

PEP
ONLINE

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**

A screenshot of the UNM HR system interface. The top navigation bar includes tabs for Home, Performance, UNMJobs, Reports, and Recruiting Resources. The Reports tab is selected, and a dropdown menu shows 'Standard Reports' and 'Reporting 2.0'. Below the navigation bar, there are several panels: 'Looking for a Job?' with links for Staff & Faculty and Students; 'Announcements & Resources' with a list of informational resources; 'Onboarding Tasks' showing 'No Pending Actions'; and 'Performance Evaluation Tasks' with a table listing 'Complete Manager Evaluation of Lucy Lobo' with a due date of 2/28/2019.

Performance Evaluation Tasks	Due Date
Complete Manager Evaluation of Lucy Lobo	2/28/2019

- Click on **Bulk Performance Reviews**



Reports

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

Performance

Bulk Performance Reviews
Generate performance review printouts in bulk given a specific performance review task or date range and user criteria.

Performance Review
View a performance review for a single user.

Performance Review Details Report
Define a date range and print one or more performance reviews for a single user.

Performance Review Step Status Report
View the status of all steps in a Performance Review task.

Task User Status
Displays the status of 1 or more tasks for any organizational unit.

- Enter in the **Date Range**

Home Performance UNMJobs Reports Recruiting Resources

Reports >

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 range, you may select to print all reviews occurring during the range or only completed reviews for the Task. This report is asynchronous. When filtering for completed reviews only, reviews completed today will not be included as the review is not recorded yet in the data warehouse. You may select to print all reviews in either the Main generated at one time.

REVIEW FILTERS

Date Criteria: From: To:

Task:

USER CRITERIA

User Criteria: The availability criteria that you select will only include employees who meet the following criteria: (Hiring Department is or below Human Resources HR (ADF) or User is or below Louie Lobo)

ADVANCED

Which performance reviews would you like to print?

Performance reviews for which the completion date is equal to or contained within the date filters.
 Performance reviews for which the report date criteria overlaps the performance review period.

Print Preferences Employee View Manager View

PROCESS REPORT

Report Title:
(If no report title is entered, the title of the report will default to Bulk Performance Reviews)

[Process 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 options to choose from in selecting the **User Criteria**. Remember that the report will only include yourself and your direct reports.

Search Tasks

Search Tasks :

Title:

« Previous 1-5 of 5 Next »

NAME	DESCRIPTION
2017 Annual PEP	Welcome to the pilot of UNM's new online performance evaluation and planning process!
2017 US-UNM Annual PEP	Welcome to the pilot of UNM's new online performance evaluation and planning process!
2018 Annual Performance Evaluation	2018 Annual PEP Task
2018 Annual Performance Evaluation	2018 Annual PEP Task
Enter Your 2018 PEP Goals	2018 Goal Entry task

When defining a date range, you may select to print all reviews occurring during the date range. Reviews completed during the date range but not yet recorded in the data warehouse will not be included as the review is not recorded yet in the data warehouse. You may select to include these reviews.

javascriptcallback/javascript(34, '2018 Annual Performance Evaluation', 32)

USER CRITERIA

User Criteria: The availability criteria that you select will only include employees who meet the following criteria: (Hiring Department is or below Human Resources HR (ADF) or User is or below Human Resources HR (ADF))

ADVANCED

Which performance reviews would you like to print?

Only completed performance reviews.

All completed or in progress performance reviews.

Print Preferences Employee View Manager View

- 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 range, you may select to print all reviews occurring during the date range. Reviews completed during the date range but not yet recorded in the data warehouse will not be included as the review is not recorded yet in the data warehouse. You may select to include these reviews.

REVIEW FILTERS

Date Criteria: From: To:

Task:

USER CRITERIA

User Criteria: The availability criteria that you select will only include employees who meet the following criteria: (Hiring Department is or below Human Resources HR (ADF) or User is or below Human Resources HR (ADF))

ADVANCED

Which performance reviews would you like to print?

Only completed performance reviews.

All completed or in progress performance reviews.

Print Preferences Employee View Manager View

- Select Criteria
- Employment Area
- Position Class
- Hiring Department
- Group
- Position Number
- Job Suffix
- Contract Type
- Labor Index
- Labor Account
- Supervisor
- Job Change Reason
- IPEDS Primary Function
- Primary Activity
- Employee Group
- Users

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

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 range, you may select to print all reviews for the Task. This report is asynchronous. When filtering for completed reviews only, reviews completed today will not be included as the review is not recorded yet in the data was generated at one time.

REVIEW FILTERS

- Date Criteria: From: To:
 Task:

USER CRITERIA

User Criteria: The availability criteria that you select will only include employees who meet the following criteria: (Hiring Department is or below Human Resources HR (AD

ADVANCED












Which performance reviews would you like to print?

- Only completed performance reviews. 1
 All completed or in progress performance reviews.
 Print Preferences Employee View Manager View 2

PROCESS REPORT

Report Title:
(If no report title is entered, the title of the report will default to Bulk Performance Reviews)

 [Process Report](#) 3

PROCESS REPORT				
Report Title: <input type="text"/>				
<small>(If no report title is entered, the title of the report will default to Bulk Performance Reviews)</small>				
Process Report				
Processed Reports				
Report Name	Create Date	Last Run	Output	Options
hr-users	01/15/2019	01/15/2019		  
hr-users	01/15/2019	01/15/2019		  
test employee group	01/16/2019	01/16/2019		  

- 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.