

Print a Status Report (Evaluation Inquiry Summary)

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

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)

All

Davis, Nancy

Folk, Darran

Jefferson, Thomas

Richtor, Richard

Roosevelt, Mr.

(CTRL-click to select multiple)

Evaluation Status

All

Evaluator Action

Staff Action

Draft

Reflection

Evaluator Review

(CTRL-click to select multiple)

Evaluation Type

All

Active Assignments Only

Evaluation Period

All

Location

All

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		Evaluator Action	
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.

1. 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.)

2. Click the **Search** button.

Result

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

3. 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																																																			
Filters																																																					
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Status: All		Only Active Assignments: True																																																			
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