



Direct Report Quick Start Guide

Unified Talent Perform

Teacher/Direct Report Training:

<https://player.vimeo.com/video/862164503>

Direct Reports Quick Guide

Perform is your electronic evaluation system inside Unified Talent. You'll use it this 2024-2025 school year to complete your evaluation process (unless you're Unit A, starting on SY 25-26). This guide walks you through the essentials!

🔑 Getting Started

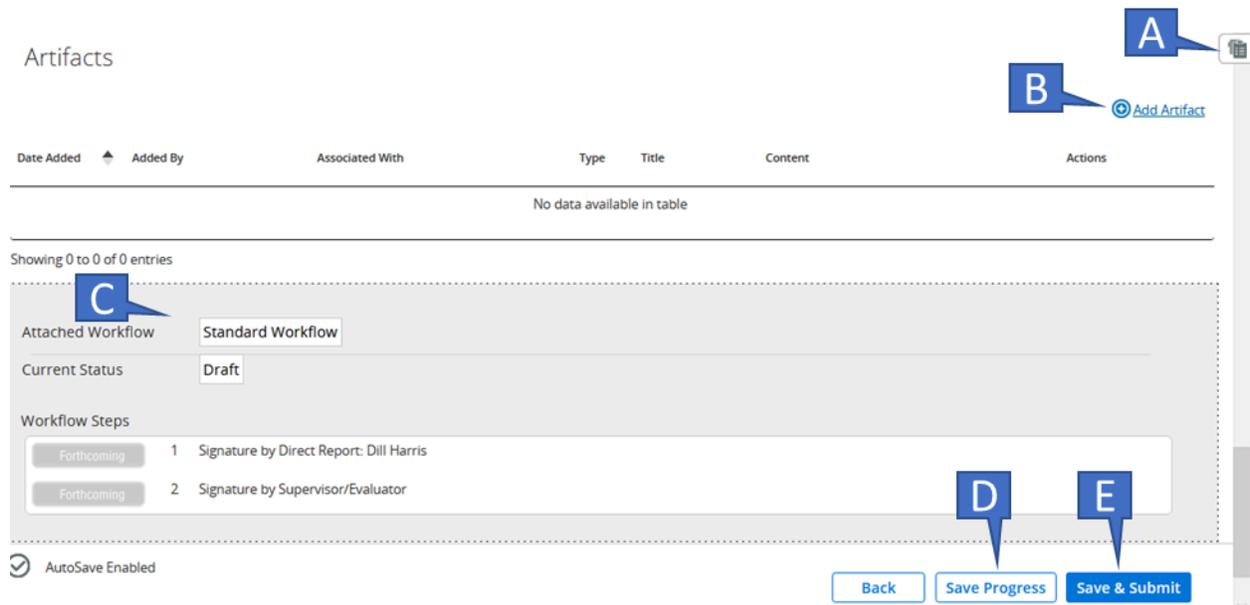
1. Go to the Perform login page (URL provided by your district).
2. Click **“Logging in for the first time?”**
3. Enter your **ARPS email address**.
4. Log in and get started!

📁 Your Dashboard

The screenshot shows the Perform dashboard interface. At the top, there is a navigation bar with the 'Perform' logo, a user profile icon labeled 'B', a notification bell with '2' alerts, and a 'Welcome, Jane Teacher Sign Out' link. On the left, a sidebar contains 'My Folder' (labeled 'A') and 'Signatures' (labeled 'B'). A dropdown menu is open from 'My Folder', listing 'Tasks' (labeled 'C'), 'History' (labeled 'D'), 'Attachments' (labeled 'E'), 'Profile', and 'Evidence' (labeled 'F'). The main content area features a table with columns for 'Process', 'Scheduled', and 'Due'. A row is visible with a 'Go To Form' button (labeled 'G') at the end. A footer note states: 'Completed forms and tasks can be found in the History tab'.

- A. My Folder:** All your evaluation tasks live here. View assigned tasks and evidence shared with or attached by you.
- B. Schedule:** View or sync upcoming evaluation meetings.
- C. Signatures:** Electronically review, sign, or approve forms when prompted.
- D. Tasks:** Review the tasks assigned to you that need to be completed.
- E. History:** Review your completed tasks and forms.
- F. Attachments:** View documents shared by supervisors.
- G. Evidence:** Access the list of artifacts that you have attached to your forms, as well as notes shared with you by supervisors.
- H. Go To Form:** Click to open and complete the form.

