

Staff undergoing a professional development plan will fill out a document known as an **“SOEI Form”** alongside a PDP Coordinator. The form is filled out by the staff member and acknowledged before being sent to the PDP Coordinator for review. Forms are filed out and sent back and forth between the staff member and the PDP Coordinator through SuccessFactors.

For more information regarding PDPs, please refer to the [Teacher Development Staff Intranet page](#).

If you need support regarding SOEI forms, please contact tequestions@mpls.k12.mn.us via email.

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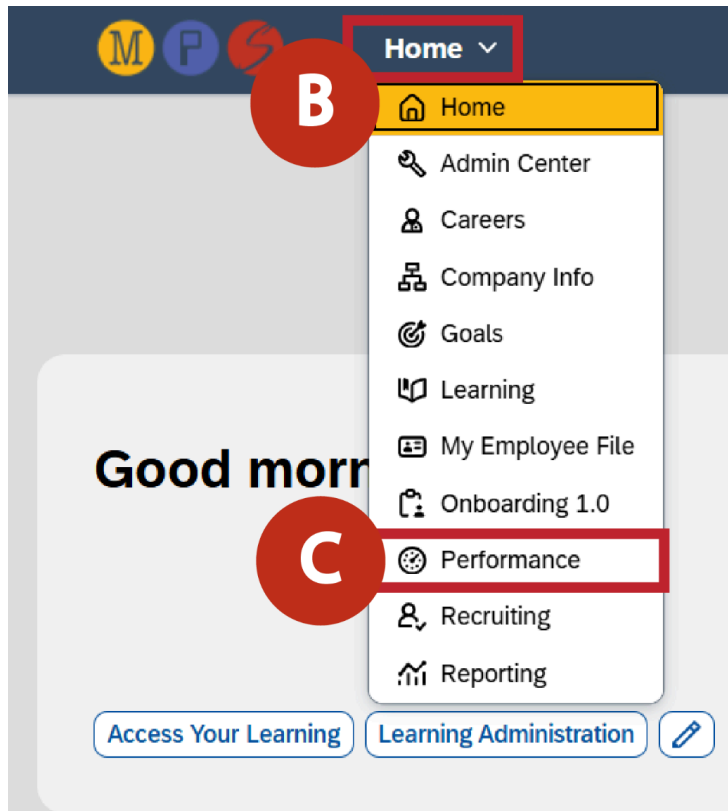
Who Fills Out The Form On Each Step?

Step	Description	Who?
1	PDP Goal Setting	Staff Member
2	Progress Report 1	Staff Member
3	Progress Report 2	Staff Member
4	PDP Final Reflection	Staff Member
5	Acknowledgement & PDP Coordinator Review	Staff Member & PDP Coordinator

(ALL) Access Your SOEI Forms

- Go to [SuccessFactors](#).
- Select **“Home.”**

C. In the dropdown menu that appears, select **“Performance.”**



D. In the **“Forms”** box, select the form you want to work on.

The screenshot shows a web application interface. At the top, there is a 'Go' button and a 'Reset' button. Below them are several dropdown menus for filtering: 'Template:', 'Current Step:', 'Group:', 'All or Reports Only:', 'Employee:', and 'Union:'. Below these are more dropdown menus for 'Organizational Unit:', 'Location:', 'Probationary Year:', and 'Track:'. A red circle labeled 'D' is placed over the 'Forms' box. The 'Forms' box is highlighted with a red box and contains a table with the following data:

Title	Employee	Current Step	Date Assigned	Step Due
☐ 2026-2027 Formal Full Observation - Teacher		Pre-Conference Meeting, O...	09/22/2026	
☐ 2026-2027 Informal Short Observation - Teacher, Primary		Element Selection and Obs...	09/22/2026	
☐ 2026-2027 Formal Short Observation - Teacher, Primary		Element Selection and Obs...	09/22/2026	
☐ 2025-2026 Principal/AP Observation		Summative Evaluation	08/06/2026	
☐ 2021-2022 Performance Evaluation		Objective Setting	09/28/2021	10/07/

(STAFF MEMBER) PDP Goal Setting

A. Answer the questions in the text box. Repeat for every question.

1. Goal: Identify a goal that will impact student performance and professional practice, and explain how it aligns to your SIP/Department Plan and MN State Standards. *

B i U Paragraph Default ...

B. Next, you need to add at least **one (1) competency** that you want to work on. To start, click **"Add."**

No competencies yet

3 competencies.

