

HOW TO VIEW AND PRINT PAST EVALUATIONS AFTER SUBMITTING

- 1) Log into SmartEvals as you normally would
- 2) Click on Review Forms/Completed Evals

BEREA LABOR EVALUATIONS

Review Forms EvalCenter Reports Account Help Exit

Completed Evals

Please Select A Survey To Complete

Course	Dept	Type	Level	Name	Instructor	Begin Date	End Date	
Evaluate: S59310-2012Y	4022-6740	2	S	Office Assistant	[Redacted]	10/24/2012	04/08/2013	Supervisor Final
Evaluate: S59306-2012Y	4022-6740	4	P	Office Assistant	Pierce	10/24/2012	04/08/2013	Supervisor Final
Evaluate: S59306-2012Y	4022-6740	4	P	Office Assistant	Garland	10/24/2012	04/08/2013	Supervisor Final
Evaluate: S59310-2012ST	4022-6740	2	S	Office Assistant	John Ogile	10/24/2012	04/08/2013	Supervisor Final

For Technical assistance please contact: David Slinker

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Timelines for This Term

March 6 - April 8 *Open to Supervisors Only

April 9 - April 21 Open to Students Only (All current evaluation data is shared at this time)

April 22 - May 19 **Open to Supervisors Only

May 20 - May 31 Open to Students Only

hide

- 3) You will see (below) a list of recently completed evaluations. Evaluations on this page are generally the most recent/current timelines within the past year.
- 4) Review the information: Position Title, Student Name, Completion Date, Supervisor Spring/Fall Term, and the Print options.
- 5) Determine the correct student and the correct evaluation based on the completion date and Spring/Fall Term designations.
- 6) Click "Print"

BEREA LABOR PROGRAM EVALUATIONS

Review Forms Session Management Edit Reports Survey Setup Account Help

note

Dept	Position	Name	WLS Level	Completion Date	Begin Date	End Date	Complete	Dropped	Window Name
4022-6740	Labor Training Assistant	[Redacted] Conley	Primary	05/12/16	03/04/16	05/31/16	Yes	No	Supervisor 2 SLE Spring Final Print
4022-6740	Labor Training Assistant	[Redacted] Stringer	Primary	05/12/16	03/04/16	05/31/16	Yes	No	Supervisor 2 SLE Spring Final Print
4022-6740	Labor Training Assistant	[Redacted] Conley	Primary	01/10/16	12/12/15	02/05/16	Yes	No	Supervisor 2 SLE Fall Term Print
4022-6740	Labor Training Assistant	[Redacted] Stringer	Primary	01/10/16	12/12/15	02/05/16	Yes	No	Supervisor 2 SLE Fall Term Print
4022-6740	Labor Training Assistant	[Redacted] Kafley	Primary	01/10/16	12/12/15	02/05/16	Yes	No	Supervisor 2 SLE Fall Term Print

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- Clicking "Print" will create a pdf version of the evaluation and a print window should appear. Simply select the printer of your choice and print. Note: Some systems will allow you to print to a "pdf" version which could be saved as an electronic file on your PC.

SmartEvals! BERE LABOR EVALUATIONS

Review Forms EvalCenter Reports Account Help Exit

Print Dialog:

- Select Printer: LsLxT1 on Print-NT
- Status: Ready
- Page Range: All
- Number of copies: 1

Question Text	Answer
Attendance: Mid	15 out of 20
Accountability: Mid	8 out of 10
Teamwork: Mid	9 out of 10
Initiative: Mid	9 out of 10
Respect: Mid	8 out of 10
Learning: Mid	18 out of 20
Job Specific: Mid	18 out of 20
Total Score:	85 out of 100
Total Score:	85 out of 100
ATTENDANCE: Supervisor Comments	Student Manager indicates only one occasion when advance notice was not given of absence at the beginning of the term.
TEAMWORK: Supervisor Comments	Demonstrates excellent teamwork in managing day to day operations within the Labor Program and Student Payments Office.

FOR EVALUATIONS NOT FOUND IN "PREVIEW FORMS/COMPLETED EVALS"

- For older evaluations (over 1 year) not found in "Preview Forms/Completed Evals" click on "Reports/Survey Results"

SmartEvals! BERE LABOR EVALUATIONS

Review Forms EvalCenter Reports Account Help Exit

Survey Results

Please Select A Survey To Complete

	Course	Dept	Type	Level	Name	Instructor	Begin Date	End Date	
Evaluate:	2012Y S59310-6740	4022-6740	2	S	Office Assistant	Cassandra Rolin	10/24/2012	04/08/2013	Supervisor Final
Evaluate:	2012Y S59306-6740	4022-6740	4	P	Office Assistant	Jessica Pierce	10/24/2012	04/08/2013	Supervisor Final
Evaluate:	2012Y S59306-6740	4022-6740	4	P	Office Assistant	AnnMarie Garland	10/24/2012	04/08/2013	Supervisor Final
Evaluate:	2012ST S59310-6740	4022-6740	2	S	Office Assistant	John Ogle	10/24/2012	04/08/2013	Supervisor Final

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- 5) After reviewing this information, you can select any tab across the top of the screen to view other relevant information. One of particular interest could be the “Statistics” tab.

