

Generate Evaluations for Supervisors to Use

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Tool Search: Evaluation Inquiry

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

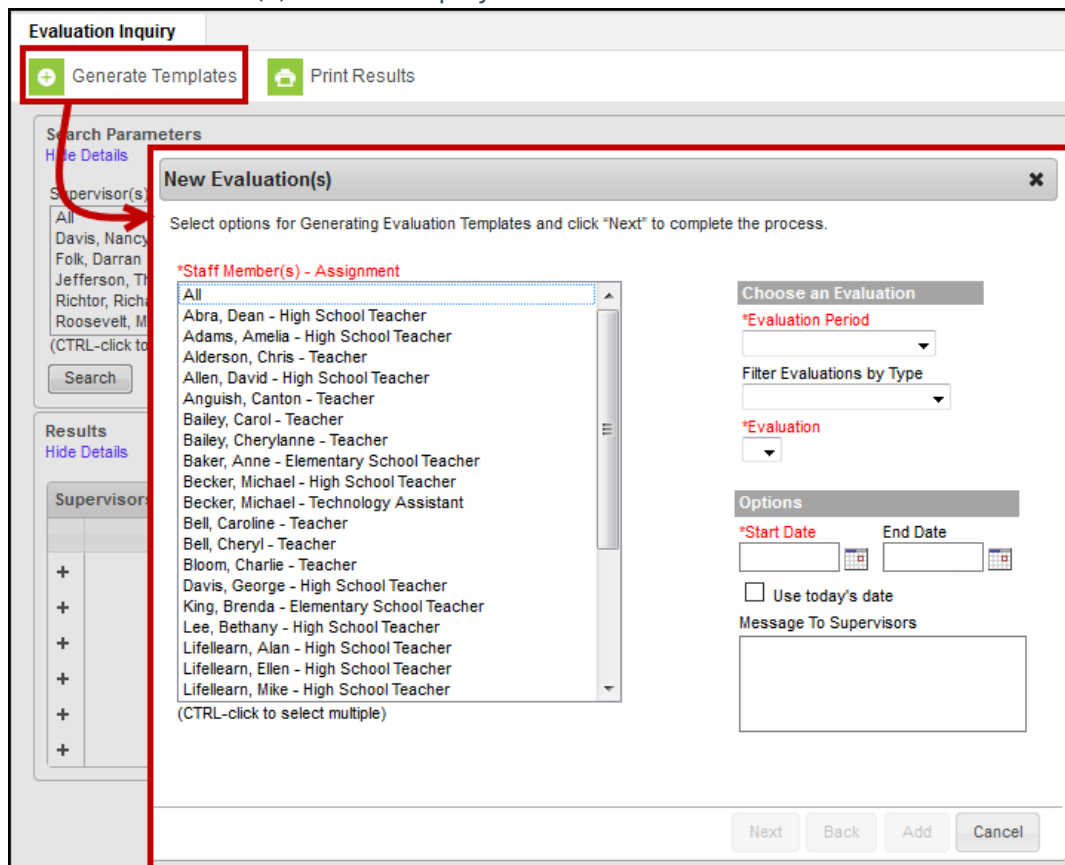
Before you can generate evaluations, Evaluation Templates must already be set up. See the article [Evaluation Templates](#) for more information.

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.



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.

- Select the **Evaluation** you want to generate.

Result

The default **Start Date** from the Evaluation displays.

- 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.

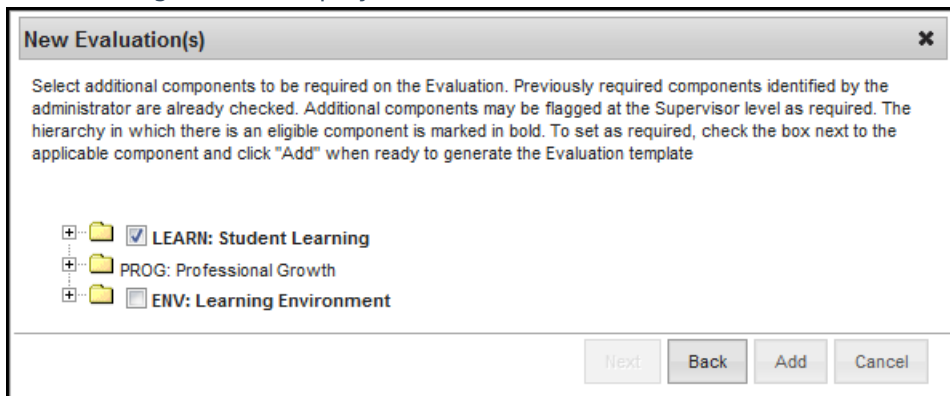
- Enter a **Message to Supervisors**. (*optional*)

▶ [Click here to expand...](#)

- Click **Next**.

Result

The following window displays.



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

▶ [Click here to expand...](#)

- Click the **Add** button.

Result

A confirmation message displays.

- Click **OK**.