## Generate New Evaluations for Employees <br> Last Modified on 03/11/2024 8:45 am CDT

## Tool Search: Supervisor

As a supervisor, you can generate evaluations for your 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 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
4. Select the Evaluation you want to generate.
5. Enter a Start Date or select the Use today's date checkbox to automatically insert the current date.
6. Update the End Date as necessary. (optional)
7. Select the Auto Send Staff Reflection checkbox to immediately send the evaluation to your direct report(s). (optiona)

If you select this option, you cannot delete the evaluation.
8. Click the Next button.

## Result

The following window displays.

```
New Evaluation(s)
Select additional components to be required on the Evaluation. Previously required components identified by the administrator are already checked. Additional components may be flagged at the Supervisor level as required. The hierarchy in which there is an eligible component is marked in bold. To set as required, check the box next to the applicable component and click "Add" when ready to generate the Evaluation template
```

```Ienv: Learning Environment
```

```ENV 1.1: Arranges the classroom to maximize learning while providing a safe environment.
```

```ENV 1.2: Establishes clear expectations with student input.
```

```ENV 1.3: Maximizes instructional time and minimizes disruptions. ENV 1.4: Establishes a climate of trust and teamwork by being fair, caring and respectful.
\(\square\)
```

```LEARN: Student Learning
```

```LEARN 1.1: The teacher uses a variety of informal and formal assessments.
```

```LEARN 1.2: Teaches students how to monitor their own academic progress.
```

|  | Cancel |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |

9. Mark the checkboxes next to the component(s) for which you require a rating. (optional)

> Checkboxes cannot be selected if all categories are already required or if the Category is marked as "Observation Only."
10. Click the Add button.

## Result

A confirmation message displays.
11. Click OK.

