

# Staff Eval (Massachusetts)

Last Modified on 10/22/2022 10:24 am CDT

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**PATH:** *Census > People > Staff Eval*

The Staff Eval tab allows districts to create evaluation records for staff which is in the SIF StaffEvaluation object for EPIMS reporting.

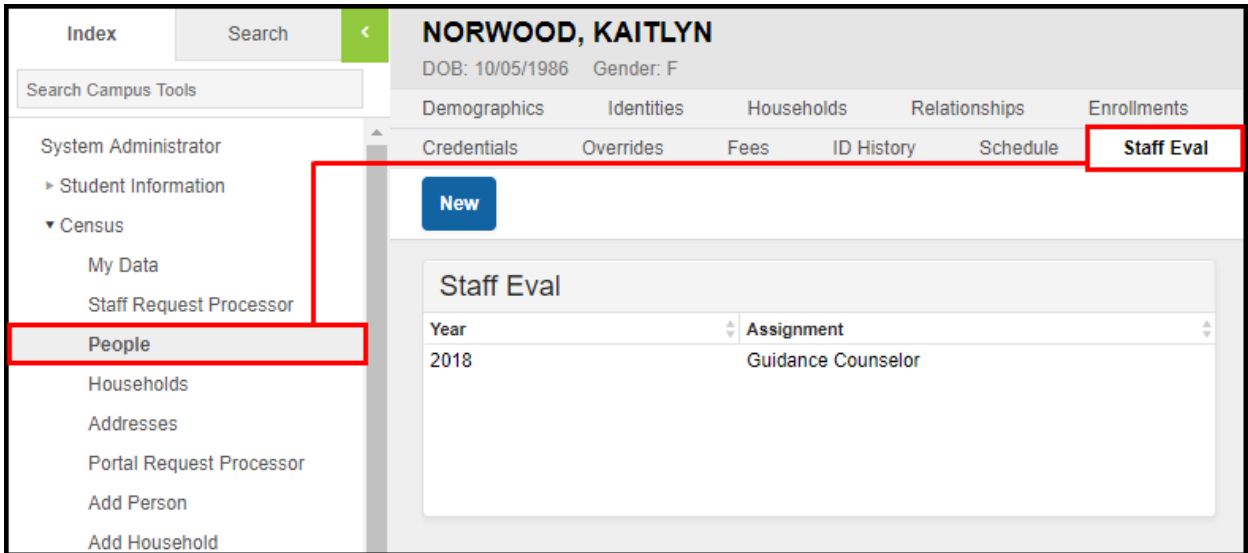


Image 1: MA Staff Eval Tab

## Tool Rights

**PATH:** *System Administration > User Security > Users > Tool Rights*

Users with **R**(ead) rights are granted view-only rights to Staff Eval record. Users with **W**(rite) and/or **A**(dd) rights are allowed to view and create new Staff Eval records. Users with **D**(elete) rights are allowed to delete existing Staff Eval records.

