

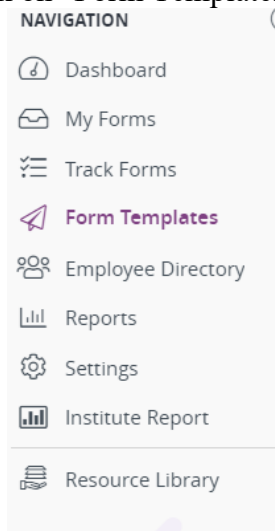
## Frontline Central 2020-2021 Classified Evaluation Form Completion Process

Frontline **Employee Link:** <https://login.frontlineeducation.com/sso/ucps>

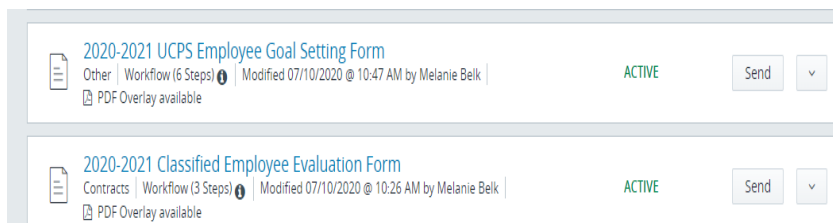
1. Click on the Frontline Employee link. The link should navigate to the screen below. Click on the Frontline Central portal.



2. Click on “Form Templates” from the menu options at the left of the screen.



3. On the next page, click the “Send” button on the right side of the *2020-2021 Classified Employee Evaluation Form*.



Frontline Central Timelines:

<https://www.ucps.k12.nc.us/cms/lib/NC01910453/Centricity/Domain/2794/2020-2021%20Frontline%20Central%20Evaluation%20Process%20%20PDF.pdf>

4. On the next page, enter the names in the “EMPLOYEE(S)” window of all employees for whom you will be completing *2020-2021 Classified Evaluation Form*.

The screenshot shows the '2019-2020 Classified Employee Evaluation Form' interface. At the top right, there are two buttons: 'Preview Form & Workflow' and 'Send Form'. Below the title, there are three columns: 'FORM DETAILS', 'Form Sender: You (Lillian Rorie)', and 'Form Administrator: Employee's Supervisor'. The 'EFFECTIVE DATE' section includes a text box for selecting a date, a checkbox for 'Select an effective date to determine employee information', and an 'Export' button. The 'EMPLOYEE(S)' section has a text box for 'Add an employee by name' and a link for 'Need to send to a group of employees?'.

5. After entering the names of employees in the “EMPLOYEES” window, click the “Send Form” button at the top right of the screen.

6. Now, click the “My Forms” link to the left of the next screen.

The screenshot shows a vertical navigation menu with the following items: 'Dashboard', 'My Forms', 'Track Forms', 'Form Templates' (highlighted in purple), 'Employee Directory', 'Reports', 'Settings', 'Institute Report', and 'Resource Library'.

7. If you have successfully completed the process, a *2020-2021 Classified Employee Evaluation Form* template will be visible for each employee.

8. You may then click the “Complete Form” button to the right of the template link to enter the ratings on the form.

The screenshot shows a card for the '2020-2021 Classified Employee Evaluation Form'. It includes a document icon, the title '2020-2021 Classified Employee Evaluation Form', the name 'Elaine Cox', and the text 'Fill Out Form'. A 'Complete Form' button is located on the right side of the card.

9. When the form has been completed, click the “Submit Form” button to send the form to the employee’s “My Forms” box for his or her review, comments, and signature.

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