

## Viewing and Printing Evaluations In Personnel Master

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Human Resources will no longer be available after June 30th, 2025. For more information, visit the Human Resources and Staff Evaluation Deprecation FAQ.

## 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.

▼Human Resources	Personnel Master	Print PDF
Administration	+ HR General Information >	Evaluation View
▼Personnel	Contact Information >	Evaluation         Period         Eval Start         Completion         Rating           FALL13: Fall Interim Review         FALL 13         10/01/2013         10/01/2013         Good
Personnel Master	Qualifications >	ANN: Annual Evaluation SPR 14 04/01/2014 04/09/2014 Excellent
Add Personnel Wizard	+ Work Assignments >	
▶ Staff Evaluations	Leave Entry >	Evaluation Details
▶ Reports	Evaluations	Fall Interim Review Fall 2013 Start Date 10/01/2013 End Date
	Click the Show Details link to see more information.	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 communicate 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 construit and function these at when the part that means under 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.



100 Plainview Schools District Generated on 09/23/2013 03:14:28 PM Page 1 of 2	Staff Evaluation Summary 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
Staff Evaluation Details se this form for probationary teachers and teachers with c	ontinuina contract status.
ENV: Learning Environment	-
ENV 1.1: Arranges the classroom to maximize learning ENV 1.2: Establishes clear expectations with student in	
ENV 1.2.1: Classroom rules and procedures establis ENV 1.2.2: Enforces classroom rooms consistently a	shed early in the school year.
ENV 1.3: Maximizes instructional time and minimizes di ENV 1.4: Establishes a climate of trust and teamwork b	
ENV Evaluator Rating: Excellent	ENV Staff Rating: Excellent
ENV Evaluator Reflection:	ENV Staff Reflection:
learly followed - students followed directions and understo expectations; teacher seldom had to remind anyone of exp	
learly followed - students followed directions and understo expectations; teacher seldom had to remind anyone of exp Evaluation Summary valuator Overall Comments: communicates and presents material clearly, and checks for nderstanding. However, when so many students are havin tudents together as it was clear that many were having diff taff Final Comments:	od behavioral encourage students to help one another and to work nicely together. ectations or understanding - clear communication and regular checks for g difficulties, it would make sense to regroup and work with those
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Searly followed - students followed directions and understore expectations; teacher seldom had to remind anyone of expectations; teache	od behavioral encourage students to help one another and to work nicely together. ectations or understanding - clear communication and regular checks for g difficulties, it would make sense to regroup and work with those iculties.