

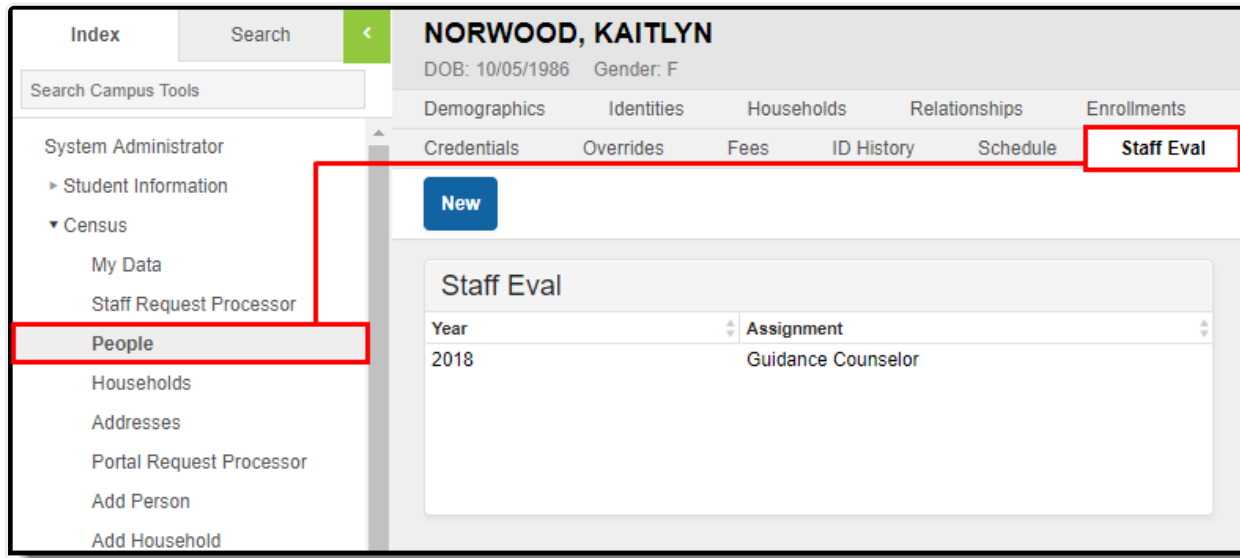
Staff Eval (Massachusetts)

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Tool Search: Staff Eval

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



MA Staff Eval Tool

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.

