



2020 Performance Evaluation Training

Running Reports



Standard Reports

Click Reports and Standard Reports

Welcome, Louie.

Standard Reports

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 Performance Evaluation	3/15/2020

Need Help?

[UNMJobs Help for Hiring Coordinators, Depart](#)

[UNMJobs Support Information](#)

[UNMJobs Feedback](#)

Help with Online Performance Evaluations:

[Visit the Performance Evaluation Website](#)

[Send an Email to Human Resources PEP](#)



Reports

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

Performance

Bulk Performance Reviews Generates performance review printouts in bulk given a specific performance review task or date range and user criteria.	Performance Review Details Report Define a date range and print one or more performance reviews for a single user.
Goal Details Displays the details of each goal during a specific period for a single user where the user is the goal owner.	Performance Review Step Status Report View the status of all steps in a Performance Review task.
Goal Status Display a summary of goal statuses for a specific set of users.	Task User Status Displays the status of 1 or more tasks for any organizational unit.
Performance Review View a performance review for a single user.	

These are the reports that you will most likely have access to.

Bulk Performance Reviews

Reports

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Bulk Performance Reviews

Generates performance review printouts in bulk given a specific performance review task or date range and user criteria.

Goal Details

Displays the details of each goal during a specific period for a single user where the user is the goal owner.

Goal Status

Display a summary of goal statuses for a specific set of users.

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.

You can print/download up to 500 performance evaluation.

Bulk Report

Home Performance UNMJobs Reports Recruiting Resources

On Wednesday, November 13, 2019 from 3:00 PM MST to 7:00 PM MST, your portal will be briefly unavailable due to a software update.

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 included as the review is not recorded yet in the data warehouse. You may select to print all reviews in either the Manager view or the Employee view. Note that there is a limit of 500 per

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: (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)

USER CRITERIA

User Criteria: The availability criteria that you select will only include employees who meet the following criteria:

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)

Processed Reports

Report Name	Create Date	Last Run	Output	
				0

1. Enter date range.

2. Choose the task.

3. Select the user criteria.

4. Choose which reviews.

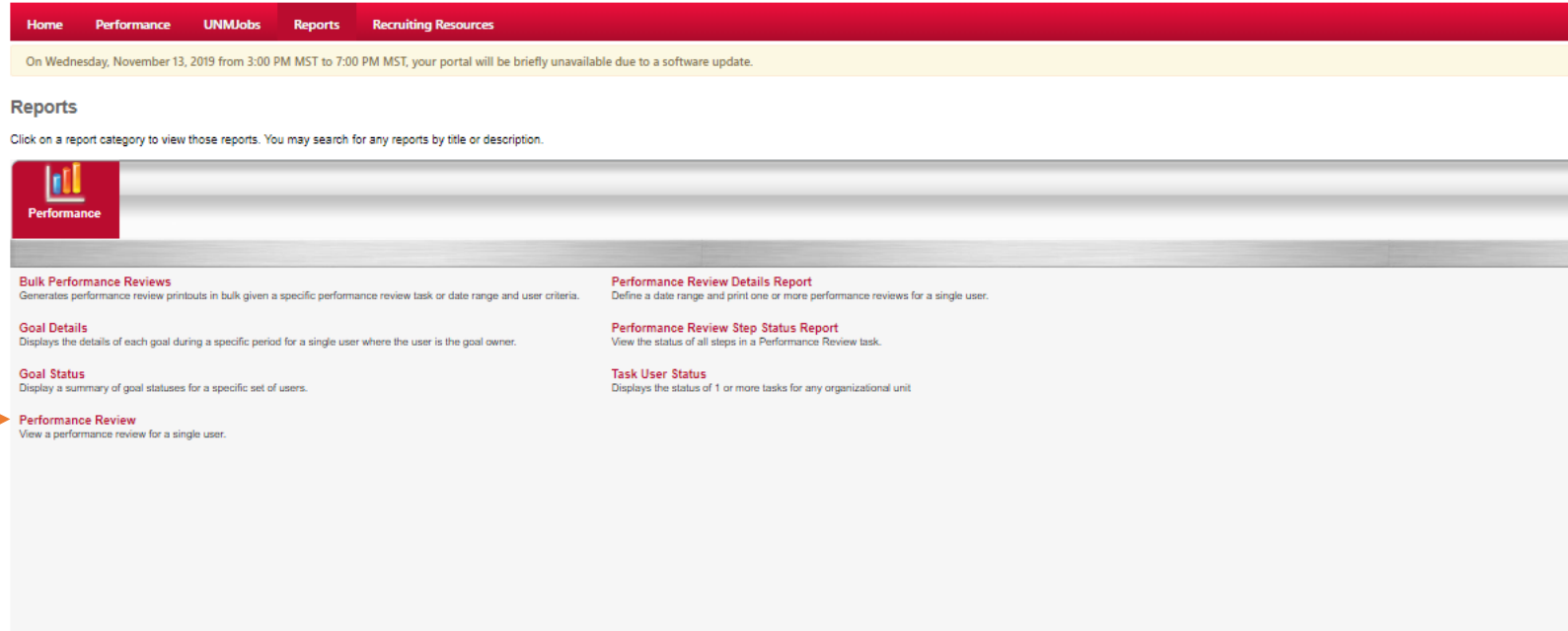
5. Give the report a title.

