

# Staff Evaluations (Supervisor Self Service)

Last Modified on 10/21/2024 8:20 am CDT

**Staff Evaluations will no longer be available after June 30th, 2025. For more information, visit the [Human Resources and Staff Evaluation Deprecation FAQ](#) .**

**PATH:** *Supervisor Self Service > Staff Evaluations*

Supervisors can complete the following tasks on the Staff Evaluations tab:

- [Generate New Evaluations for Employees](#)
- [Review and Complete an Employee Evaluation](#)
- [Add Supporting Documents to an Evaluation](#)
- [Print a Draft PDF of an Evaluation](#)

The screenshot shows the 'Staff Evaluations' tab in a web application. At the top, there are tabs for 'Staff Requests' and 'Staff Evaluations'. Below the tabs is a '+ Generate Templates' button. A 'Filter Options' section contains four dropdown menus: 'Title' (set to 'All'), 'Evaluation Period' (set to 'All'), 'Assignments' (set to 'All'), and 'Action' (set to 'All'). Below the filters is a 'Staff Members' table with columns for Name, Staff Number, Last Completion, and Action.

	Name	Staff Number	Last Completion	Action
+	Lifellearn, Ellen	010703	10/14/2013	Action Required
+	Lifellearn, Heather	010706		Waiting
+	Miller, Barb	10235	10/14/2013	Action Required
+	King, Brenda	10378	10/14/2013	Action Required
+	Allen, David	10724	10/14/2013	Action Required
+	Moore, Julie	11783	01/20/2014	Action Required
+	Becker, Michael	12341	10/14/2013	Action Required