

# Print a Status Report (Evaluation Inquiry Summary)

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

Users with Staff Evaluations administrator access and access to the Evaluation Inquiry tab can review the progress supervisor's and their direct reports are making on an evaluation by printing the Evaluation Inquiry Summary report.

You can filter the report results by using the Search Parameters.

**Evaluation Inquiry**

Generate Templates
 Print Results

**Search Parameters**  
[Hide Details](#)

Supervisor(s): 
 Evaluation Status: 
 Evaluation Type: 
 Active Assignments Only:

Evaluation Period: 
 Location:

(CTRL-click to select multiple) (CTRL-click to select multiple)

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**Results**  
[Hide Details](#)

**Supervisors**

Staff Number	Name					Action
P000123	Davis, Nancy					Evaluator Action
Staff Number	Staff Name	Title	Start Date	End Date	Action	
12341	Becker, Michael	High School Teacher	03/06/2008		Evaluator Action	
Period	Evaluation Code	Status	Eval Start	Eval End		
FALL 13	FALL2013: Fall 2013 Evaluation	Returned	10/01/2013			
010706	Lifellearn, Heather	High School Teacher	09/09/2013		Evaluator Action	
Period	Evaluation Code	Status	Eval Start	Eval End		
FALL 13	FALL2013: Fall 2013 Evaluation	Draft	10/01/2013			
010703	Lifellearn, Ellen	High School Teacher	09/09/2013			
Period	Evaluation Code	Status	Eval Start	Eval End		
FALL 13	FALL2013: Fall 2013 Evaluation	Complete	10/01/2013			
010698	Lifellearn, Alan	High School Teacher	09/09/2013		Staff Action	
Period	Evaluation Code	Status	Eval Start	Eval End		
FALL 13	FALL2013: Fall 2013 Evaluation	Reflection	10/01/2013			

Complete the following steps to print the Evaluation Inquiry Summary report.

- Use the following **Search Parameters** to search for evaluations and filter the 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). It is highly recommended that this checkbox remain selected.)
- Click the **Search** button.

**Result**

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

- Click the **Print Results** button.

## Result

Campus generates a PDF of the Evaluation Inquiry Summary.

100 Plainview Schools District Generated on 09/10/2013 02:55:17 PM Page 1 of 1		Evaluation Inquiry Summary				
<b>Filters</b> Supervisors: Davis, Nancy Status: All Evaluation Type: All Location: All Evaluation Period: All Only Active Assignments: True						
<b>Supervisors</b>						
P000123		Davis, Nancy		Evaluator Action		
<b>Staff Number</b>		<b>Staff Name</b>		<b>Title</b>	<b>Start Date</b> <b>End Date</b> <b>Action</b>	
12341		Becker, Michael		High School Teacher	03/06/2008	Evaluator Action
<b>Period</b>		<b>Evaluation</b>		<b>Status</b>	<b>Eval Start</b>	<b>Eval End</b>
FALL 13		FALL2013: Fall 2013 Evaluation		Returned	10/01/2013	
010698		Lifellearn, Alan		High School Teacher	09/09/2013	Staff Action
<b>Period</b>		<b>Evaluation</b>		<b>Status</b>	<b>Eval Start</b>	<b>Eval End</b>
FALL 13		FALL2013: Fall 2013 Evaluation		Reflection	10/01/2013	
010703		Lifellearn, Ellen		High School Teacher	09/09/2013	
<b>Period</b>		<b>Evaluation</b>		<b>Status</b>	<b>Eval Start</b>	<b>Eval End</b>
FALL 13		FALL2013: Fall 2013 Evaluation		Complete	10/01/2013	
010706		Lifellearn, Heather		High School Teacher	09/09/2013	Evaluator Action
<b>Period</b>		<b>Evaluation</b>		<b>Status</b>	<b>Eval Start</b>	<b>Eval End</b>
FALL 13		FALL2013: Fall 2013 Evaluation		Draft	10/01/2013	

Supervisor Information

Staff Information

Staff-Specific Evaluation Information