2020 Performance Evaluation Training

Running Reports
Standard Reports
Click Reports and Standard Reports
These are the reports that you will most likely have access to.
Bulk Performance Reviews
You can print/download up to 500 performance evaluation.
Bulk Report

1. Enter date range.
2. Choose the task.
3. Select the user criteria.
4. Choose which reviews.
5. Give the report a title.
Performance Review for single User
Reports

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

- **Bulk Performance Reviews**
  - Overview: performance review printouts in bulk given a specific performance review task or data 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**
  - Displays 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**
  - Defer a data 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.
Performance review Step Report

Choose user criteria.

Choose the task.

Choose how you want information displayed.
Print one or more Performance Reviews for a single user.
Performance Review Details Report

1. Date.

2. User criteria.

Contact:

Email: pep@unm.edu
Web: unmjobs.unm.edu