

## Status Reports

Monitor the completion rate of your org's PEPs through UNMJobs status reports. Being that we are in the final stretch, you may opt to focus on those that are currently in the 'Not Started' status in the Task Status column. You can check the status of employee's progress on entering their 2018 goals as well as their self-evaluation. A 'Not Started' designation here means that employees have not logged in to UNMJobs and launched the evaluation links. Please encourage them to do so as soon as possible, and remember, you should always enter your 2018 goals before beginning the Self-Evaluation.

See the [video here](#) for instructions on running your org's *Performance Review Step Status Report*. **NOTE: You will need the Department Performance Administrator BAR role to run these reports for your department.** You should be able to see your orgs listed in red when you run the report .

Finding your report: [UNMJobs](#) > Reports > Standard Reports > Performance Review Step Status Report.

"Complete" means that they are filled out and rated, that the in-person meeting has occurred and that both the employee and supervisor have electronically signed. Once complete, HR will extract the scores from UNMJobs and automatically load them into Banner. You do not need to print and route paper PEPs anywhere.

**STEP 1)\*\*\*\*\***

[Reports](#) >

## 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 Robin Armijo or Hiring Department is or below College of Arts & Sciences A&S (ABH))

Hiring Department  

#### ADVANCED FILTERS

Performance Review Task: 2018 Annual Performance Evaluation 

- Review Steps:
- Self Evaluation
  - Manager Evaluation
  - Performance Discussion and Submission
  - Employee Acknowledgement

Display OU: Supervisor 

#### OUTPUT

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

**STEP 2)**\*\*\*\*\*

## Select Hiring Department

### Search

Name:  ID:  Owner:

Top Node : College of Arts & Sciences A&S (ABH)

### Selected Hiring Department

REMOVE	TITLE	ID
<input type="checkbox"/>	Biology Department (048A)	048A

(53 Results) << < 1 2 3 4 5 > >>

### Hierarchy

ADD	TITLE	ID
<input type="checkbox"/>	AS Departmental Administration (036A)	036A
N/A	Biology Department (048A)	048A
<input type="checkbox"/>	CAS Contingent Instruction (285A)	285A
<input type="checkbox"/>	Center for Science Tech and Policy (068A)	068A
<input type="checkbox"/>	Center for Social Policy (379A)	379A
<input type="checkbox"/>	Center for Stable Isotopes (286B)	286B
<input type="checkbox"/>	Chemistry Department (889A)	889A
<input type="checkbox"/>	Communication Journalism (839A)	839A
<input type="checkbox"/>	Cradle to Career Policy Institute (343A)	343A
<input type="checkbox"/>	Earth and Planetary Sciences Dept (133A)	133A

STEP 3)\*\*\*\*\*

[Reports](#) >

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#### USER CRITERIA

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User Criteria:

Select Criteria

 All users in Hiring Department: Biology Department (048A) (048A) Include Subordinates

#### ADVANCED FILTERS

Performance Review Task: 2018 Annual Performance Evaluation

 Self EvaluationReview Steps:  Manager Evaluation Performance Discussion and Submission Employee Acknowledgement

Display OU: Supervisor

#### OUTPUT

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