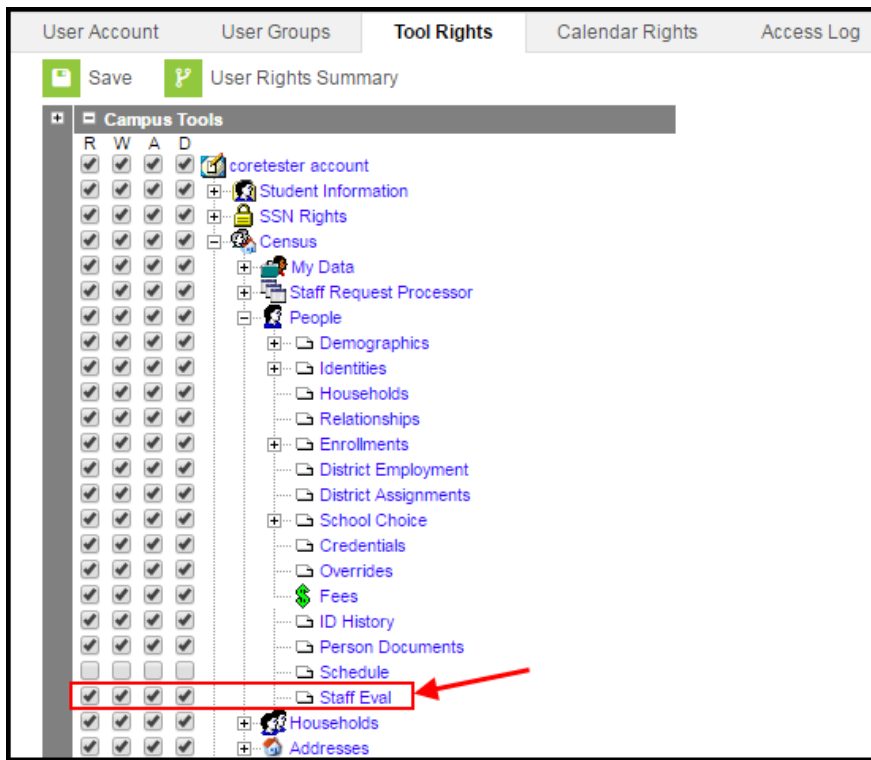


Image 2: Staff Eval Tool Rights

## Create a New Staff Eval Record

The section will explain how to create a new Staff Eval record and what each field means.

The screenshot shows the 'Staff Eval' form in Infinite Campus. At the top, there are tabs for 'Credentials', 'Overrides', 'Fees', 'ID History', 'Schedule', 'Staff Eval', and 'Paym'. Below the tabs are three buttons: 'New' (highlighted with a red box and a red arrow), 'Save', and 'Delete'. The main form area is divided into two sections. The top section, titled 'Staff Eval', contains a table with two columns: 'Year' and 'Assignment'. The first row shows '2018' and 'Guidance Counselor'. The bottom section, titled 'Staff Evaluations Detail', contains several fields: '\*Year' (dropdown menu with '17-18'), '\*Assignment - School Number' (dropdown menu with 'Guidance Counselor-0520'), '\*Evaluation Date' (calendar icon with '12/08/2021'), 'Evaluation Cycle Name' (dropdown menu with '01: Developing Educator Plan'), 'SR28 District Level Prof. Teacher' (dropdown menu), 'SR29 Overall Eval Score' (dropdown menu), 'SR30 Standard 1 Eval' (dropdown menu), 'SR31 Standard 2 Eval' (dropdown menu), 'SR32 Standard 3 Eval' (dropdown menu), 'SR33 Standard 4 Eval' (dropdown menu), and 'Eval Recommendation' (text area).

Image 3: Creating a New Staff Eval Record

**To create a new Staff Eval record:**

1. Click the **New** button. The Staff Evaluations Detail editor will appear below.
2. Select the school **Year** of the record.
3. Select the **Assignment - School Number**. This is the District/Employment Assignment record associated with the Staff Eval record.
4. Enter the **Evaluation Date**.
5. Select an **Evaluation Cycle Name**. This is the Educator Evaluation Plan for EPIMS.
6. Select the appropriate evaluation scores (**SR28, SR29**, etc).
7. Enter an **Eval Recommendation**.
8. Select the **Save** icon. The Staff Eval record will appear in the Staff Eval window at the top.

Field	Description
Year	The school year for the staff evaluation record.

Field	Description
<b>Assignment - School Number</b>	The District/Employment Assignment record associated with the staff evaluation record. The school/district should only select an assignment that is marked as “Primary District Assignment” on the Employment Assignment record.
<b>Evaluation Date</b>	The date of when the evaluation was observed.
<b>Evaluation Cycle Name</b>	The Educator Evaluation Plan for EPIMS.
<b>SR28 District Level Prof Teacher</b>	Indicates the educator's current professional teacher status as determined by district policies.
<b>SR29 Overall Eval Score</b>	The score the staff member received on the SR329 Overall Eval Score.
<b>SR30 Standard 1 Eval</b>	The score the staff member received on the SR30 Standard 1 Evaluation.
<b>SR31 Standard 2 Eval</b>	The score the staff member received on the SR31 Standard 2 Evaluation.
<b>SR32 Standard 3 Eval</b>	The score the staff member received on the SR32 Standard 3 Evaluation.
<b>SR33 Standard 4 Eval</b>	The score the staff member received on the SR34 Standard 4 Evaluation.
<b>SR34 Impact on Student Learning</b>	The score the staff member received on the SR34 Impact on Student Learning evaluation.
<b>Eval Recommendation</b>	The decision (recommendation) determined during the summative evaluation.