

Viewing and Printing Evaluations In Personnel Master

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Tool Search: Personnel Master

You can use the Personnel Master tool to view completed [Staff Evaluations](#). Information cannot be modified.

To view a completed evaluation, [search for the employee](#) then click **Evaluations** from the left-hand navigation.

The screenshot shows the Personnel Master interface with the 'Evaluations' section selected in the left-hand navigation. The main content area displays an 'Evaluation View' table and an 'Evaluation Details' section. A red box highlights the 'Show Details' link for the 'ENV: Learning Environment' section.

Evaluation	Period	Eval Start	Completion	Rating
FALL 13: Fall Interim Review	FALL 13	10/01/2013	10/01/2013	Good
ANN: Annual Evaluation	SPR 14	04/01/2014	04/09/2014	Excellent

Evaluation Details

Fall Interim Review Fall 2013 Start Date: 10/01/2013 End Date: []

Assignment: High School Teacher

ENV: Learning Environment
[Show Details](#)

PLN: Instructional Planning
[Show Details](#)

File Upload
[Show Details](#)

Overall Rating
 G: Good

Evaluator Overall Comments
 Communicates and presents material clearly, and checks for understanding - clear communication and regular checks for understanding. However, when so many students are having difficulties, it would make sense to group and work with these students together so it was clear that many were having difficulties.

To print a completed evaluation, [search for the employee](#), click **Evaluations** from the left-hand navigation, select the evaluation you want to print and click the **Print PDF** button. A PDF version of the evaluation displays.

<p>100 Plainview Schools District Generated on 09/23/2013 03:14:28 PM Page 1 of 2</p>	<p style="text-align: center;">Staff Evaluation Summary</p> <p style="text-align: center;">Employee: Adams, Amelia Assignment: High School Teacher Evaluator: Davis, Nancy Evaluation Period: FALL 13 Evaluation: Fall Interim Review Type: INTERIM Evaluation Start: 10/01/2013 Evaluation End: Completion Date: 10/10/2013</p>
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Staff Evaluation Details

Use this form for probationary teachers and teachers with continuing contract status.

ENV: 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 1.2.1: Classroom rules and procedures established early in the school year.
ENV 1.2.2: Enforces classroom rooms consistently and fairly.

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.

ENV Evaluator Rating:
Excellent

ENV Staff Rating:
Excellent

ENV Evaluator Reflection:
Expectations for classroom rules, routines, and procedures are posted and clearly followed - students followed directions and understood behavioral expectations; teacher seldom had to remind anyone of expectations

ENV Staff Reflection:
I promote a climate of trust and teamwork within the classroom and encourage students to help one another and to work nicely together.

Evaluation Summary

Overall Rating: Good

Evaluator Overall Comments:

Communicates and presents material clearly, and checks for understanding - clear communication and regular checks for understanding. However, when so many students are having difficulties, it would make sense to regroup and work with those students together as it was clear that many were having difficulties.

Staff Final Comments:

No Staff Final Comments submitted.

Adams, Amelia
Staff Name

Davis, Nancy
Evaluator Name

Staff Signature

Evaluator Signature

Date

Date