

Job Aid Manager

Performance Evaluation Process

Employee & Organizational Development
The University of New Mexico



Bulk Performance Review Report

The Bulk Performance Review Report allows you to print and save up to 500 PDF's. You are able to process a report that contains all of your direct reports.

• Click on Reports->Standard Reports



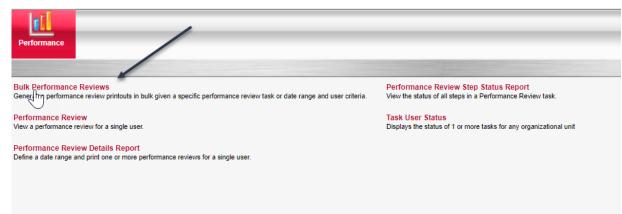
Click on Bulk Performance Reviews



Home Performance UNMJobs Reports Recruiting Resources

Reports

lick on a report category to view those reports. You may search for any reports by title or description.



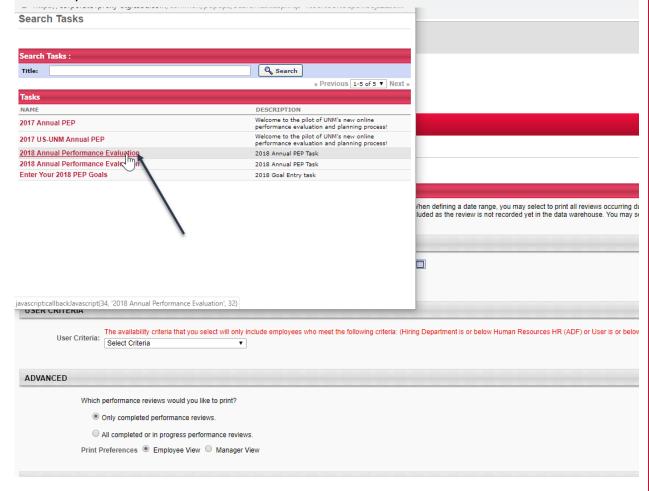
• Enter in the **Date Range**

Home	Performance	UNMJobs	Reports	Recruiting Resources			
Reports >							
Bulk Per	rformance Rev	iews					
Report C	riteria						
	the Task. This report is						a date range, you may select to print all reviews occurring during the range or only completed review review is not recorded yet in the data warehouse. You may select to print all reviews in either the Ma
REVIEW	FILTERS						
	Date Crit	eria: Sele	ect 🔻	From: 1/1/2019	To: 12/31/2019		
	Task:		ect Task		و		
USER C	RITERIA						
ADVANG	Which perform Perform	nance reviews	for which the r		contained within the date filter e performance review period.	s.	
	FILLEFICIOIO	ices - Lin	noyee view	Manager view			
PROCE	SS REPORT						
		Report		port title is entered, the title of	the report will default to Bulk	Performance Reviews)	
			III Proce	ess Report			

· Choose the Task.

(If you don't choose the task it will include the 2018 goals and the Performance Evaluation. Choose the 2018 Performance Evaluation to get your direct report's full Evaluation)

You have many option's to choose from in selecting the User Criteria.
 Remember that the report will only include yourself and your direct reports.

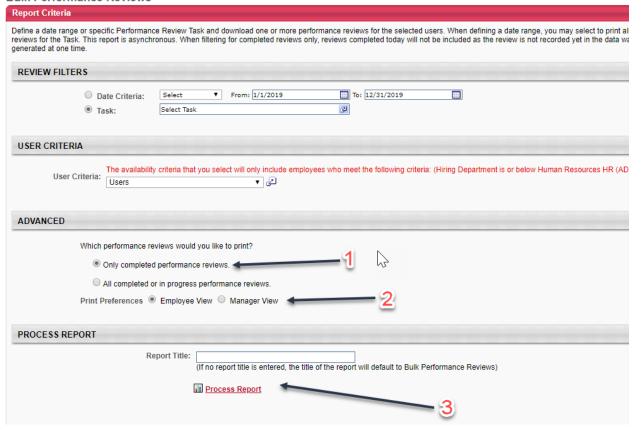


Select Users

Bulk Performance Reviews Report Criteria Define a date range or specific Performance Review Task and download one or more performance reviews for the selected users. When defining a date reviews for the Task. This report is asynchronous. When filtering for completed reviews only, reviews completed today will not be included as the review. generated at one time. **REVIEW FILTERS** Date Criteria: ▼ From: 1/1/2019 To: 12/31/2019 Select Task: Select Task **USER CRITERIA** The availability criteria that you select will only include employees who meet the following criteria: (Hiring Department is or User Criteria: Select Criteria Select Criteria **Employment Area** Position Class **ADVANCED** Hiring Department Group Position Number Which p Job Suffix Contract Type Labor Index Labor Account Supervisor Print Pl Job Change Reason IPEDS Primary Function Primary Activity Employee Group PROCESS REPORT Report Title: (If no report title is entered, the title of the report will default to Bulk Performance Reviews)

- You may choose to include only completed Performance Evaluations or include Evaluations that are in progress (1)
- Choose either the Employee View or Manager View (2)
- Give the report a Title and Click Process Report (3)

Bulk Performance Reviews





The Report will show up at the bottom of the screen under Processed Reports.
 Click on the Folder under Output. This will open a Zip File that contains all the PDF's in your report. You can save them or print them.