

View and Print a Completed Evaluation from Evaluation Inquiry

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

PATH: *Staff Evaluations > Evaluation Inquiry*

PATH: *Human Resources > Personnel > Staff Evaluations > Evaluation Inquiry (HR-enabled)*

As the Staff Evaluations administrator, you can view and print completed evaluations.

The screenshot shows the 'Evaluation Inquiry' interface. At the top, there are buttons for 'Generate Templates' and 'Print Results'. Below these are 'Search Parameters' and 'Results' sections.

Search Parameters:

- Supervisor(s):** A list box containing 'All', 'Davis, Nancy', 'Folk, Darran', 'Jefferson, Thomas', 'Richtor, Richard', and 'Roosevelt, Mr.'. 'Davis, Nancy' is selected.
- Evaluation Status:** A list box containing 'Reflection', 'Evaluator Review', 'Acknowledgement', 'Returned', 'Evaluator To Complete', and 'Complete'. 'Complete' is selected.
- Evaluation Type:** A dropdown menu set to 'All'.
- Evaluation Period:** A dropdown menu set to 'All'.
- Location:** A dropdown menu set to 'All'.
- Active Assignments Only:** A checkbox that is checked.

Results:

The 'Supervisors' table is expanded to show a list of direct reports. The table has columns for Staff Number, Staff Name, Title, Start Date, End Date, and Action.

Staff Number	Staff Name	Title	Start Date	End Date	Action
010703	Lifellearn, Ellen	High School Teacher	09/09/2013		

Below the supervisor list, there is a table showing evaluation details for the selected supervisor:

Period	Evaluation Code	Status	Eval Start	Eval End
FALL 13	FALL2013: Fall 2013 Evaluation	Complete	10/01/2013	

Complete the following steps to view a completed an evaluation.

- Use the following **Search Parameters** to filter the number of search results.
 - Supervisors**
 - Evaluation Status**
 - Evaluation Type** (Annual, Interim or Observation)
 - Evaluation Period**
 - Location** (The Primary Location on an employee's Work Assignment)
 - Active Assignments** (Selecting this option only returns evaluations for employees that actively report to the selected supervisor(s))
- Click the **Search** button.

Result
Results that match your search criteria display in the Results area.
- Click the plus (+) next to the supervisor then the direct report for whom you want to view an evaluation.

4. Click the PDF button () next to the evaluation.

Result

A PDF of the completed evaluation displays.

<p>100 Plainview Schools District Generated on 10/10/2013 06:41:15 PM Page 1 of 2</p>	<p>Staff Evaluation Summary 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>												
<p>Staff Evaluation Details Use this form for probationary teachers and teachers with continuing contract status.</p> <p>ENV: Learning Environment</p> <p>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> <table style="width: 100%;"> <tr> <td style="width: 50%;"> <p>ENV Evaluator Rating: Effective</p> </td> <td style="width: 50%;"> <p>ENV Staff Rating: Effective</p> </td> </tr> <tr> <td> <p>ENV Evaluator Reflection: 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> </td> <td> <p>ENV Staff Reflection: I promote a climate of trust and teamwork within the classroom and encourage students to help one another and to work nicely together.</p> </td> </tr> </table> <p>PLN: Instructional Planning</p> <p>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.</p> <table style="width: 100%;"> <tr> <td style="width: 50%;"> <p>PLN Evaluator Rating: Effective</p> </td> <td style="width: 50%;"> <p>PLN Staff Rating: Excellent</p> </td> </tr> <tr> <td> <p>PLN Evaluator Reflection: Engages and interests students during the whole group portion of the lesson. When students work in pairs, engagement is inconsistent. Higher level students are engaged, lower level students having difficulties are distracted by the tasking.</p> </td> <td> <p>PLN Staff Reflection: I use a variety of instructional strategies to promote learning - manipulatives, direct instruction, guided practice, discussion, graphic organizers and student pairs.</p> </td> </tr> </table> <p>Evaluation Summary</p> <p>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.</p>		<p>ENV Evaluator Rating: Effective</p>	<p>ENV Staff Rating: Effective</p>	<p>ENV Evaluator Reflection: 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>ENV Staff Reflection: I promote a climate of trust and teamwork within the classroom and encourage students to help one another and to work nicely together.</p>	<p>PLN Evaluator Rating: Effective</p>	<p>PLN Staff Rating: Excellent</p>	<p>PLN Evaluator Reflection: Engages and interests students during the whole group portion of the lesson. When students work in pairs, engagement is inconsistent. Higher level students are engaged, lower level students having difficulties are distracted by the tasking.</p>	<p>PLN Staff Reflection: I use a variety of instructional strategies to promote learning - manipulatives, direct instruction, guided practice, discussion, graphic organizers and student pairs.</p>				
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Example Evaluation

