VIEW ALL PERFORMANCE EVALUATION RATINGS FOR A MANAGER/DEPARTMENT HEAD FOR DIRECT REPORTS AND THEIR EMPLOYEES

1. From Home Screen, select **TEAM PERFORMANCE** worklet

Team Performance

2. "Performance Ratings Distribution" (bottom right corner)

Does Not Meet Expectations   Meets Expectations

Exceeds Expectations   Significantly Exceeds Expectat...

(Blank)

Count   340

3. Click on the blue linked "count" at the bottom of the report:

Select "View Details" – or – Export to Excel