Evaluation Templates

Last Modified on 10/22/2022 10:11 am CDT

PATH: *Staff Evaluations > Staff Evaluations Setup > Evaluations*

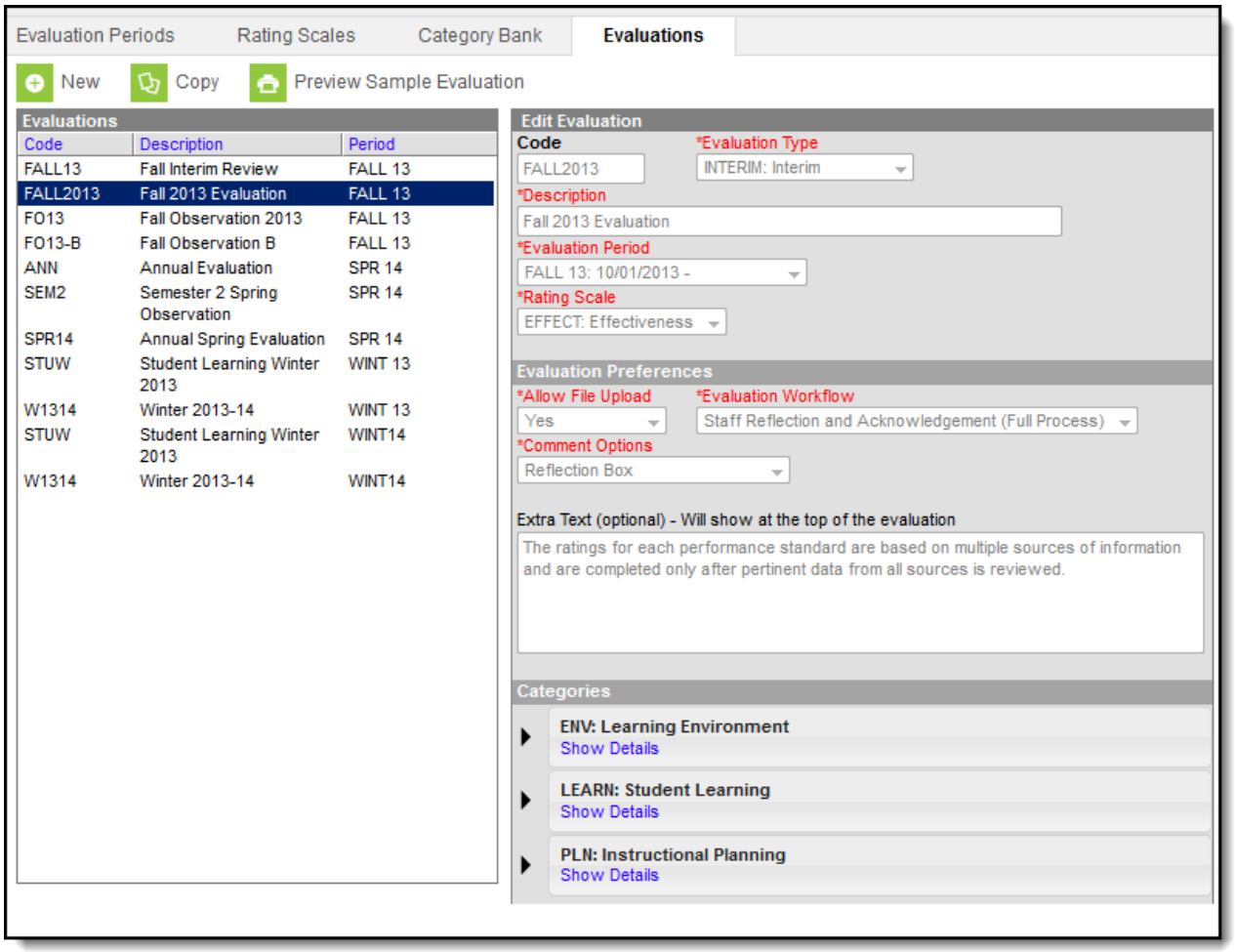
PATH: *Human Resources > Administration > Staff Evaluations Setup > Evaluations (HR-enabled)*

Evaluation Templates provide the format from which staff evaluations are created. Once Evaluation Templates are created, administrators can Generate Evaluations for Supervisors to Use and supervisors can Generate New Evaluations for Employees.

When you create an Evaluation Template, you can define which components of the Evaluation are required by the district. Supervisors can mark additional components as required when they generate the employee evaluation.

You can complete the following tasks on the Evaluations tab.

- Create Evaluation Templates
- Preview a Sample Evaluation
- Edit Evaluation Templates
- Copy Evaluation Templates



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