Add

- C. Click the dropdown menu that applies to your role.
- D. Choose a Domain.
- E. Check the box of the competency you would like to add.
- F. Click **"Add."**

Add Capabilities

By Library By Roles

Search Capabilities Show Filters

Teachers SOEI 2026

Domain 2: Classroom Environment 2026

Domain 3: Classroom Instruction 2026

3.i. Content Language to Promote Learning

3.ii. Learning Targets and Directions

3.iii. Differentiated Instructional Strategies

3.iv. Questioning and Discussion Techniques

3.v. Pacing and Structure

Details

2.ii. Culture of Persistence

Competency

Description

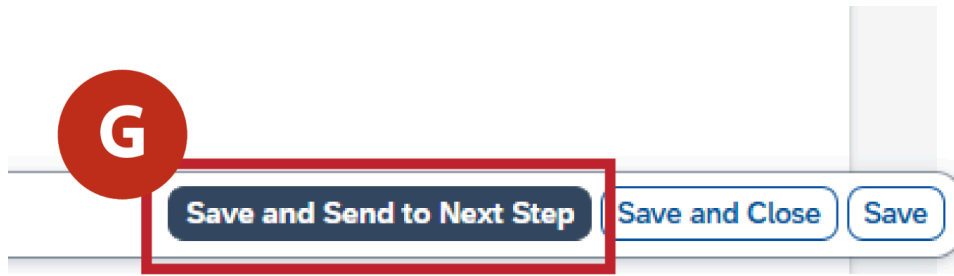
Requires Attention:

- The teacher occasionally encourages students to persist by employing differentiated and culturally relevant resources, ideas, and/or support.

Add Cancel

Repeat this for each competency you want to add. You must add **at least one (1) competency**.

- G. Next, select **“Save and Send to Next Step.”** In the pop-up that appears, select **“Save and Send to Next Step.”**



(STAFF MEMBER) PDP Progress Report #1

- A. Scroll down to the **“Progress Report 1”** section. Set a date for the progress report.
- B. Answer each question in the text box. Repeat for each question.
- C. Then, select **“Save and Send to Next Step.”** In the pop-up that appears, select **“Save and Send to Next Step.”**

A screenshot of a web form titled "Progress Report 1". At the top, there is a field for "Progress Report 1 Date" with the example text "e.g. 2026-12-31". Below this is a list of questions. Question 1 is "What impact did the instructional approaches/strategies implemented have on student learning? (answer a through c)". Question 1a is "What do students know and are they able to do? Describe gains referencing the evidence collected." Below the questions is a large text area for answers, with a "9000 characters left" indicator and a "Legal Scan" link. At the bottom right, there is a "Save and Send to Next Step" button, which is highlighted with a red rectangle. Red circles with letters A, B, and C are placed over the date field, the text area, and the "Save and Send to Next Step" button respectively.

(STAFF MEMBER) PDP Progress Report #2

- A. Scroll down to the **“Progress Report 2”** section. Set a date for the progress report.
- B. Answer each question in the text box. Repeat for each question.
- C. Then, select **“Save and Send to Next Step.”** In the pop-up that appears, select **“Save and Send to Next Step.”**

Progress Report 2 **A**

Progress Report 1 Date*
e.g. 2026-12-31

1. What impact did the instructional approaches/strategies implemented have on student learning? (answer a through c)

1a. What do students know and are they able to do? Describe gains referencing the evidence collected.* **B**

B i U G Paragraph Default ...

9000 characters left Legal Scan

1b. How did we respond when they didn't learn or struggled to learn? Describe the actions taken and the evidence collected and

C

Save and Send to Next Step and Close Save

(STAFF MEMBER) PDP Final Reflection

- Scroll down to the **"PDP Final Reflection"** section. Answer each question in the text box. Repeat for all reflection questions.
- Then, select **"Save and Send to Next Step."** In the pop-up that appears, select **"Save and Send to Next Step."**

PDP Final Reflection **A**

1. What strategies have I successfully implemented this year with proven results?*

B i U G Paragraph Default ...

9000 characters left Legal Scan

2. What impact did the strategies I implemented have on my learners?*

B i U G Paragraph Default ...

B

Save and Send to Next Step

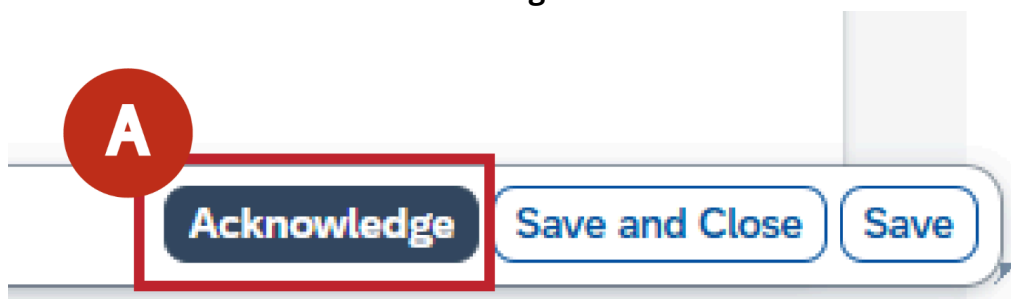
(ALL) Acknowledgement and Signature

STOP!

