

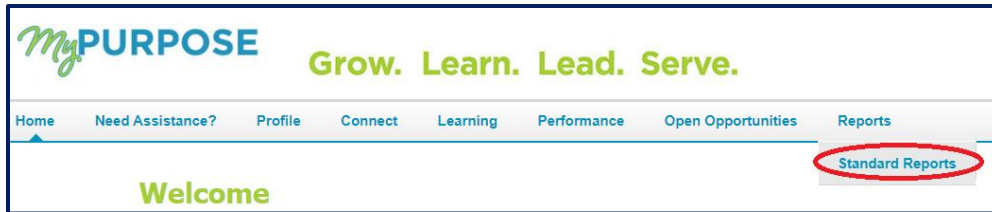


Standard Performance Review Step Status Evaluator Report Instructions

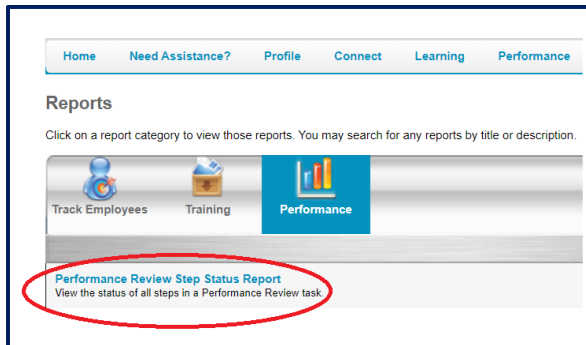


Evaluators have access to the Standard Performance Review Step Status Report in MyPURPOSE. This report will help evaluators locate where a performance review is located in workflow, as well to quickly see if their employee performance reviews are complete. Please see the report instructions below.

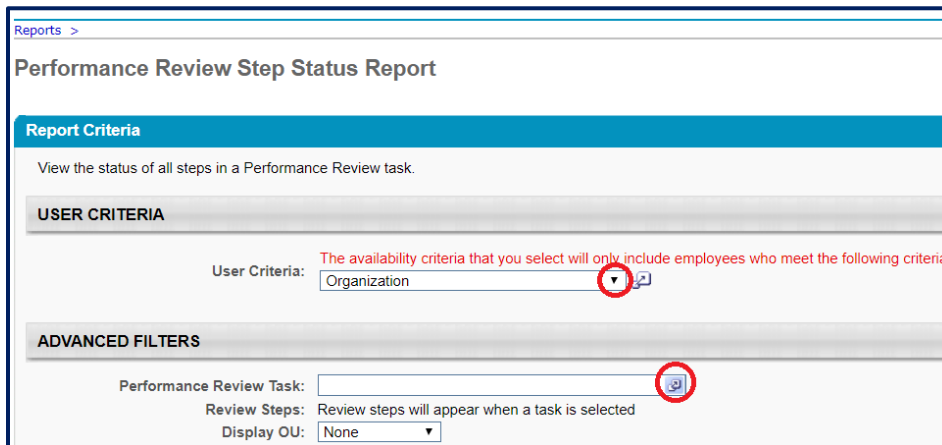
- From the MyPURPOSE Home screen, hover over the Reports tab and select Standard Reports.



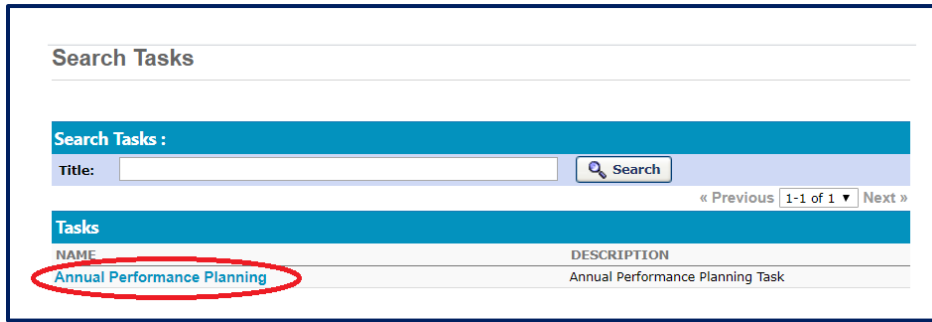
- Select the Performance tab on the Reports screen, then select the Performance Review Step Status Report.



