

Manage Evaluations for My Direct Reports

Last Modified on 03/11/2024 8:45 am CDT

PATH: *Staff Evaluations > Supervisor*

PATH: *Supervisor Self Service > Staff Evaluations (HR-enabled)*

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 <input type="text" value="All"/></p> <p>Evaluation Period <input type="text" value="All"/></p>	<p>Assignments <input type="text" value="All"/></p> <p>Action <input type="text" value="All"/></p>
---	--

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