

# Print a Status Report (Evaluation Inquiry Summary)

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)*

Users with Staff Evaluations administrator access and access to the Evaluation Inquiry tab can review the progress supervisor's and their direct reports are making on an evaluation by printing the Evaluation Inquiry Summary report.

You can filter the report results by using the Search Parameters.

**Evaluation Inquiry**

Generate Templates
 Print Results

**Search Parameters**  
[Hide Details](#)

Supervisor(s)

- All
- Davis, Nancy
- Folk, Darran
- Jefferson, Thomas
- Richtor, Richard
- Roosevelt, Mr.

(CTRL-click to select multiple)

Evaluation Status

- All
- Evaluator Action
- Staff Action
- Draft
- Reflection
- Evaluator Review

(CTRL-click to select multiple)

Evaluation Type

All

Evaluation Period

All

Location

All

Active Assignments Only

**Results**  
[Hide Details](#)

Supervisors						
Staff Number	Name		Action			
P000123	Davis, Nancy		Evaluator Action			
Staff Number	Staff Name	Title	Start Date	End Date	Action	
12341	Becker, Michael	High School Teacher	03/06/2008		Evaluator Action	
Period	Evaluation Code	Status	Eval Start	Eval End		
FALL 13	FALL2013: Fall 2013 Evaluation	Returned	10/01/2013			
010706	Lifellearn, Heather	High School Teacher	09/09/2013		Evaluator Action	
Period	Evaluation Code	Status	Eval Start	Eval End		
FALL 13	FALL2013: Fall 2013 Evaluation	Draft	10/01/2013			
010703	Lifellearn, Ellen	High School Teacher	09/09/2013		Evaluator Action	
Period	Evaluation Code	Status	Eval Start	Eval End		
FALL 13	FALL2013: Fall 2013 Evaluation	Complete	10/01/2013			
010698	Lifellearn, Alan	High School Teacher	09/09/2013		Staff Action	
Period	Evaluation Code	Status	Eval Start	Eval End		
FALL 13	FALL2013: Fall 2013 Evaluation	Reflection	10/01/2013			

Complete the following steps to print the Evaluation Inquiry Summary report.

- Use the following **Search Parameters** to search for evaluations and filter the 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). It is highly recommended that this checkbox remain selected.)
- Click the **Search** button.

**Result**

Results that match your search criteria display in the Results area.

- Click the **Print Results** button.

**Result**

Campus generates a PDF of the Evaluation Inquiry Summary.

100 Plainview Schools District Generated on 09/10/2013 02:55:17 PM Page 1 of 1		Evaluation Inquiry Summary				
<b>Filters</b> Supervisors: Davis, Nancy Status: All Evaluation Type: All Location: All Evaluation Period: All Only Active Assignments: True						
<b>Supervisors</b>						
P000123		Davis, Nancy		Evaluator Action		
<b>Supervisor Information</b>						
<b>Staff Information</b>	12341	Becker, Michael	High School Teacher	03/06/2008	Evaluator Action	
<b>Staff-Specific Evaluation Information</b>						
		<b>Period</b>	<b>Evaluation</b>	<b>Status</b>	<b>Eval Start</b> <b>Eval End</b>	
		FALL 13	FALL2013: Fall 2013 Evaluation	Returned	10/01/2013	
	010698	Lifellearn, Alan	High School Teacher	09/09/2013	Staff Action	
		<b>Period</b>	<b>Evaluation</b>	<b>Status</b>	<b>Eval Start</b> <b>Eval End</b>	
		FALL 13	FALL2013: Fall 2013 Evaluation	Reflection	10/01/2013	
	010703	Lifellearn, Ellen	High School Teacher	09/09/2013		
		<b>Period</b>	<b>Evaluation</b>	<b>Status</b>	<b>Eval Start</b> <b>Eval End</b>	
		FALL 13	FALL2013: Fall 2013 Evaluation	Complete	10/01/2013	
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		<b>Period</b>	<b>Evaluation</b>	<b>Status</b>	<b>Eval Start</b> <b>Eval End</b>	
		FALL 13	FALL2013: Fall 2013 Evaluation	Draft	10/01/2013	