

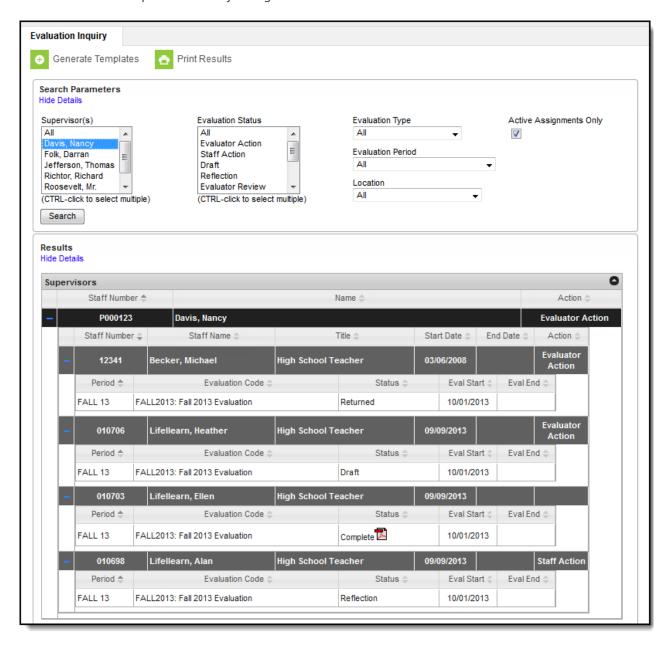
## Print a Status Report (Evaluation Inquiry Summary)

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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.



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.