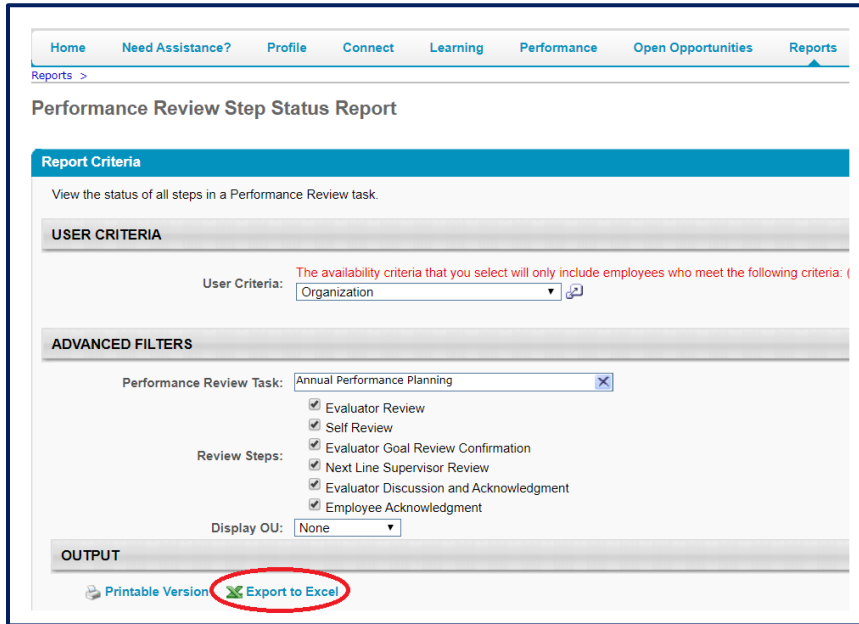
- Enter Report Criteria:
 - Using the drop down option, select the User Criteria of Organization. You will be restricted to your organization and your direct reports.
 - Select the options icon next to Performance Review Task.



- From the Search Tasks screen, select the Performance Review you want to report on.



- All Review Steps should be checked by default, select Export to Excel.



- You will be prompted to Open or Save the Excel document, either option is fine. When the report displays, you will see a list of users (employees) who report to you.

At a quick glance, you can see if a performance review task is fully completed by reviewing the Task Status Column. You will also see a column for each step in workflow, if the Task Status column does not indicate that the task is complete, all other columns will show not started, in-progress, completed or past due.

Performance Review Step Status Report										
User	User ID	Manager	Title	Task Status	Evaluator Review	Self Review	Evaluator Goal Review Confirmation	Next Line Supervisor Review	Evaluator Discussion and Acknowledgment	
Smith, Mary	XXX1234	Jones, Salley	Annual Performance Planning	Complete	Complete	Complete	Complete	Complete	Complete	Complete
Wright, Pixie	ABC0111	Jones, Salley	Annual Performance Planning	Complete	Complete	Complete	Complete	Complete	Complete	Complete
Moore, Tina	DEF4567	Jones, Salley	Annual Performance Planning	Complete	Complete	Complete	Complete	Complete	Complete	Complete
Jones, Salley	GHI8910	Johnson, Sue	Annual Performance Planning	Complete	Complete	Complete	Complete	Complete	Complete	Complete
Jackson, Joe	JKL2345	Jones, Salley	Annual Performance Planning	Complete	Complete	Complete	Complete	Complete	Complete	Complete
Taylor, Steve	MNO9874	Jones, Salley	Annual Performance Planning	Complete	Complete	Complete	Complete	Complete	Complete	Complete
Cox, Jessie	PQR0000	Jones, Salley	Annual Performance Planning	Complete	Complete	Complete	Complete	Complete	Complete	Complete
Report Criteria										
Task:	Annual Performance Planning									
Report Generated By:	Jones, Salley									
Report Date:	3/18/2020									