

# Viewing and Printing Evaluations In Personnel Master

Last Modified on 10/22/2022 9:57 am CDT

**PATH:** *Human Resources > Personnel > Personnel Master*

You can use the Personnel Master tool to view completed [Staff Evaluations](#). Information cannot be modified.

To view a completed evaluation, [search for the employee](#) then click **Evaluations** from the left-hand navigation.

The screenshot shows the Personnel Master interface. On the left is a navigation menu with 'Personnel Master' selected. The main content area is titled 'Personnel Master' and includes a 'Print PDF' button. Below this is an 'Evaluation View' table with columns for Evaluation, Period, Eval Start, Completion, and Rating. The table lists two evaluations: 'FALL 13: Fall Interim Review' (Good) and 'ANN: Annual Evaluation' (Excellent). Below the table is an 'Evaluation Details' section for the 'Fall Interim Review' evaluation, showing the start date (10/01/2013) and end date. The details include sections for 'ENV: Learning Environment', 'PLN: Instructional Planning', and 'File Upload', each with a 'Show Details' link. A red box highlights the 'Show Details' link for the 'ENV: Learning Environment' section. Below these sections is the 'Overall Rating' (G: Good) and 'Evaluator Overall Comments'.

Evaluation	Period	Eval Start	Completion	Rating
FALL 13: Fall Interim Review	FALL 13	10/01/2013	10/01/2013	Good
ANN: Annual Evaluation	SPR 14	04/01/2014	04/09/2014	Excellent

*Example Evaluation in the Personnel Master*

To print a completed evaluation, [search for the employee](#), click **Evaluations** from the left-hand navigation, select the evaluation you want to print and click the **Print PDF** button. A PDF version of the evaluation displays.

<p style="text-align: center;"><b>100 Plainview Schools District</b> Generated on 09/23/2013 03:14:28 PM Page 1 of 2</p>	<p style="text-align: center;"><b>Staff Evaluation Summary</b> Employee: Adams, Amelia Assignment: High School Teacher Evaluator: Davis, Nancy Evaluation Period: FALL 13 Evaluation: Fall Interim Review Type: INTERIM Evaluation Start: 10/01/2013 Evaluation End: Completion Date: 10/10/2013</p>
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**Staff Evaluation Details**  
Use this form for probationary teachers and teachers with continuing contract status.

**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.

<p><b>ENV Evaluator Rating:</b> Excellent</p> <p><b>ENV Evaluator Reflection:</b> Expectations for classroom rules, routines, and procedures are posted and clearly followed - students followed directions and understood behavioral expectations; teacher seldom had to remind anyone of expectations</p>	<p><b>ENV Staff Rating:</b> Excellent</p> <p><b>ENV Staff Reflection:</b> I promote a climate of trust and teamwork within the classroom and encourage students to help one another and to work nicely together.</p>
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**Evaluation Summary**

**Overall Rating:** Good  
**Evaluator Overall Comments:**  
Communicates and presents material clearly, and checks for understanding - clear communication and regular checks for understanding. However, when so many students are having difficulties, it would make sense to regroup and work with those students together as it was clear that many were having difficulties.  
**Staff Final Comments:**  
No Staff Final Comments submitted.

Adams, Amelia Staff Name	Davis, Nancy Evaluator Name
Staff Signature	Evaluator Signature
Date	Date

*Example of a Printed Evaluation*