

Generate Evaluations for Supervisors to Use

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PATH: Staff Evaluations > Evaluation Inquiry

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

As an administrator, you can generate evaluations for supervisor's direct reports.

Before you can generate evaluations, Evaluation Templates must already be set up. See the article Evaluation Templates for more information.

Complete the following steps to generate evaluations for your supervisor's direct reports.

1. Click the **Generate Templates** button.

Result

The New Evaluation(s) window displays.

Evaluation Inquiry Generate Templates Print Results Search Parameters		
He Details Spervisor(s All Davis, Nancy Folk, Darran Jefferson, TI Richtor, Rich Roosevelt, M (CTRL-click to Search Results Hide Details Supervisor + + + + +	New Evaluation(s) Select options for Generating Evaluation Templates and cliv *Staff Member(s) - Assignment All Abra, Dean - High School Teacher Adams, Amelia - High School Teacher Alderson, Chris - Teacher Allen, David - High School Teacher Alguish, Canton - Teacher Bailey, Carol - Teacher Bailey, Carol - Teacher Bailey, Carol - Teacher Baker, Anne - Elementary School Teacher Becker, Michael - High School Teacher Becker, Michael - High School Teacher Bell, Caroline - Teacher Bell, Caroline - Teacher Bloom, Charlie - Teacher Bloom, Charlie - Teacher Davis, George - High School Teacher King, Brenda - Elementary School Teacher Lifellearn, Alan - High School Teacher Lifellearn, Mike - High School Teacher (CTRL-click to select multiple)	* ck "Next" to complete the process. Choose an Evaluation *Evaluation Period Filter Evaluations by Type *Evaluation Deptions *Start Date End Date Use today's date Message To Supervisors Use today's date Message To Supervisors

- 2. Select the Staff Member(s) for whom you want to create an evaluation.
- 3. Select the Evaluation Period.



If there are multiple evaluation templates in the Evaluation Period, you can filter the evaluation templates by selecting *Annual, Interim* or *Observation* in the **Filter Evaluations by Type** dropdown list.

Select the Evaluation you want to generate.
 Result

The default **Start Date** from the Evaluation displays.

5. Update the Start Date and End Date as necessary. (optional)

Mark the **Use today's date** checkbox to automatically insert the current date in the **Start Date** field.

- 6. Enter a Message to Supervisors. (optional)
 - Click here to expand...
- 7. Click Next.

Result

The following window displays.



- 8. Mark the checkboxes next to the component(s) for which you require a rating. (optional)
 - Click here to expand...
- Click the Add button.
 Result
 A confirmation message displays.
- 10. Click **OK**.