

# PAS in AHEP – Secretaries and Paraeducators – Instructions

PAS (Performance Appraisal System) / AHEP (Anoka Hennepin Employee Performance)

## Log into AHEP in the Lock and Key

Or use the web address: [AHEP.anoka.k12.mn.us](https://AHEP.anoka.k12.mn.us)



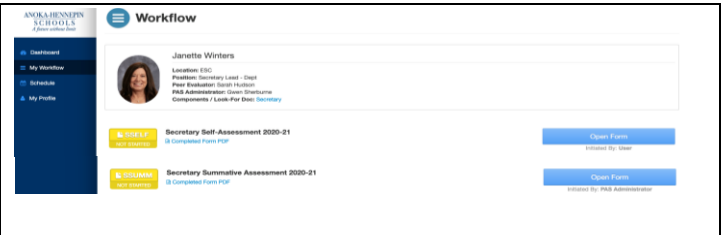
## The Dashboard – has your workflow and “Component/Look-For” documents that contain PAS Rubric.

The rubric used to assess staff is linked on your dashboard and also on the individual forms. It is the Component/Look-For Doc. Click this link to see all components used to assess staff during the year.



## My Workflow - There are 2 forms to be completed (format for Secretary and Paraeducator workflow are the same)

Click on My Workflow on the left to access your forms. To open an individual form, click on OPEN FORM as you work through the process.



## Secretary workflow forms and process:

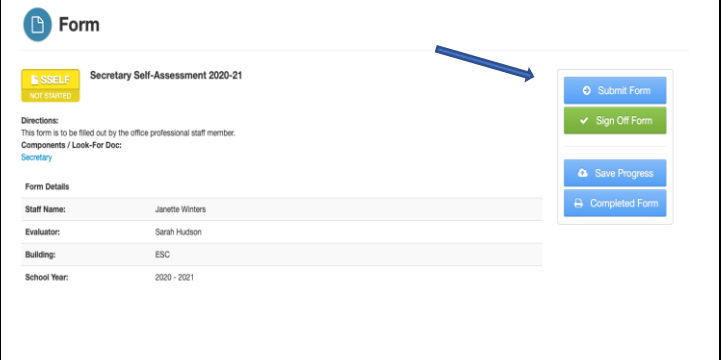
- SSELF – Secretary Self-Assessment – to be completed by Secretary. The self-assessment is for self-reflection on all 5 domains and should be completed at the beginning of the year.
- SSUMM – Secretary Summative – will be initiated by the Administrator. This form will be discussed at the Summative Conference meeting with the administrator. Secretary is required to sign-off on the completed Summative Form after their conference.

## Paraeducator workflow forms and process:

- PSELF – Paraeducator Self-Assessment – to be completed by Para. The self-assessment is for self-reflection on all 5 domains and should be completed at the beginning of the year.
- PSUMM – Paraeducator Summative – will be initiated by the Administrator. This form will be discussed at the Summative Conference meeting with the administrator. Para is required to sign-off on the completed Summative Form after their conference.

## Forms –

Open a form, complete each section. All forms start **YELLOW**. If you need to stop mid-form, click SAVE PROGRESS. When form is complete, click SUBMIT FORM. This will change form to **RED** on your dashboard alerting your administrator you are ready for them to review and sign-off on the form. When form is signed-off, the form will turn **GREEN** on the dashboard. A helpful tool when completing your Self-Assessment is SHOW RUBRIC under each component. Open this link to see each component as you are completing the form.



## Summative form –

When the Summative Conference is initiated and completed by the administrator, the form will turn **RED**. You will then be able to review and SIGN OFF on the form, the form will turn **GREEN** on the dashboard. You may print a paper copy of the form by clicking on COMPLETED FORM.

