

Generate Evaluations for Supervisors to Use

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 an administrator, you can generate evaluations for supervisor's direct reports.

Before you can generate evaluations, Evaluation Templates must already be set up. See the article [Evaluation Templates](#) for more information.

Complete the following steps to generate evaluations for your supervisor's direct reports.

1. Click the **Generate Templates** button.

Result

The New Evaluation(s) window displays.

The screenshot shows the 'New Evaluation(s)' window with the following elements:

- Buttons:** 'Generate Templates' (highlighted in red), 'Print Results'.
- Search Parameters:** 'Supervisor(s)' dropdown with a search box.
- Results:** 'Supervisor(s)' table with expandable rows.
- New Evaluation(s) Window:**
 - Header: 'New Evaluation(s) [X]'
 - Text: 'Select options for Generating Evaluation Templates and click "Next" to complete the process.'
 - Section: '*Staff Member(s) - Assignment'
 - Dropdown: 'All' (selected)
 - List:
 - Abra, Dean - High School Teacher
 - Adams, Amelia - High School Teacher
 - Alderson, Chris - Teacher
 - Allen, David - High School Teacher
 - Anguish, Canton - Teacher
 - Bailey, Carol - Teacher
 - Bailey, Cherylanne - Teacher
 - Baker, Anne - Elementary School Teacher
 - Becker, Michael - High School Teacher
 - Becker, Michael - Technology Assistant
 - Bell, Caroline - Teacher
 - Bell, Cheryl - Teacher
 - Bloom, Charlie - Teacher
 - Davis, George - High School Teacher
 - King, Brenda - Elementary School Teacher
 - Lee, Bethany - High School Teacher
 - Lifellearn, Alan - High School Teacher
 - Lifellearn, Ellen - High School Teacher
 - Lifellearn, Mike - High School Teacher
 - Text: '(CTRL-click to select multiple)'
 - Form Fields:
 - 'Choose an Evaluation' dropdown
 - '*Evaluation Period' dropdown
 - 'Filter Evaluations by Type' dropdown
 - '*Evaluation' dropdown
 - '*Start Date' and 'End Date' date pickers
 - Checkbox: 'Use today's date'
 - Text area: 'Message To Supervisors'
 - Buttons: 'Next', 'Back', 'Add', 'Cancel'

2. Select the **Staff Member(s)** for whom you want to create an evaluation.
3. Select the **Evaluation Period**.

If there are multiple evaluation templates in the Evaluation Period, you can filter the evaluation templates by selecting *Annual*, *Interim* or *Observation* in the **Filter Evaluations by Type** dropdown list.

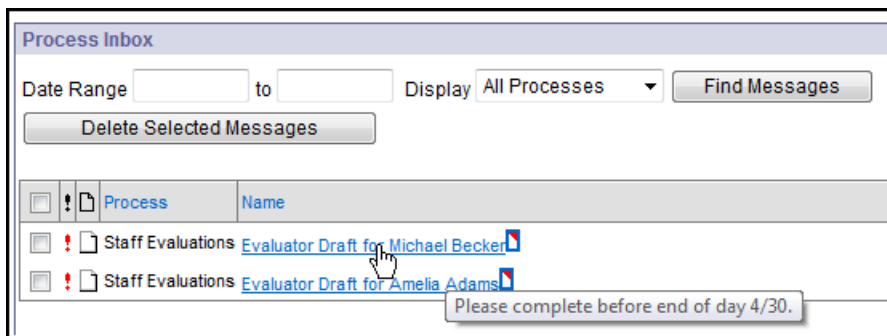
4. Select the **Evaluation** you want to generate.
Result
The default **Start Date** from the Evaluation displays.
5. Update the **Start Date** and **End Date** as necessary. (*optional*)

Mark the **Use today's date** checkbox to automatically insert the current date in the **Start Date** field.

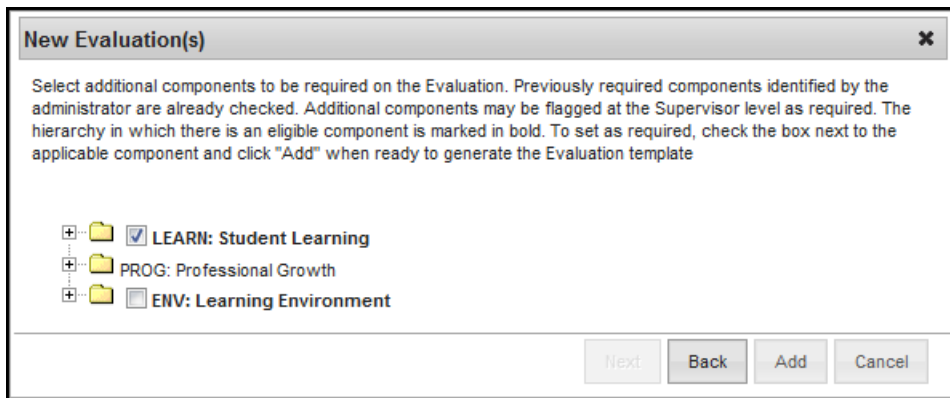
6. Enter a **Message to Supervisors**. (*optional*)

▶ [Click here to expand...](#)

The message you enter displays when the supervisor hovers over the alert in their Process Inbox.



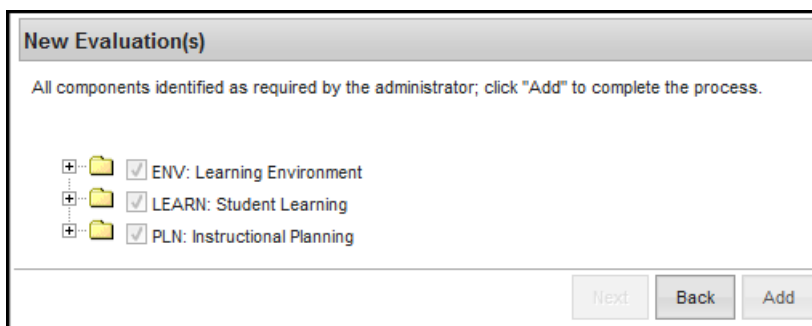
7. Click **Next**.
Result
The following window displays.



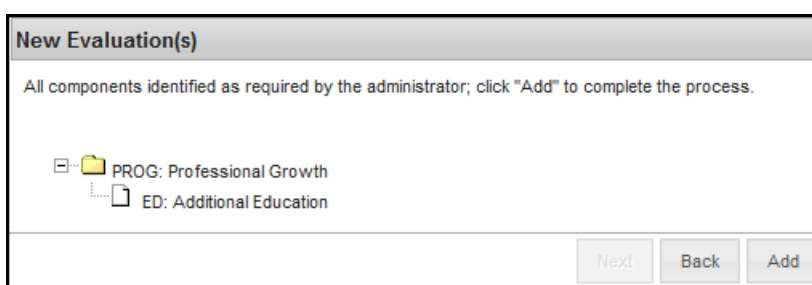
8. Mark the checkboxes next to the component(s) for which you require a rating. (*optional*)

▶ [Click here to expand...](#)

If all categories are already required, all checkboxes are disabled.



A checkbox does not display if the Category is marked as "Observation Only."



9. Click the **Add** button.

Result

A confirmation message displays.

10. Click **OK**.