

# Staff Eval (Massachusetts)

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[Create a New Staff Eval Record](#)

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

**Read** - View the Staff Eval record.

**Write** - View and create new Staff Eval records.

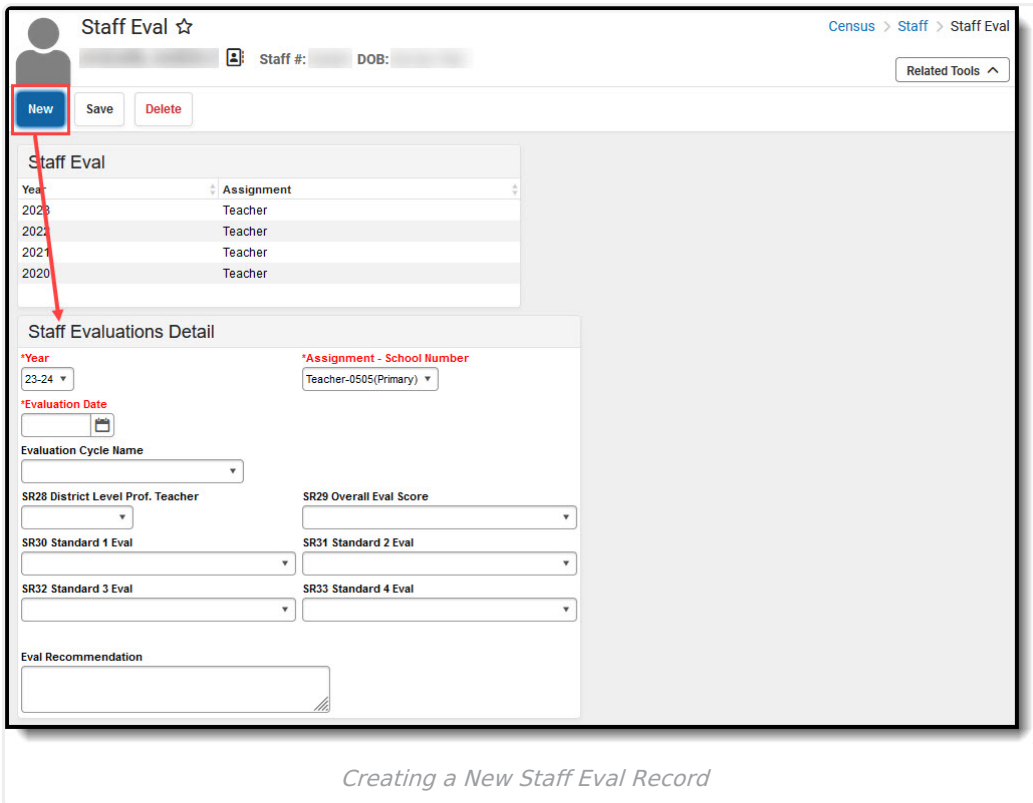
**Add** - View and create new Staff Eval records.

**Delete** - Delete existing Staff Eval records.

For more information about Tool Rights and how they function, see [this Tool Rights article](#).

## Create a New Staff Eval Record

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



**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
<b>Year</b>	The school year for the staff evaluation record.
<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.

Field	Description
<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.