PEP ONLINE

Job Aid Manager

Performance Evaluation Process

Employee & Organizational Development
The University of New Mexico

2/28/2019

UNM HUMAN RESOURCES

UNMJOBS.UNM.EDU

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.

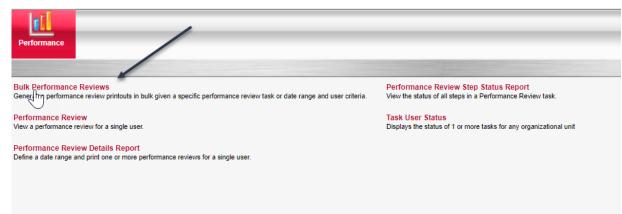- Click on **Reports->Standard Reports**

THE UNIVERSITY OF NEW MEXICO **Stage!!!**

| Home | Performance | UNMJobs | Reports | Recruiting Resources |

Welcome, Louie.

Standard Reports
Reporting 2.0

Looking for a Job?

Staff & Faculty: Search for jobs in the **CAREER CENTER!**

Students: Search for jobs on the **CAREER SITE!**

Announcements & Resources

Informational Resources:

- UNM Calendars
- Payroll Schedule
- Employment Knowledge Base
- New Employee Toolkit
- For assistance with HTML formatting when creating a requisition, see the 'Using HTML' info box within your employment area's Recruiting Resources tab.

Onboarding Tasks

No Pending Actions

Performance Evaluation Tasks

Due Date

Complete Manager Evaluation of Lucy Lobo   2/28/2019

1

- Click on **Bulk Performance Reviews**

- Enter in the **Date Range**

- 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.
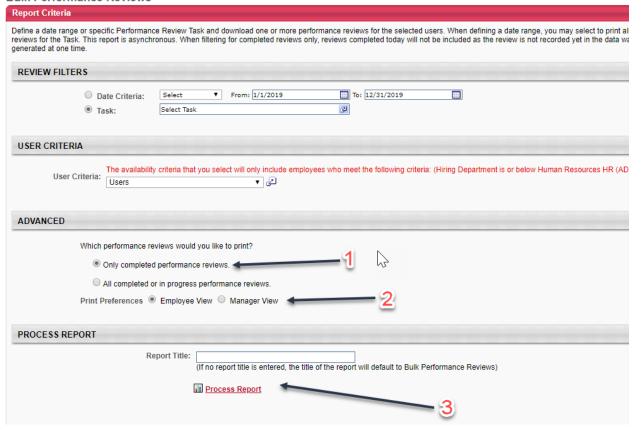

- Select **Users**

- 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)**

- 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.