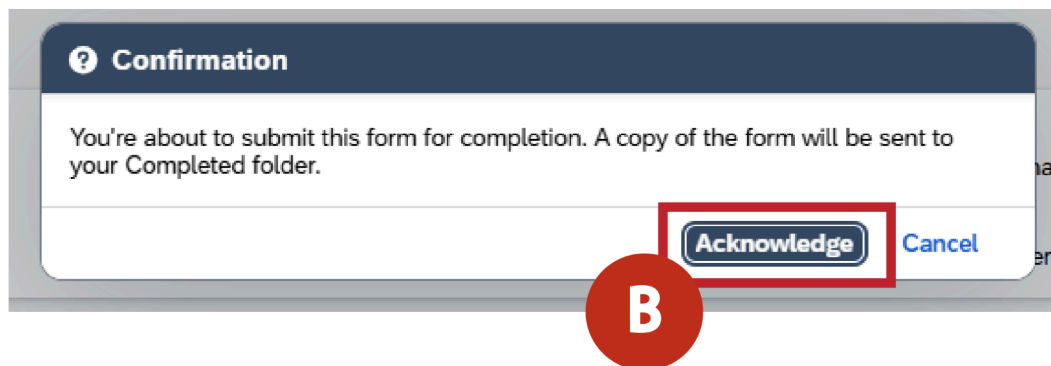
Please ensure you have reviewed the SOEI Form before moving forward with this step.

Staff Member Acknowledgement and Signature

- A. Access the form and click **"Acknowledge."**

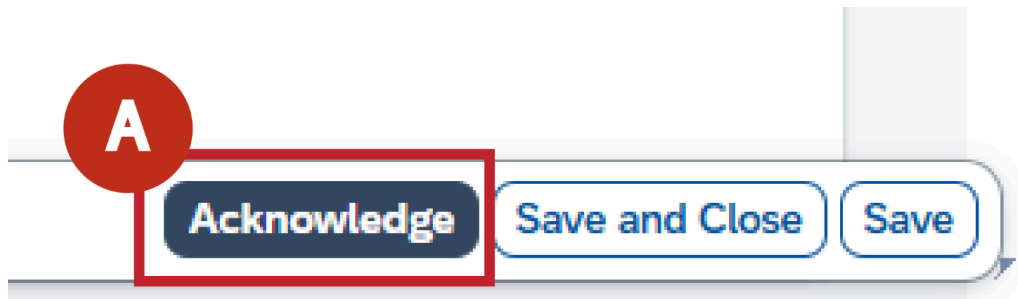


- B. In the pop up that appears, click **"Acknowledge."**

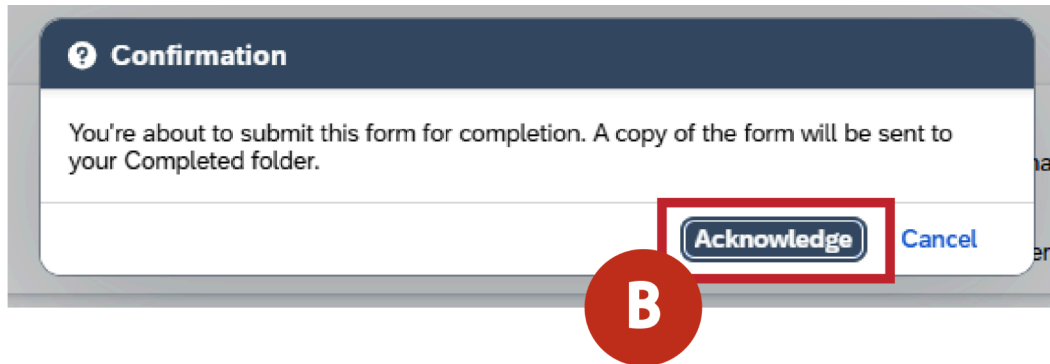


PDP Coordinator Acknowledgement and Signature

- A. Access the form and click **"Acknowledge."**



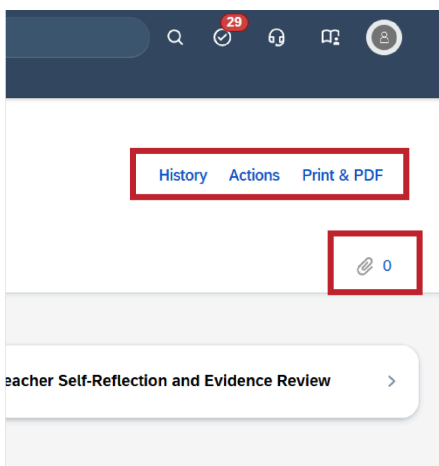
B. In the pop up that appears, click “**Acknowledge.**”



Great work! The SOEI Form has been completed!

Special Functions of the SOEI Form

You have access to some special functions of the SOEI Form. You can access them on the top right corner of the screen.



Note: The “History” links are non-functional for our purposes.

Actions

The “Actions” button has three links in a drop down menu. They are:

1. **Legal Scan the Form:** This is non-functional for our purposes.
2. **View Form Information:** This will show you at what point of the process you are in, what needs to be done, and what specific individual is responsible for that part of the process.

3. **Add To Outlook:** If you've added a date for the pre-conference / post-conference section, you can click this button to create an appointment that will include the individuals needed for that part of the process.

Print or Save as a PDF

At any time during the process of filling out this form, you are able to print or save the form in its entirety by clicking this link.



Evidence Attachment

You can attach files as evidence by pressing this button. This is available to both observers and teachers.