Working with Forms



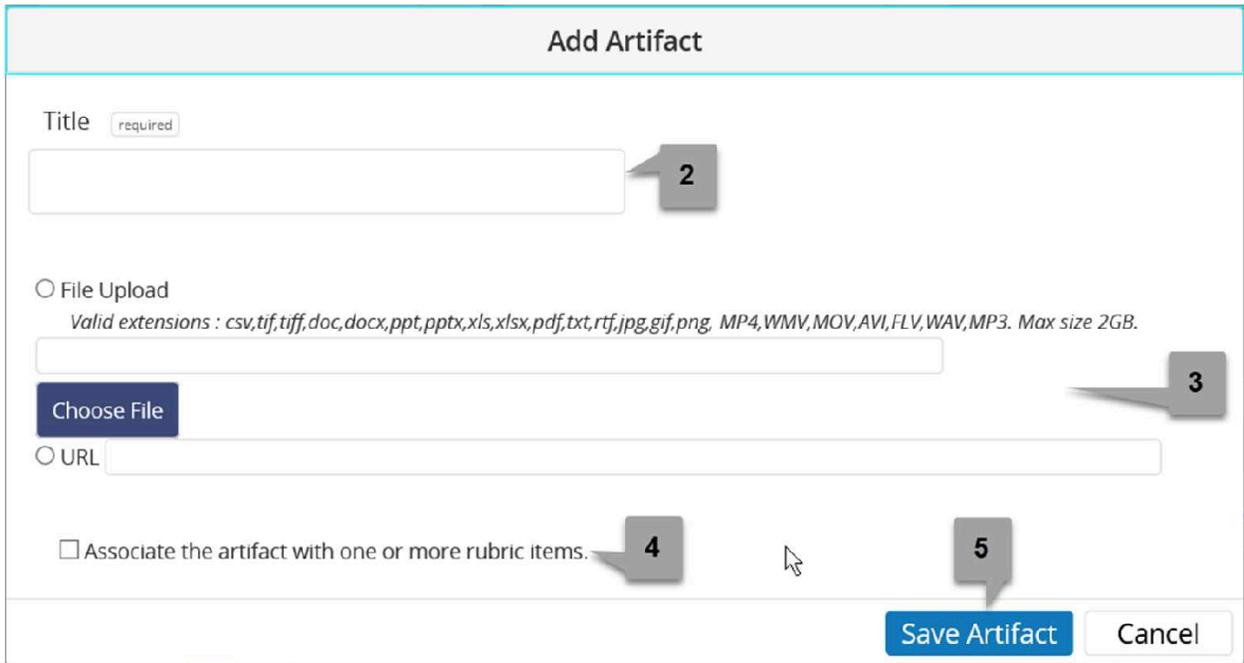
The screenshot shows a web interface for managing forms. At the top, there's a header 'Artifacts' and a table with columns: Date Added, Added By, Associated With, Type, Title, Content, and Actions. The table is empty, showing 'No data available in table'. Below the table, there's a section for 'Attached Workflow' with a dropdown menu set to 'Standard Workflow' and 'Current Status' set to 'Draft'. Underneath, 'Workflow Steps' are listed: 1. Signature by Direct Report: Dill Harris, and 2. Signature by Supervisor/Evaluator. At the bottom, there are three buttons: 'Back', 'Save Progress', and 'Save & Submit'. A callout box 'A' points to a rubric icon in the top right. Callout 'B' points to an 'Add Artifact' button. Callout 'C' points to the 'Attached Workflow' dropdown. Callout 'D' points to the 'Save Progress' button, and callout 'E' points to the 'Save & Submit' button. An 'AutoSave Enabled' indicator is visible in the bottom left.

- A. Rubric/Form Review Tool:** Access a slide-out tool to view any rubric associated with this process, as well as any completed forms in the process.
- B. Artifacts:** Add any number of artifacts/attachments up to 10mb in size. May not be present on all forms. See the next page for more details on adding artifacts. Upload files (like lesson plans or student work) to support your evaluation. Limit: 10MB per file.
- C. Workflow:** View the signature, approval, or review steps that must be completed once the form is submitted. May not be present on all forms.
- D. Save Progress:** While the form does auto-save, it is always a good idea to Save Progress prior to exiting the form to be sure your changes are saved.
- E. Save & Submit:** Save the form, lock it from further edits, and begin the workflow defined for the form. Click this only when you have completed all of your edits.

Evidence

- View notes, documents, and artifacts shared by your evaluator.
- Evidence is time-stamped and stored in your evaluation folder.
- You cannot add or edit evaluator evidence, but you can submit your own artifacts.

Add an Artifact



The screenshot shows the 'Add Artifact' form with the following elements and callouts:

- 1:** The 'Add Artifact' title bar at the top of the form.
- 2:** The 'Title' input field, which is marked as 'required'.
- 3:** The 'File Upload' section, including the radio button, the list of valid extensions, the file selection input field, and the 'Choose File' button.
- 4:** The checkbox labeled 'Associate the artifact with one or more rubric items.'
- 5:** The 'Save Artifact' button at the bottom right of the form.

1. Click Add Artifact at the bottom of the form.
2. Enter the Title.
3. Select File to Upload or URL.
4. If enabled by HR, associate the artifact with rubric items. Note that the rubric selected for the process is the rubric to which artifacts can be associated.
5. Click Save Artifact.

! Signatures and Approvals

Approvals

Documents Awaiting Your Signature

Document	Direct Report	Process	Action Required	
Classroom Observation Summary Sheet	J. Teacher	Teacher: non-tenured	Signature by Jane Teacher	View and Sign
Teacher: Section A: Standard 1: Missouri Teaching Standards	J. Teacher	Teacher: non-tenured	Signature by Jane Teacher	View and Sign

- A. Signatures:** Review and electronically sign or approve forms.
- B. View and Sign:** This button name changes depending on whether you sign, approve, or review a form. Click to view the completed form, then scroll to the bottom to complete the assigned step.

Tips & Reminders

- Don't forget to sign your forms when prompted—your evaluator can't move forward until you do.
- Upload artifacts early, so your evaluator has time to review them.
- If you're unsure how to complete a task, use the **Help** tool or contact your supervisor.