

Performance Management Reports

Overview

This instructional guide identifies the steps for processing performance management reports in Performance & Talent Management within People First. Report templates are available for both the performance expectations setting and evaluation processes.

Definitions

The following are the definitions relevant to this instructional guide:

- **My Dashboard (Dashboard)** – home page for Performance & Talent Management.
- **Performance & Talent Management** – navigation tab from the People First home page where performance expectations are set, performance evaluations are conducted and performance evaluations that were completed in People first (July 1, 2013, forward) are stored.
- **Performance Expectations Reports** – standard expectations reports that can be used as a template to create customized performance expectations reports.
- **Performance Evaluations Reports** – standard evaluations reports that can be used as a template to create customized performance evaluation reports.
- **Primary Navigation Menu** – double arrow button within Performance & Talent Management (on Dashboard) that allows direct access to performance management reports.
- **Report Grid** – table that displays the data fields (report columns) and data for a selected report. The following are the options available within the report grid:
 - **Advanced Filter** – allows the user to create complex filter criteria using groups of filters.
 - **Clear Filter** – removes filters (dropdown or text) that have been applied to the report grid.
 - **Hide Filters** – hides report filters (dropdown or text) for a selected report.
 - **Reports** – allows the user to export the report data to Excel or CSV (comma separated values) format.
 - **Run Filter** – applies filters (dropdown or text) that have been selected so that only certain data is displayed. Filtering does not permanently remove records it just temporary hides them from view.

Report On Performance Management

L Darling-Hammond



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