

Reports Available



- **New Hire / Promotion / Transfer Within 6 Months** - Provides a list of employees with additional information based on their hire / promotion / transfer date (HR Partner/Analyst, Talent Partner/View Only)
- **Performance Review Process (All) - Most Recent Event** - This report will return the most recent employee review in any status (for example, completed, in progress, canceled) within a date range in the specified companies. (Talent Partner/Analyst/View Only)
- **Performance Review Progress** - Provides a status of all performance reviews (complete, in-progress, not started) for the manager's supervisory organization. Can be viewed from the details link at the bottom of the Team Performance Dashboard.
- **Performance Rating Review Report (Overall Rating of 1 or 2)** - Provides a list of workers with a Manager overall rating of 1 or 2 (Talent Partner/Analyst/View Only)

Reports Continued....



- **Performance Review Acknowledgement Audit Report** - Returns a report of the manager and employee acknowledgements from the performance review process. Talent staff may use this to audit where a position description may need to be updated or where an employee did not agree with the review. (Talent Partner/Analyst/View Only)
- **Review Ratings**- You can select supervisory organizations (and subordinates), include all of the annual review types, use the Rating Scale of "Overall Rating Scale" and include all ratings. It returns a matrix report by supervisory organization. You can drill into the numbers from "total reviews" and it will give you, by organization, a distribution of ratings.
- **Employee Reviews** (available from the menu on the dashboard). It will return In Progress and Completed reviews with the Organization, the review with employee, and the rating.