

Generate New Evaluations for Employees

Last Modified on 10/21/2024 8:20 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

As a supervisor, you can generate evaluations for your direct reports.

Before you can generate evaluations, Evaluation Templates must already be set up. See the article Evaluation Templates for more information.

Complete the following steps to generate evaluations for your direct reports.

1. Click the **Generate Templates** button. **Result**

The New Evaluation(s) window displays.

•	Generate T	emplates
Hid Tit Ev		New Evaluation(s) X Select options for Generating Evaluation Templates and click "Next" to complete the process. "Staff Member(s) - Assignment Allen, David - High School Teacher Becker, Michael - High School Teacher Liffeliearn, Ellen - High School Teacher Miller, Barb - Elementary School Teacher Miller, Barb - Elementary School Teacher Moore, Julie - Elementary School Teacher Moore, Julie - Elementary School Teacher Woore, Julie - Elementary School Teacher Verstart Woore, Julie - Elementary School Teacher Special: End-of-year observations • • *Start Date Os/01/2016 • Use today's date • Auto Send Staff Reflection (Warning: When checked, evaluations cannot be deleted) (CTRL-click to select multiple) Kender Staff Reflection (Warning: When checked, evaluations cannot be deleted)
		Next Back Add Cancel

2 Select the Staff Member(s) for whom you want to create an evaluation



- 2. Select the start memory of whom you want to create an evaluation.
- 3. Select the Evaluation Period.

If there are multiple evaluation templates in the Evaluation Period, you can filter the evaluation templates by selecting *Annual, Interim* or *Observation* in the **Filter Evaluations by Type** dropdown list.

- 4. Select the **Evaluation** you want to generate.
- 5. Enter a **Start Date** or select the **Use today's date** checkbox to automatically insert the current date.
- 6. Update the End Date as necessary. (optional)
- Select the Auto Send Staff Reflection checkbox to immediately send the evaluation to your direct report(s). (optional)

If you select this option, you cannot delete the evaluation.

8. Click the **Next** button.

Result

The following window displays.

New Evaluation(s)		
additional components to be required on the Evaluation. Previously required components identified by the strator are already checked. Additional components may be flagged at the Supervisor level as required. The chy in which there is an eligible component is marked in bold. To set as required, check the box next to the able component and click "Add" when ready to generate the Evaluation template		
 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 1.3: Maximizes instructional time and minimizes disruptions. ENV 1.4: Establishes a climate of trust and teamwork by being fair, caring and respectful. LEARN: Student Learning LEARN 1.1: The teacher uses a variety of informal and formal assessments. LEARN 1.2: Teaches students how to monitor their own academic progress. 		
Next Back Add Cancel		

9. Mark the checkboxes next to the component(s) for which you require a rating. (optional)

Checkboxes cannot be selected if all categories are already required or if the Category is marked as "Observation Only."



- Click the Add button.
 Result
 A confirmation message displays.
- 11. Click **OK**.