

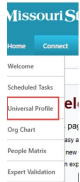
Reports and Access to Team Performance Documents

Manager and Indirect Manager

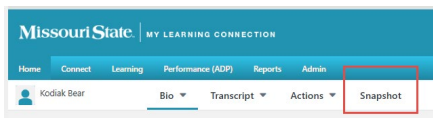
Overview: Supervisors at all levels have the ability to view their Team's Performance Review documents (In Progress and Completed). Additionally, they have the ability to monitor the completion of the tasks through Standard Reports to ensure the Performance Reviews are being completed for their employees and deadlines are being met for the process.

View Team's Performance Review Documents

Step 1: Manager navigates to **Universal Profile** found in My Learning Connection under the Home tab on the Welcome page.



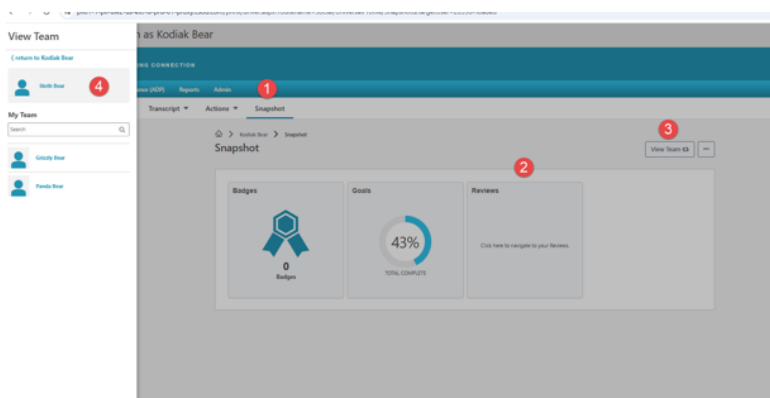
Step 2: Click on the **Snapshot Option** on the dashboard. Follow diagram below to access individual team members documents:



Manager / Indirect Manager Tools

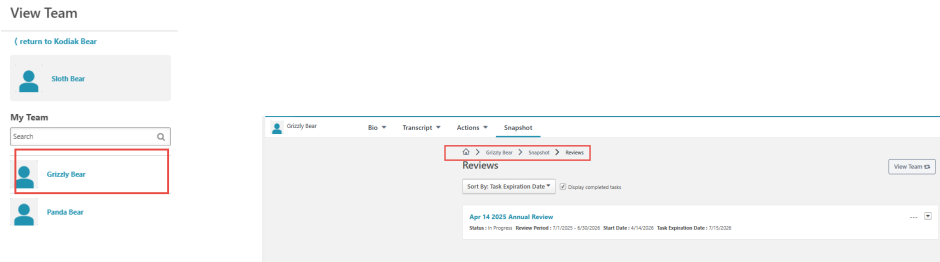
- Navigate to Snapshot Dashboard:

Home>Universal Profile>Snapshot



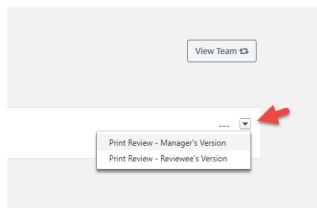
1. Navigate to **Snapshot**.
2. Select **Reviews Widget**.
3. Select **View Team** to open **Left Navigation** panel.
4. Select or search for **Team Member** to access their documents.

Step 3: Click on the team members' name to view their documents in the dashboard:

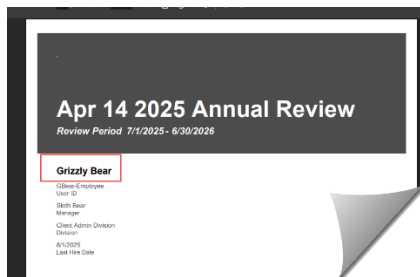


Note: You can also retrieve your past Performance Review documents at this location as an individual employee by not selecting the View Team option.

Step 4: Click on the down arrow to open a menu and select the version you would like to review for the team member's document.

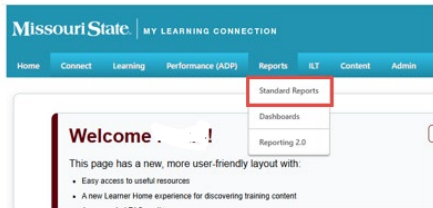


The document will open a PDF file that you can save to your computer and view.



Supervisor Report Teams Performance Review Progress

Step 1: Manager navigates to Reports found in My Learning Connection under the Home tab on the Welcome page.



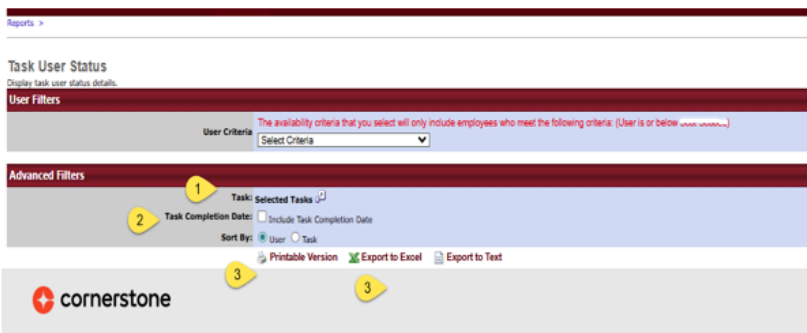
Step 2: Select the Standard Reports option from the dropdown menu. Follow diagram below to generate reports for your team's status and progress with the Performance Review Process. The report will automatically default to yourself and your downward chain of supervision.

Supervisor Standard Report - Task User Status Report

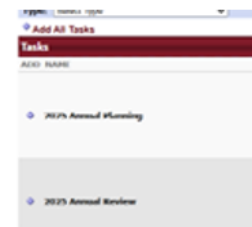
- Navigate to your "Standard Report" tab:

Reports>Standard Reports>Performance

- Select **Task User Status Report**



1. Click to open options and select the task:



2. Check to include completion date and select to sort by task or users.
3. Select the desired output to view and save the information on your unit.