

Generate Evaluations for Supervisors to Use

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

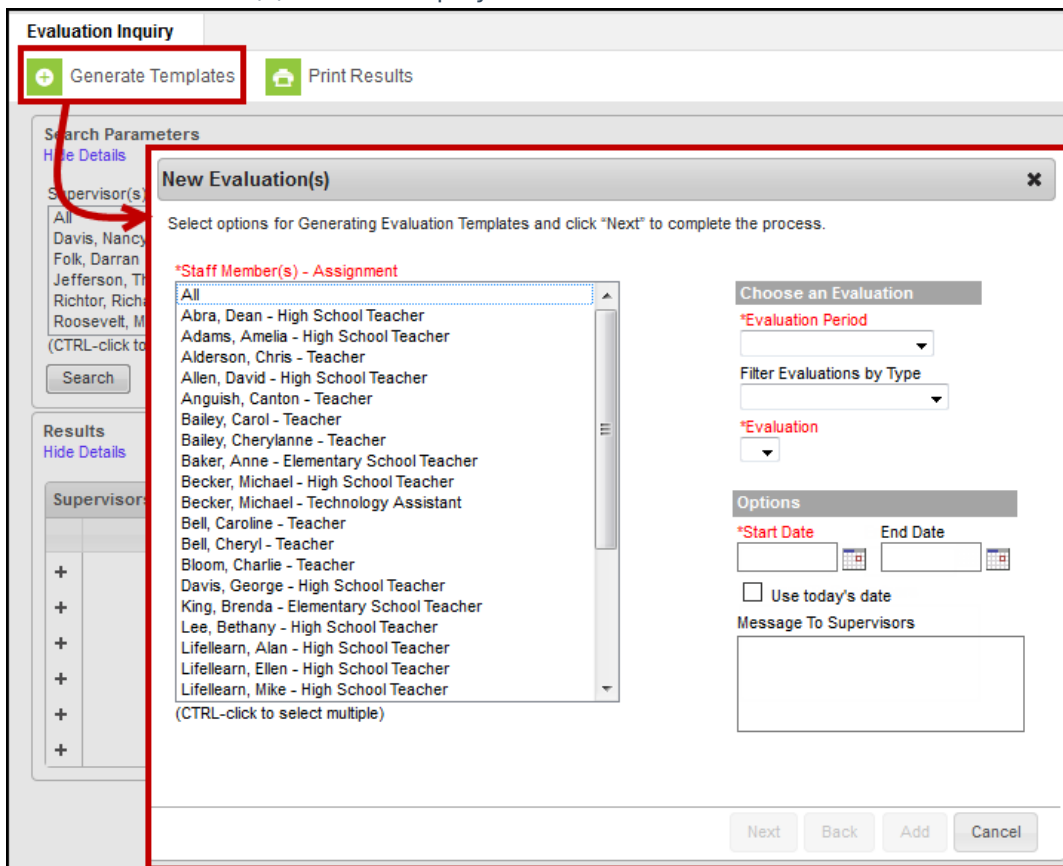
Before you can generate evaluations, Evaluation Templates must already be set up. See the article [Evaluation Templates](#) for more information.

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.



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.

4. 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.

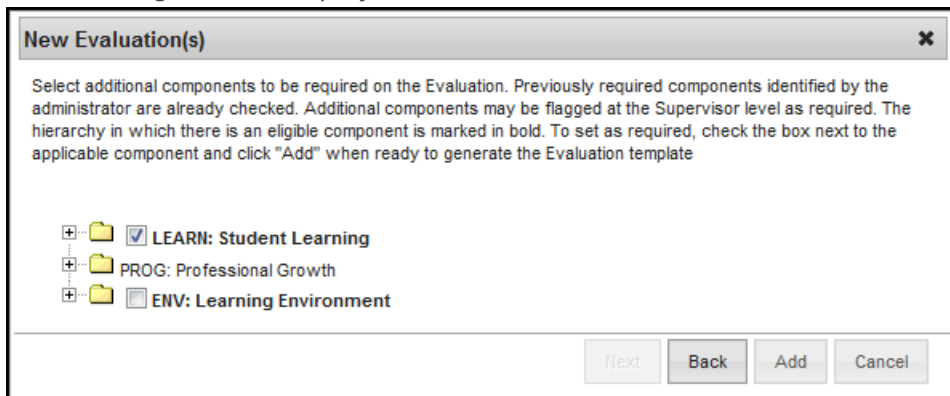
6. Enter a **Message to Supervisors**. (*optional*)

▶ [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...](#)

9. Click the **Add** button.

Result

A confirmation message displays.

10. Click **OK**.