Question Text	N	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Grp Mid Point Score																							
Grp Final Score																							
Overall Attendance Mid	1																				100%	(1)	
Overall Accountability Mid	1																				100%	(1)	
Overall Teamwork Mid	1																				100%	(1)	
Overall Initiative Mid	1																				100%	(1)	
Overall Respect Mid	1																				100%	(1)	
Overall Learning Mid	1																				100%	(1)	
Overall Job Specific Mid	1																				100%	(1)	
Overall Attendance Final	1																				100%	(1)	
Overall Accountability Final	1																				100%	(1)	
Overall																							

- 6) After clicking the “Statistics” tab, you see comparison ratings across the school as described below.

Question Text	N	Avg	SD	4022-6740	Avg	4022-6740	SD	Job	Avg	Div	SD	Company	Avg	Company	SD
Grp Mid Point Score		12.6	4.8	12.3		0	0	0	0	0	0	11.9		0	
Grp Final Score		2.3	4.1	12.5		0	0	0	0	0	0	12.1		0	
1 Overall Attendance Mid	1	18	0	17.3		0	3	0	0	0	0	16.6		0	
3 Overall Accountability Mid	1	9	0	8.3		0	3	0	0	0	0	8.2		0	
5 Overall Teamwork Mid	1	9	0	8.4		0	3	0	0	0	0	8.4		0	
7 Overall Initiative Mid	1	8	0	8.6		0	3	0	0	0	0	8.1		0	
9 Overall Respect Mid	1	9	0	8.6		0	3	0	0	0	0	8.7		0	
11 Overall Learning Mid	1	17	0	17.2		0	3	0	0	0	0	16.7		0	
13 Overall Job Specific Mid	1	18	0	17.7		0	3	0	0	0	0	16.8		0	
16 Overall Attendance Final	1	16	0	17		0	3	0	0	0	0	16.7		0	
18 Overall Accountability Final	1	9	0	8.6		0	3	0	0	0	0	8.4		0	
20 Overall Teamwork Final	1	9	0	9.0		0	3	0	0	0	0	8.5		0	
22 Overall Initiative Final	1	9	0	8.5		0	3	0	0	0	0	8.3		0	
24 Overall Respect Final	1	9	0	9.0		0	3	0	0	0	0	8.8		0	
26 Overall Learning Final	1	17	0	17.7		0	3	0	0	0	0	17.0		0	
28 Overall Job Specific Final	1	17	0	17.8		0	3	0	0	0	0	17.1		0	
Total Score - Mid	1	88	0	0		0	3	0	0	0	0	0		0	

7) To view actual evaluations, click on the “Individual Evaluations” tab.

The screenshot shows the SmartEvals! interface with the 'Individual Evaluations' tab selected. A red arrow points to this tab. The interface displays two evaluation reports for 'Berea Labor Evaluations'.

Report 1:

- Office Assistant Section: 0 Spring 2011
- Taken by: [Redacted]
- Text response questions: Love her! She is being very patient and tolerant with some situations that has been going on in our office. She is a relaxed and rather peaceful person to be around. I would be lost if I didn't have her. She keeps us laughing and rather relaxed if we tend to get stressed out. She has a huge heart, when it comes to any individual in the office.
- Supervisor Name: [Redacted]
- Employee Name: [Redacted]

Report 2:

- Office Assistant Section: 0 Spring 2011
- Taken by: Darlene Stocker
- Single answer questions table:

Single answer questions	Answers
Overall Attendance Mid	18
Overall Accountability Mid	9
Overall Teamwork Mid	9
Overall Initiative Mid	8
Overall Respect Mid	9
Overall Learning Mid	17
Overall Job Specific Mid	18
Total Score - Mid	88

Text response questions: Mid: Attendance [Redacted] has done a great job despite having some health issues this fall. She is extremely accountable and gives me advance notice of missed labor.

8) Here you will see evaluation scores and comments made by you as well as student response comments for this evaluation individual evaluation.

9) You can “Export Report to PDF” which allows you to print or save as a file to your PC.

NOTE: If you are looking for an evaluation and cannot find it in the reports section, it is most likely in the “Review Forms/Completed Evals” section as first described above.