Managers may run "Standard Reports." This is accessible from your UNMJobs homepage->Reports->Standard Reports.
You will have the option to run the following reports:

- **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 one or more tasks for any organizational unit.

Enter in the desired information and click “Print Performance Review.”
Performance Review Details Report

- Select the desired criteria and click "Process Report."

Performance Review Step Status Report

- Enter the criteria and click on either "Printable Version" or "Export to Excel."
• Enter the criteria and click on either “Printable Version,” “Export to Excel,” or “Export to Text”