

View and Print a Completed Evaluation from Evaluation Inquiry

Last Modified on 10/21/2024 8:22 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: Evaluation Inquiry

As the Staff Evaluations administrator, you can view and print completed evaluations.


The screenshot shows the 'Evaluation Inquiry' tool interface. At the top, there are buttons for 'Generate Templates' and 'Print Results'. Below these are search parameters: 'Supervisor(s)' with a list including 'Davis, Nancy', 'Evaluation Status' with 'Complete' selected, 'Evaluation Type' set to 'All', 'Active Assignments Only' checked, 'Evaluation Period' set to 'All', and 'Location' set to 'All'. A 'Search' button is present. The 'Results' section shows a table for 'Supervisors' with columns for Staff Number, Name, Title, Start Date, End Date, and Action. The results table shows a supervisor 'Davis, Nancy' with a completed evaluation for 'Lifellearn, Ellen' in 'FALL 13' with a status of 'Complete' and an evaluation start date of '10/01/2013'.

Complete the following steps to view a completed an evaluation.

- Use the following **Search Parameters** to filter the number of search results.
 - Supervisors**
 - Evaluation Status**
 - Evaluation Type** (Annual, Interim or Observation)
 - Evaluation Period**
 - Location** (The Primary Location on an employee's Work Assignment)
 - Active Assignments** (Selecting this option only returns evaluations for employees that actively report to the selected supervisor(s))
- Click the **Search** button.

Result

Results that match your search criteria display in the Results area.

- Click the plus (+) next to the supervisor then the direct report for whom you want to view an evaluation.
- Click the PDF button () next to the evaluation.

Result

A PDF of the completed evaluation displays.

<p>100 Plainview Schools District Generated on 10/10/2013 06:41:15 PM Page 1 of 2</p>	<p>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</p>								
<p>Staff Evaluation Details Use this form for probationary teachers and teachers with continuing contract status.</p> <p>ENV: Learning Environment</p> <p>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.</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">ENV Evaluator Rating: Effective</td> <td style="width: 50%;">ENV Staff Rating: Effective</td> </tr> <tr> <td>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</td> <td>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.</td> </tr> </table> <p>PLN: Instructional Planning</p> <p>PLN 1.0: Plans time realistically for pacing, content mastery and transitions. PLN 2.0: Plans for differentiated instruction. PLN 3.0: Aligns lesson objectives to the school's curriculum and student learning needs.</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">PLN Evaluator Rating: Effective</td> <td style="width: 50%;">PLN Staff Rating: Excellent</td> </tr> <tr> <td>PLN Evaluator Reflection: Engages and interests students during the whole group portion of the lesson. When students work in pairs, engagement is inconsistent. Higher level students are engaged, lower level students having difficulties are distracted by the tasking.</td> <td>PLN Staff Reflection: I use a variety of instructional strategies to promote learning - manipulatives, direct instruction, guided practice, discussion, graphic organizers and student pairs.</td> </tr> </table> <p>Evaluation Summary</p> <p>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.</p>		ENV Evaluator Rating: Effective	ENV Staff Rating: Effective	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.	PLN Evaluator Rating: Effective	PLN Staff Rating: Excellent	PLN Evaluator Reflection: Engages and interests students during the whole group portion of the lesson. When students work in pairs, engagement is inconsistent. Higher level students are engaged, lower level students having difficulties are distracted by the tasking.	PLN Staff Reflection: I use a variety of instructional strategies to promote learning - manipulatives, direct instruction, guided practice, discussion, graphic organizers and student pairs.
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Adams, Amelia Staff Name	Davis, Nancy Evaluator Name	
_____ Staff Signature	_____ Evaluator Signature	
_____ Date	_____ Date	

