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.

Complete the following steps to view a completed an evaluation.

1. 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))

2. Click the **Search** button.
   Result
   Results that match your search criteria display in the Results area.

3. 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.

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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

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.

ENV Evaluator Rating:
Effective

ENV Staff Rating:
Effective

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

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.

PLN: Instructional Planning

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.

PLN Evaluator Rating:
Effective

PLN Staff Rating:
Excellent

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.

PLN Staff Reflection:
I use a variety of instructional strategies to promote learning - manipulatives, direct instruction, guided practice, discussion, graphic organizers and student pairs.

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.

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Adams, Amelia   Davis, Nancy
Staff Name   Evaluator Name

Staff Signature   Evaluator Signature

Date   Date

Example Evaluation