

## Fill-Out Evaluation for an Outside Evaluator

This functionality allows Program Administrators to fill-out evaluations for Outside Evaluators. It is highly recommended that all capable Outside Evaluators perform this function themselves.

To use this functionality, click on the 'Fill-out Evaluation for Outside Evaluator' link from the main 'Evaluations' page (as an Administrator) and then select the applicable Faculty member. All of the outstanding evaluation requests will then be displayed. Click on the evaluation to be completed and enter the information. Only forms that have been delivered to the Faculty evaluator will appear as selections for the Program Administrator.

**Note:** An audit trail will be kept to identify which evaluations were completed by an Administrator on behalf of an Outside Evaluator.