**PDPs in Employee Portal**

Employee Portal

* Click Create a New Plan for the current school year.
* Fill Out Dates and Click Add



* The Screen Below will appear, click save.





* Leave I. Areas Blank



* Click on II. Goals
* Click Add. Type in information for 1st PDP goal. Click Add. Type in information for 2nd PDP goal.
* Hit Save



**Fall Entry:** PDP Finalized in Genesis Employee Portal

* Speak with Supervisor & make any necessary changes
* Sign PDP

**Mid-Year Entry:** PDP Interim Review Submitted

* Click Add. Fill out information for 1st PDP. Click Add. Fill out information for 2nd PDP. 
* Demonstrated Progress: Summary of what has been done thus far to accomplish this goal (bulleted list)
* Sources of Evidence: List of PDs, trainings, workshops, course, etc & dates
	+ Optional: Upload Sources of Evidence in Domain 4
* PDP Revisions: If revising speak with supervisor.
* Sign PDP.



**Final Entry:** PDP Summative Review Submitted

* Click Add. Fill out information for 1st PDP. Click Add. Fill out information for 2nd PDP.
* Professional Learning Goals: Copy & Paste Goals
* Expectations Met: Y or N
* Sources of Evidence: List of PDs, trainings, workshops, course, etc & dates since Interim Report

Optional: Upload Sources of Evidence in Domain 4



