluation that promotes professional growth involves not just an examination of what has been found and observed, it also requires heightened levels of discernment by both the evaluator and principal. Individually and collectively, these persons must "make meaning" out of what has been found.

Instructions for Using the PrinEval-MN System

- Start with Step 1 and work sequentially through the steps.
- During each step of the process, you will be prompted for additional information.
- Web pages for these steps open in the same window/tab. If you would like to open a web page in its own window, control-click (Windows) or command-click (Mac) the hyperlink. Command is the button next to the space bar on the Mac. You can also right-click the hyperlink (Windows) or press control and then click the hyperlink (Mac).
- Print any page; enter Control-p (Windows) or Command-p (Mac). You can also select print in your browser menu or right-click print with your mouse.
- When adding/updating data, be sure to click on the "Update" button to save your changes.
- You can update your responses at any time.

Timeline for Evaluations

Step 1 – August/September
Step 2 – Sept/October
Step 3 – October/November
Step 4 – December-April
Step 5 – May/June