

## **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.

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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

Infinite Campus

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 Pla Generated on	inview Scho 09/10/2013 02:55:	ools District 17 PM Page 1 of 1	Evaluation Inquiry Summary			
Supervisor	Filters Supervisors: Da Status: All Evaluation Type: Location: All Supervisors	vis, Nancy All S		Evaluation Period: All Only Active Assignments: True			
Information	P000123 Davis, Nancy					Evaluator A	ction
	Staff N	umber Staff N	ame	Title	e	Start Date End Date	Action
Staff Information		Becker,	, Michael	High	h School Teacher	03/06/2008	Evaluator Action
		Period	Evaluation		Status	Eval Start	Eval End
Stoff Spacific		FALL 13	FALL2013: Fall 2013 E	valuation	Returned	10/01/2013	
Evaluation	010698	Lifellea	rn, Alan	High	h School Teacher	09/09/2013	Staff Action
Information		Period	Evaluation		Status	Eval Start	Eval End
		FALL 13	FALL2013: Fall 2013 E	valuation	Reflection	10/01/2013	
	010703	Lifellea	rn, Ellen	High	h School Teacher	09/09/2013	
		Period	Evaluation		Status	Eval Start	Eval End
		FALL 13	FALL2013: Fall 2013 E	valuation	Complete	10/01/2013	
	010706	Lifellea	rn, Heather	High	h School Teacher	09/09/2013	Evaluator Action
		Period	Evaluation		Status	Eval Start	Eval End
		FALL 13	FALL2013: Fall 2013 E	valuation	Draft	10/01/2013	