

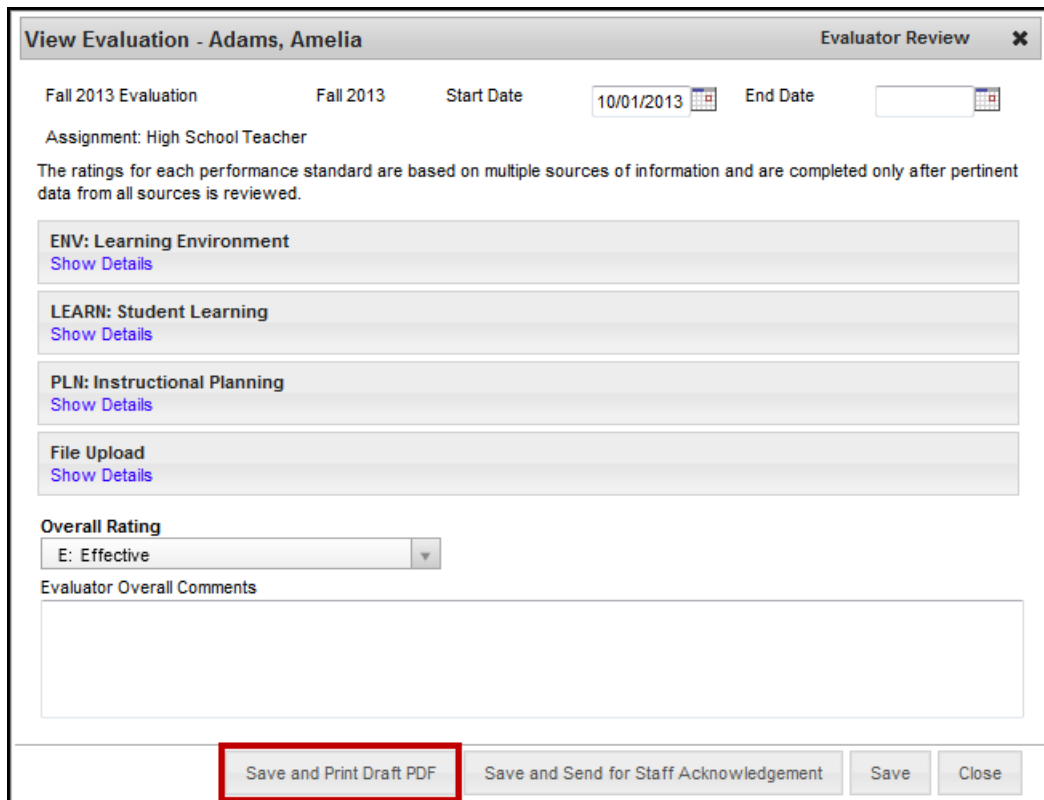
Print a Draft PDF of an Evaluation

Last Modified on 10/22/2022 9:55 am CDT

PATH: *Staff Evaluations > Supervisor*

PATH: *Supervisor Self Service > Staff Evaluations (HR-enabled)*

Administrators and supervisors can generate a draft copy of an evaluation until the evaluation is complete.



1. Use the following **Filter Options** to find the evaluations that you need to complete. *(optional)*
 - **Title.** Select an option to filter employees by the specific title on their District Assignment or Work Assignment.
 - **Evaluation Period**
 - **Assignments.** Select *Active Assignments* or *Ended Assignments*.
 - **Action.** Select *Action Required* to display evaluations that require your attention.
2. Click the plus (+) next to the employee and then their title.
3. Click the evaluation.

Result
The View Evaluation window displays.
4. Click the **Save and Print Draft PDF** button.

Result
A draft copy of the evaluation displays.

<p>100 Plainview Schools District Generated on 09/11/2013 01:42:00 PM Page 1 of 2</p>	<p style="text-align: center;">Staff Evaluation Summary</p> <p>Employee: Adams, Amelia Assignment: High School Teacher Evaluator: Davis, Nancy Evaluation Period: FALL 13 Evaluation: Fall 2013 Evaluation Type: INTERIM Evaluation Start: 10/01/2013 Evaluation End:</p>
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Staff Evaluation Details

The ratings for each performance standard are based on multiple sources of information and are completed only after pertinent data from all sources is reviewed.

ENV: Learning Environment

- ENV 1.1: Arranges the classroom to maximize learning while providing a safe environment.
- ENV 1.2: Establishes clear expectations with student input.
 - ENV 1.2.1: Classroom rules and procedures established early in the school year.
 - ENV 1.2.2: Enforces classroom rooms consistently and fairly.
- ENV 1.3: Maximizes instructional time and minimizes disruptions.
- ENV 1.4: Establishes a climate of trust and teamwork by being fair, caring and respectful.

ENV Evaluator Rating:
Excellent

ENV Staff Rating:
Excellent

ENV Evaluator Reflection:
Great work!

ENV Staff Reflection:
No Staff Reflection submitted.

LEARN: Student Learning

- LEARN 1.1: The teacher uses a variety of informal and formal assessments.
- LEARN 1.2: Teaches students how to monitor their own academic progress.

LEARN Evaluator Rating:
Excellent

LEARN Staff Rating:
Excellent

LEARN Evaluator Reflection:
No Evaluator Reflection submitted.

LEARN Staff Reflection:
No Staff Reflection submitted.

PLN: Instructional Planning

- PLN 1.0: Plans time realistically for pacing, content mastery and transitions.
- PLN 2.0: Plans for differentiated instruction.
- PLN 3.0: Aligns lesson objectives to the school's curriculum and student learning needs.

PLN Evaluator Rating:
Affective

PLN Staff Rating:
Excellent

PLN Evaluator Reflection:
No Evaluator Reflection submitted.

PLN Staff Reflection:
No Staff Reflection submitted.

Evaluation Summary

Overall Rating: Effective
 Evaluator Overall Comments:
 No Evaluator Overall Comments submitted.