6. Process report.

User Criteria



Performance Review for single User



The screenshot shows a web application interface with a red navigation bar at the top containing links for Home, Performance, UNMJobs, Reports, and Recruiting Resources. Below the navigation bar is a yellow notification banner stating: "On Wednesday, November 13, 2019 from 3:00 PM MST to 7:00 PM MST, your portal will be briefly unavailable due to a software update." The main content area is titled "Reports" and includes a sub-header: "Click on a report category to view those reports. You may search for any reports by title or description." A "Performance" category is selected, indicated by a red icon and label. Below this, a grid of report options is displayed:


- Bulk Performance Reviews**: Generates performance review printouts in bulk given a specific performance review task or date range and user criteria.
- Performance Review Details Report**: Define a date range and print one or more performance reviews for a single user.
- Goal Details**: Displays the details of each goal during a specific period for a single user where the user is the goal owner.
- Performance Review Step Status Report**: View the status of all steps in a Performance Review task.
- Goal Status**: Display a summary of goal statuses for a specific set of users.
- Task User Status**: Displays the status of 1 or more tasks for any organizational unit.
- Performance Review**: View a performance review for a single user.

Performance Review



Reports

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Performance

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Step Status Report

Performance review Step Report

The screenshot shows the 'Performance Review Step Status Report' interface. It includes a navigation bar with 'Home', 'Performance', 'UNMJobs', 'Reports', and 'Recruiting Resources'. A system message states: 'On Wednesday, November 13, 2019 from 3:00 PM MST to 7:00 PM MST, your portal will be briefly unavailable due to a software update.' The main content area is divided into sections: 'Report Criteria', 'USER CRITERIA', 'ADVANCED FILTERS', and 'OUTPUT'. The 'USER CRITERIA' section has a 'User Criteria' dropdown menu. The 'ADVANCED FILTERS' section has 'Performance Review Task', 'Review Steps', and 'Display OU' dropdowns. The 'OUTPUT' section has 'Printable Version' and 'Export to Excel' buttons. Three callout boxes with arrows point to these sections: 'Choose user criteria.' points to the 'User Criteria' dropdown, 'Choose the task.' points to the 'Performance Review Task' dropdown, and 'Choose how you want information displayed.' points to the 'Printable Version' and 'Export to Excel' buttons. A larger inset on the right shows a detailed view of the 'User Criteria' dropdown menu with options like 'All Users', 'Employment Area', 'Position Class', etc. Another inset at the bottom right shows a detailed view of the 'Display OU' dropdown menu with options like 'None', 'Employment Area', 'Position Class', etc. The 'Cornerstone' logo is visible at the bottom of the interface.

Reports

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



Bulk Performance Reviews

Generates performance review printouts in bulk given a specific performance review task or date range and user criteria.

Goal Details

Displays the details of each goal during a specific period for a single user where the user is the goal owner.

Goal Status

Display a summary of goal statuses for a specific set of users.

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

Print one or more Performance Reviews for a single user.

Performance Review Details Report

Performance Review Details Report

Report Criteria

Define a date range and print one or more performance reviews for a single user. You may select to print all reviews occurring during a defined date range, or only completed reviews for a defined date range. This report is asynchronous. When filtering for completed reviews only, reviews completed today will not appear in the print out as the review is not recorded yet in the data warehouse.

DATE FILTERS

Date Criteria: From: To:

1. Date.

USER CRITERIA

- Include Review data for inactive Users
- Include Review data for applicants, if available

User Criteria:

2. User criteria.

ADVANCED FILTERS

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.

PROCESS REPORT

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

[Process Report](#)

3. Process Report.

Select User

Search is limited to 1000 records only

Last Name: First Name: ID: User Name: Manager's Last Name:

(2 Results)

Name	User ID	User Name	Manager
Lobo, Louie	louie123	louie123	O'Neill, Bryan
Lobo, Lucy	lucy123	lucy123	Lobo, Louie

Processed Reports

Report Name	Create Date	Last Run	Output	Options
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