

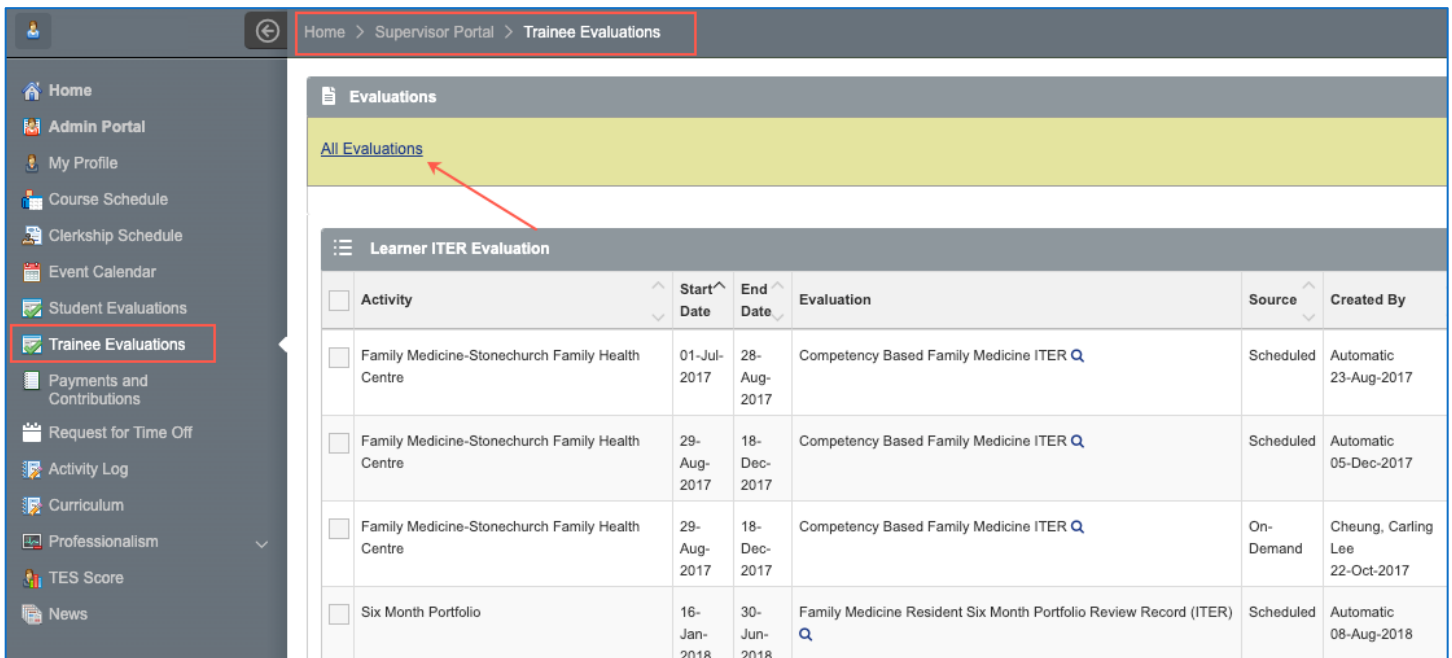
# HOW TO FILTER MY EXISTING EVALUATIONS ON MY DESKTOP COMPUTER

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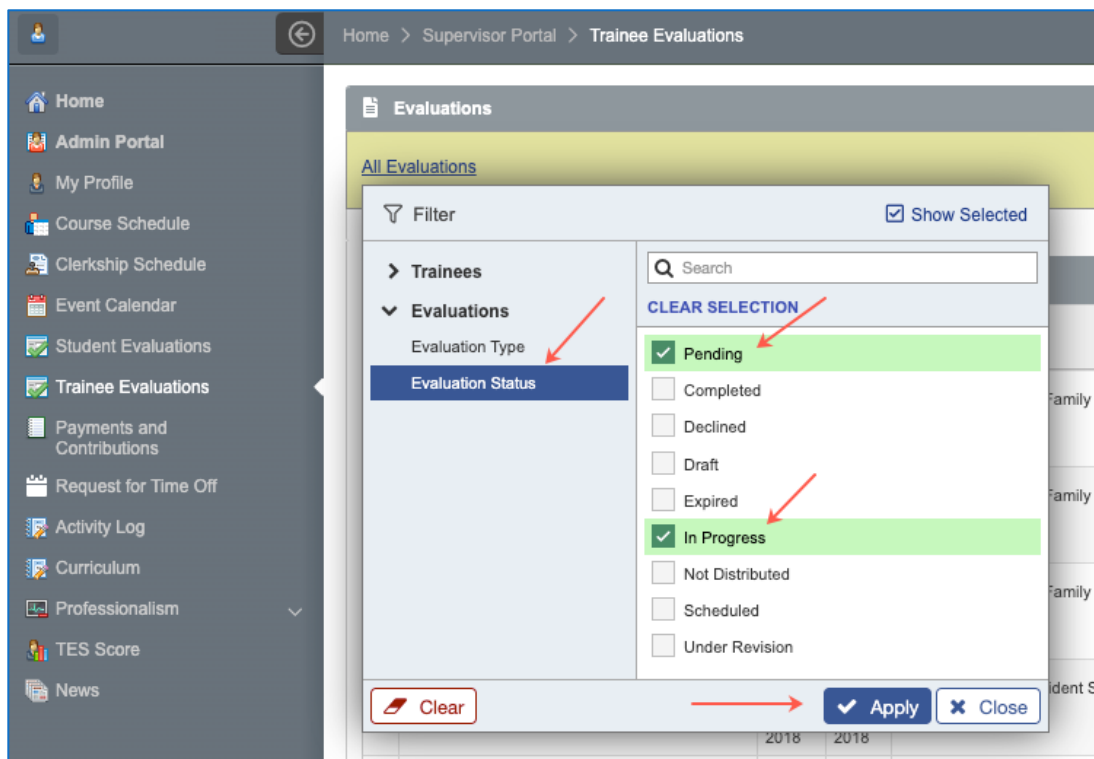
TARGET AUDIENCE: SUPERVISORS

Updated July 2, 2020

- From your Supervisor Portal, Under the Trainee Evaluation section, you can click the 'Evaluations' link at the top of your screen to filter your evaluations.



- Best practice is to filter on the Evaluation Statuses of Pending and In Progress. Click 'Apply' to set the filter.



## QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at [medsis@mcmaster.ca](mailto:medsis@mcmaster.ca)