

Professional Development

School City, State, Zip Phone: Fax: Tornillo ISD Tornillo, TX, 79853 (915) 765-3000 (915) 765-3099 District No Region 071908 19

Eduphoria – Strive Setup for HR

Step 1: Create New Evaluation Template

- Login to Eduphoria (Chrome)
- From the Euphoria! home screen, click on Strive
- Click on Settings
- Click on Appraisal Settings
- Click on Evaluation Templates
- Setting up Evaluation Templates
- Click New Template
- Give it a Template Title "Paraprofessional"
- Select Evaluation Document.
- Click Next.
- Create blank template or Copy existing template.
- Click Finish.
- Template Information Tab
- Template Options Tab
- Edit Template
 - Create New Matrix Group "Professional Qualities" & "Position Competence"
 - Under Columns, enter scoring matrix. See sample screenshot below.

Template Information Template Options Edit Template					
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 Professional Qualities Columns Rows Position Competence Columns Rows Other Comments Recommendations Employment Recommendation Walkthrough Scale 	Matrix Columns: Enter up to five column titles at Column Name Distinguished Proficient Improvement Needed Unsatisfactory Update	nd, optionally, their corresponding score values: Value 3 2 1 0			

• Under Rows, enter your questions. See sample screenshot below.

Template Information Tem	nplate Options	Edit Template				
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Professional Qualities Columns Rows Source Other		Matrix Rows: Enter rows for the	e matrix question:			
						Add Row
Employment Recommendation Markthrough Scale	on	1. SAFETY: Adheres to the district's safety regulations and procedures (Dimension:)		Remove		
		2. CUSTOMER SERVICE: Maintains working relationships tactfully and professionally. Works				
		3. SETHCS: Adheres to the districts code of ethics and complies with all policies, administrative procedures, and/or regulations (Dimension:)				
		4. JOB INTEREST: Demonstrates a high degree of genuine interest in the job (Dimension:)				
		5. COMMITMENT: Demonstrates a positive attitude toward the position. Commitment is evident as demonstrated by daily job performance (Dimension:)				
		6. JUDGEMENT: Has ability to arrive at sound. logical conclusions based on facts and circumstances involved (Dimension:)				
		7. GROWTH: (Dimension:	Is continuously growing three	bugh study and participation in	training activities	
	1	tem Dimensio	ons			
	S	Select the dimensio	ns for this item:			
	[Dimensions:	•			
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• (iew Grou Sommont	P Other Box			
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Т	emplate I	nformation	Template Optio	ns Edit Template		
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🚜 F	Profession	al Qualities		Evaluation/Ch/	schlist Itom	
Columns Rows Position Competence Columns Rows		nns		Evaluation/ Ch	eckibe item.	
				Item Name:		
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n 🛃 (Other			Rows		
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	Recom	mendations	5			
🛃 E	Employme	ent Recomm	nendation	Comment Type		
	🖊 Yes			General	•	
	🖉 No			Item Dimensi	ions	
💩 Walkthrou		ugh Scale				
				Select the dime	nsion for this item:	
				Dimensions:		
				Update		

• Create New Group "Employment Recommendation"

YesNo	
Template Information Template Optio	ns Edit Template
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 Professional Qualities Position Competence Other Employment Recommendation Yes No Walkthrough Scale 	Evaluation/Checklist Item: Item Name: Yes Check Box Item Value When Selected: Item Dimensions Select the dimension for this item: Dimensions: Update

- Click "Save"
- Click "Update Existing Documents"

Step 2: Create Appraisee Types

- Click Appraisee Types
- Click New Appraisee Type
- Give it a name: Example: "ISD Paraprofessional"
- Click Finish
- Select Appraisee Type
- Create New Step "Default Step"
- Create New Task "Default Task"

Appraisee Type Options	Other Options	
Appraisee Type Details		
Title:		
TISD - Paraprofessional		
🔏 Icon:		
Select Framework		
Select ▼		
Evaluation Process Te	mplate	
🚜 New 👻 🎽 🔒	1	
Default Step	•	Process Task
Default Task		Title
		Default Task
		Task Type: Document
		Due Date:
		4/30/2020
		Required 1 Number of required documents
		Update
Select Evaluation Tem	plates	
Select a type of evaluat	ion template be	low and associate the appropriate documents.
Walkthrough Docume	monto	Paraprofessional
	anto	Professional
Coservation Docume	inte	TISD T-PESS Mid-Year Progress Toward Goal Attainment Form
Summative Docume	ents	
A Intervention Docum	nents v	
 Click Save 		

• Click "Update Existing Process Instances"