

Review and Complete an Employee Evaluation

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

PATH: Staff Evaluations > Supervisor

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

Use the Filter Options on the Supervisor tab to find the evaluations that you need to complete.

ilter Opti ide Details								
Title	Web Cobert					nments		
HSTCHR: Valuation	High School Te	eacher	•		All		•	
	Fall 2013	•				n Required 👻		
aff Mem	bers							
		Name ≑			Staff Number 🌩	Last Compl	etion 💠	Action \$
Lifelle	earn, Ellen				010703	10/14/20	13 /	Action Required
		Title ≑		Super	visors	Start Date 🧅	End Date	e 🌲 🚽 Action 🌣
— Н	ligh School T	eacher		Davis, Nancy		09/09/2013		
	Period 🗢	E	valuation Co	ide 💠	Status ≑	Eval S	Start 🗢 🛛 E	val End 💠
F	FALL 13	FO13: Fall Observati	on 2013		Draft	10/01/	2013 12	2/18/2013
Allen,	David				10724	10/14/20	13 /	Action Required
		Title ≑		Super	visors	Start Date 🤤	End Date	e Action
— Н	ligh School T	eacher		Davis, Nancy		08/01/2011		8
	Period 🌲	E	valuation Co	ide ≑	Status ≑	Eval S	Start 🗢 🛛 E	val End 💠
- F	FALL 13	F013: Fall Observati	on 2013		Evaluator To Comple	ete 10/01/	2013 12	2/18/2013

Use the following steps to complete an evaluation.

- 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 row for the evaluation you want to complete.

Result

The View Evaluation window displays.



				Evaluat	ion Status	
View Evaluation - Lifelle	arn, Heather					Draft 🗙
Fall 2013 Evaluation	Fall 2013	Start Date	10/01/20	13 👎	End Date	
Assignment: High School Tead	cher					
The ratings for each performan data from all sources is review		ased on multiple s	ources of info	rmation ar	nd are complet	ted only after pertinent
ENV: Learning Environmer Show Details	nt					
LEARN: Student Learning Show Details						
PLN: Instructional Planning Show Details	g					
File Upload						
Show Details						
Evaluator Overall Comments			Option	is depen	id on the type	e of
		ſ		the eval	re completing luation is in t dlow.	
	Delete Ev	valuation Sav	ve and Print Dra	aft PDF	Complete	Save Close

4. Click the **Show Details** link to display details for the Category.

ENV: L Show [earning Environment Details
	ENV: Learning Environment Hide Details 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 Select a Value ENV Evaluator Reflection

5. Select an Evaluator Rating or mark the **Meets Requirement** checkbox for the Category, Element and/or Sub-Element.

In the following example, each Element includes a checkbox and the rating scale is used at the Category level. Depending on how the evaluation is set up, a checkbox or rating scale may be used at any level.

PLN: Instructional Planning Hide Details	
PLN 1.0 - Plans time realistically for pacing, content mastery, and transitions	
PLN 1.0 Evaluator Rating	
PLN 2.0 - Plans for differentiated instruction. PLN 2.0 Evaluator Rating	
Meets Requirement	
PLN 3.0 - Aligns lesson objectives to the school's curriculum and student learning needs.	
PLN 3.0 Evaluator Rating	
C Meets Requirement	
PLN Evaluator Rating	
PLN Evaluator Rating Select a Value	

- 6. Enter comments in the **Evaluator Evidence** and/or **Reflection** boxes.
- 7. Add supporting documents to the evaluation. (optional)
 - Click here to expand...
- 8. Enter comments in the Evaluator Overall Comments. (optional)
- 9. Complete one of the following options.

Not all options will be available. Options are determined by the Evaluation Workflow.

Option	Description
Save	Clicking the Save button allows you to save the evaluation in its current state and return to it later. After clicking Save, the window will stay open.
Save and Send to Employee	Clicking the Save and Send to Employee button saves the evaluation, puts the evaluation on the employee's My Evaluations tab for reflection and places a notification in the employee's Process Alerts .
Save and Print Draft PDF	Clicking the Save and Print Draft PDF saves the evaluation and generates a PDF of the evaluation that you can print.
Save and Send for Staff Acknowledgement	This button appears after the employee has entered their reflection and has sent the evaluation back to you for further review. Clicking the Save and Send for Staff Acknowledgement button sends the evaluation back to the employee for a final acknowledgement.
Complete	Clicking the Complete button marks the evaluation as complete. After clicking this button, no further changes can be made to the evaluation.



Option	Description	
Close	Clicking the Close button closes the View Evaluation window. If there are unsaved changes, a confirmation message will display.	