

# Manage Evaluations for My Direct Reports

Last Modified on 10/21/2024 8:21 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](#) .**

Tool Search: Supervisor

Supervisors and evaluators can complete the following tasks:

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

+
Generate Templates

**Filter Options**  
[Hide Details](#)

<p>Title</p> <div style="border: 1px solid #ccc; padding: 2px;">All</div>	<p>Assignments</p> <div style="border: 1px solid #ccc; padding: 2px;">All</div>
<p>Evaluation Period</p> <div style="border: 1px solid #ccc; padding: 2px;">All</div>	<p>Action</p> <div style="border: 1px solid #ccc; padding: 2px;">All</div>

**Staff Members**

	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