Staff Evaluations (HR)
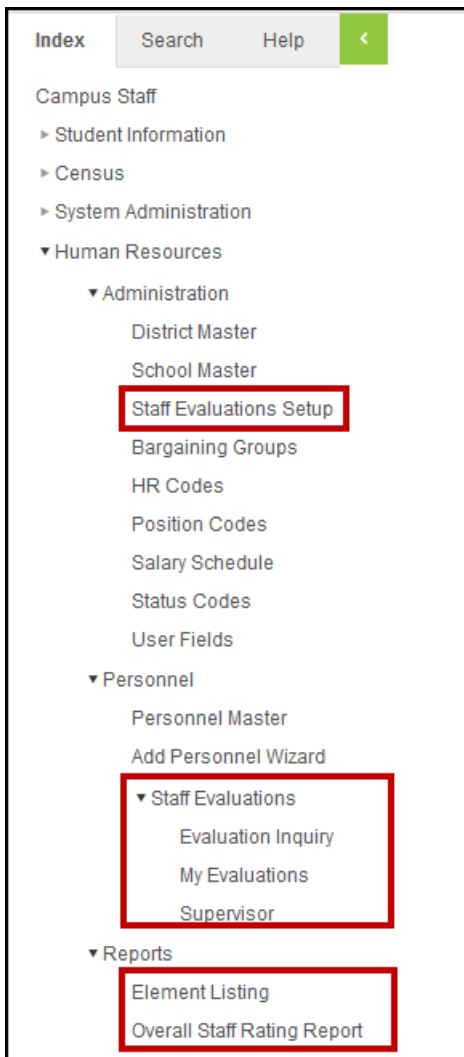
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The Staff Evaluations module is a talent management tool for staff performance evaluations and is purchased as an add-on to Campus. This module allows districts to define their own standards and ratings for staff performance evaluations. The Staff Evaluations module also delivers the evaluations to staff and managers for completion then stores the evaluations for reference.

General Information

Topic	Tool
About Evaluation Workflows	N/A

Topic	Tool
Evaluation Statuses	N/A
Setup Checklist	N/A
How Categories Display on an Evaluation	N/A
Tool Rights	N/A
Viewing Evaluations In Personnel Master (HR Only)	Personnel Master

Administrative Options

Topic	Tool
Define Upload Types	Custom Attribute HR Codes
Print a Summary or Detailed Report of all Elements	Element Listing
Evaluation Periods	
Configure Evaluation Periods	Evaluation Periods
Edit Evaluation Periods	Evaluation Periods
Copy Evaluation Periods	Evaluation Periods
Delete Evaluation Periods	Evaluation Periods
Rating Scales	
Configure Rating Scales	Rating Scales
Edit Rating Scales	Rating Scales
Copy Rating Scales	Rating Scales
Delete Rating Scales	Rating Scales
Category Bank	
Add Categories to the Category Bank	Category Bank
Edit Categories	Category Bank
Copy Categories	Category Bank
Delete Categories	Category Bank
Evaluation Templates	
Create Evaluation Templates	Evaluations
Preview a Sample Evaluation	Evaluations

Topic	Tool
Edit Evaluation Templates	Evaluations
Copy Evaluation Templates	Evaluations

Manage Evaluations for Supervisors to Use

Topic	Tool
Generate Evaluations for Supervisors to Use	Evaluation Inquiry
Print a Status Report (Evaluation Inquiry Summary)	Evaluation Inquiry
View and Print a Completed Evaluation from Evaluation Inquiry	Evaluation Inquiry

Manage Evaluations for My Direct Reports

Topic	Tool
Generate New Evaluations for Employees	Supervisor
Review and Complete an Employee Evaluation	Supervisor
Add Supporting Documents to an Evaluation	Supervisor
Print a Draft PDF of an Evaluation	Supervisor

Complete My Personal Evaluation

Topic	Tool
Reflection and Acknowledgement	My Evaluations
Acknowledgement Only	My Evaluations

Reports

Topic	Tool
Print a Summary or Detailed Report of all Elements	Element Listing
Print a Summary of Ratings Data Aggregated from Staff Evaluations	Overall Staff Rating Report