



Directions to Print and/or PDF Evaluations in PeopleSoft

Log in to PeopleSoft and click on the Performance Management tile (under Employee Self Service, which is the default).

- Click Evaluation Employee Select tab on left and the following will open:

The screenshot shows the 'Employee Self Service' interface with the 'SDLC Performance Management' header. On the left, the 'Evaluation Employee Select' tab is selected. The main area displays a table with columns: Empl ID, Name, Last Name, HR Status, Job Family, Function, Sub-Function, and Select. A red arrow points to the 'Select' button in the first row of the table.

- Click on Select and the list of your evaluations will populate.

Name:

Empl ID: Empl Rcd: 0

Evaluation Type: Evaluation

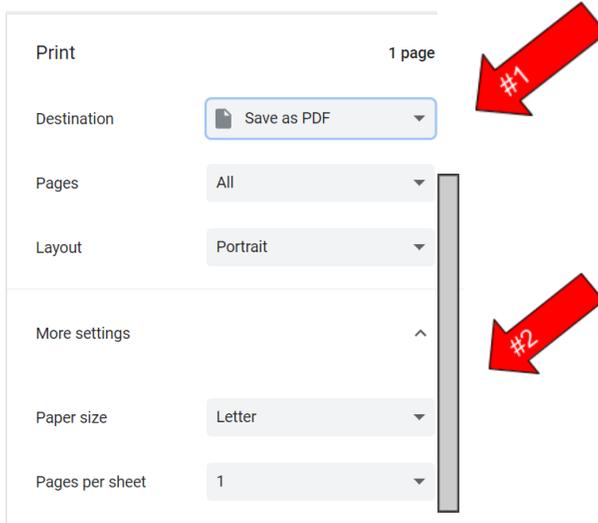
[Visit Final Performance Evaluation Summary Site](#)

This page does not automatically refresh after an evaluation action is taken. If your data looks incorrect, please click the return button and then select to reenter this page.

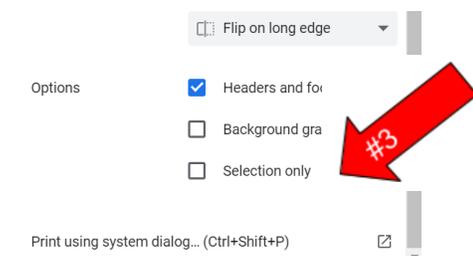
School Year	Eval Date	Job Family	Job Function	Document Type	Evaluation Status	Eval Period	MGR Rtg	Student Performance Rating	Final Performance Rating	Select
2020-2021	06/11/2021	INSTR	TCH	Manager Review	Complete	Final	Highly Effective	Effective	Highly Effective	Select
		INSTR	TCH	Self Evaluation	Complete	Final	Highly Effective			Select
2018-2019	06/30/2019	INSTR	TCH	Manager Review	Complete	Final	Highly Effective	Effective	Highly Effective	Select
2017-2018	06/13/2018	INSTR	TCH	Self Evaluation	In Progress	Final	Highly Effective			Select
2017-2018	01/31/2018	INSTR	TCH	Manager Review	Complete	Final	Highly Effective	Effective	Highly Effective	Select
		INSTR	TCH	Self Evaluation	Complete	Final				Select



- Once the evaluations populate you will use the following steps to print:
 - Control+A (hold down control and press A) to select all
 - Control+P (hold down control and press P) to open Print menu
 - From here you can either print or save as PDF so you can keep electronic copies (and then print as needed from the PDFs)
 - First (#1 in graphic below), change print destination to Save as PDF
 - Second (#2), scroll down to Options



- Third (#3) Be sure “Selection Only” is UNchecked



- Click SAVE and Name the applicable file. Once you've saved the PDF, you can email/print it like any other document.