Running Reports
Performance Evaluation Process
Employee & Organizational Development
The University of New Mexico

Running Reports

- 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.”
• Select the desired criteria and click “Process 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”