

PEP
ONLINE

Running Reports

Performance Evaluation Process

Employee & Organizational Development
The University of New Mexico


HUMAN
RESOURCES
UNMJOBS.UNM.EDU

Running Reports

- Managers may run "**Standard Reports.**" This is accessible from you UNMJobs homepage->Reports->Standard Reports



Home Performance UNMJobs Reports Recruiting Resources

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 /

Performance Evaluation Tasks

Enter 2018 PEP Goals
Complete Self Evaluation



Reports

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

Performance

<p>Performance Review View a performance review for a single user.</p>	<p>Performance Review Step Status Report View the status of all steps in a Performance Review task.</p>
<p>Performance Review Details Report Define a date range and print one or more performance reviews for a single user.</p>	<p>Task User Status Displays the status of 1 or more tasks for any organizational unit</p>

- **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.

Performance Review

sorts >

Performance Review

Report Criteria

View a performance review for a single user.

ADVANCED FILTERS

Employee Reviewed:

Performance Review Task:

OUTPUT

[Print Performance Review](#)



- Enter in the desired information and click "**Print Performance Review.**"

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 complete not recorded yet in the data warehouse.

DATE FILTERS

Date Criteria: From: To:

USER CRITERIA

Include Review data for inactive Users
 Include Review data for applicants, if available
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 Report)

[Process Report](#)

- Select the desired criteria and click **“Process Report.”**

Performance Review Step Status Report

Report Criteria

View the status of all steps in a Performance Review 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 FILTERS

Performance Review Task:
Review Steps:
Display OU:

OUTPUT

[Printable Version](#) [Export to Excel](#)

• Enter the criteria and click on either **“Printable Version”** or **“Export to Excel.”**

Task User Status



Home Performance UNMJobs Reports Recruiting Resources

Reports >

Task User Status

View task user status details.

User Filters

User Criteria The availability criteria that you select will only include employees who meet the following criteria: (User is or below Louie Lobo)
Select Criteria

Advanced Filters

Task: Selected Tasks

Task Completion Date: Include Task Completion Date

Sort By: User Task

[Printable Version](#) [Export to Excel](#) [Export to Text](#)



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

For commonly asked questions please refer to the Manager FAQ