

Employee Exit Procedures

Eduphoria Appraisal Download

System: Eduphoria Strive

Procedures to be followed by any employee who was appraised through Eduphoria Appraise or Strive. It is the responsibility of the employee to download or print any current or archived prior to the last day of employment with the district.

Procedures for End Users

1. Log on to Eduphoria - <https://tornillo.schoolobjects.com>
2. Click on Strive
3. Click on Personal View
4. Click on Evaluations
5. Click on an evaluation from the list
6. Click "Print"
7. An Adobe PDF file will be generated
8. Save to a personal drive or print for your personal records
9. To download or print "Archived" evaluation forms
 - a. From the Personal View page, click on the appropriate year under "Archived Evaluations" on the right side of the page
 - b. Click on each PDF documents listed as needed
 - c. Save to a personal drive or print for your personal records

Procedures for Supervisors and Human Resources

1. Log on to Eduphoria - <https://tornillo.schoolobjects.com>
2. Click on Strive
3. Click on Campus View
4. Select the appropriate campus or department on the right hand side
5. Click on employee name with an evaluation
6. Click on Evaluations
7. Click on an evaluation from the list
8. Click "Print"
9. An Adobe PDF file will be generated
10. Save to a personal drive or print for your personal records
11. To download or print "Archived" evaluation forms
 - a. From the Personal View page, click on the appropriate year under "Archived Evaluations" on the right side of the page
 - b. Click on each PDF documents listed as needed
 - c. Save to a personal drive or print for your personal records