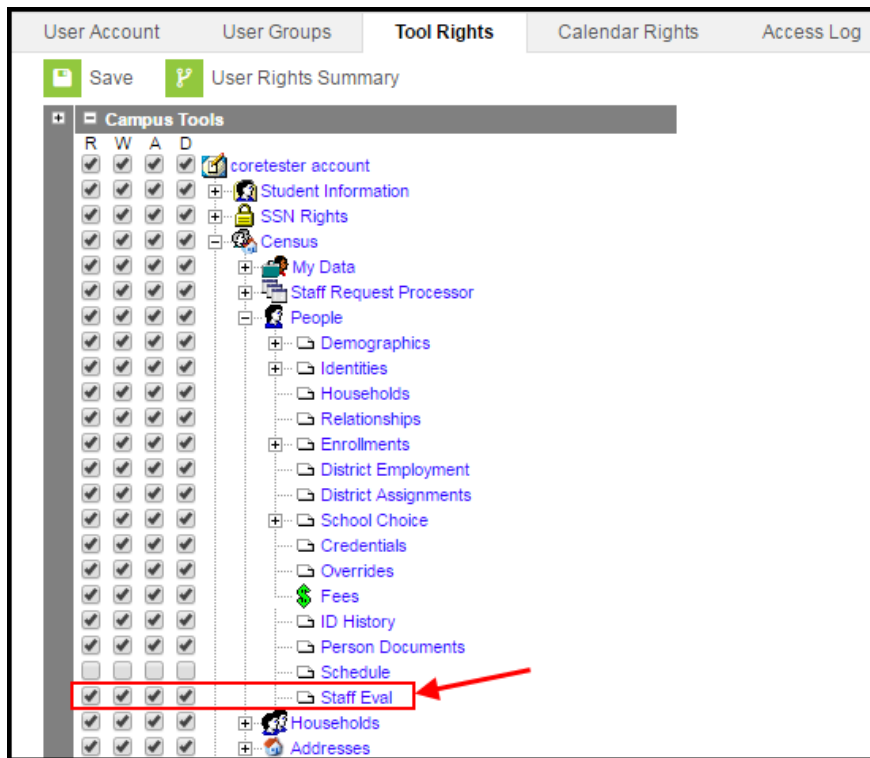
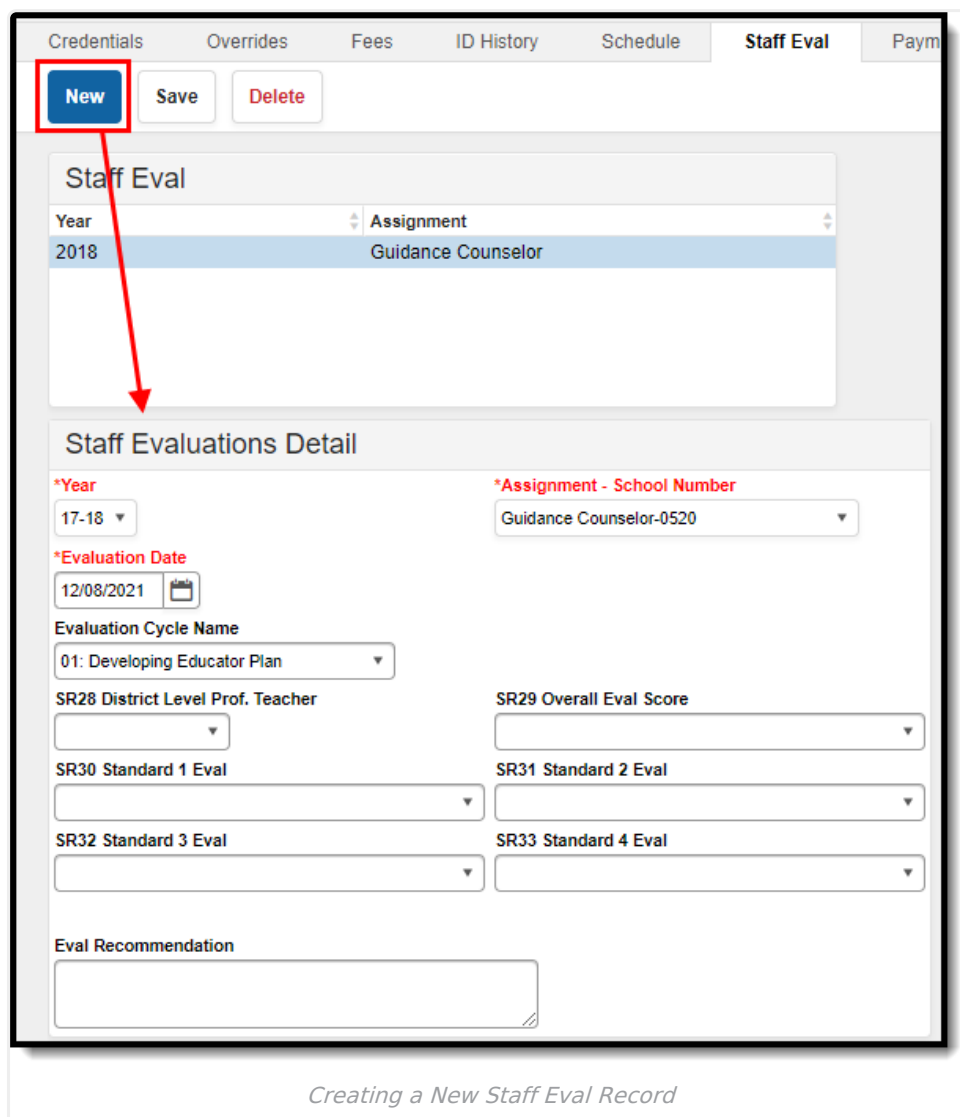


Image 2: Staff Eval Tool Rights

Create a New Staff Eval Record

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



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
Assignment - School Number	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.
Evaluation Date	The date of when the evaluation was observed.
Evaluation Cycle Name	The Educator Evaluation Plan for EPIMS.
SR28 District Level Prof Teacher	Indicates the educator's current professional teacher status as determined by district policies.
SR29 Overall Eval Score	The score the staff member received on the SR329 Overall Eval Score.
SR30 Standard 1 Eval	The score the staff member received on the SR30 Standard 1 Evaluation.
SR31 Standard 2 Eval	The score the staff member received on the SR31 Standard 2 Evaluation.
SR32 Standard 3 Eval	The score the staff member received on the SR32 Standard 3 Evaluation.
SR33 Standard 4 Eval	The score the staff member received on the SR34 Standard 4 Evaluation.
SR34 Impact on Student Learning	The score the staff member received on the SR34 Impact on Student Learning evaluation.
Eval Recommendation	The decision (recommendation) determined during the summative evaluation.