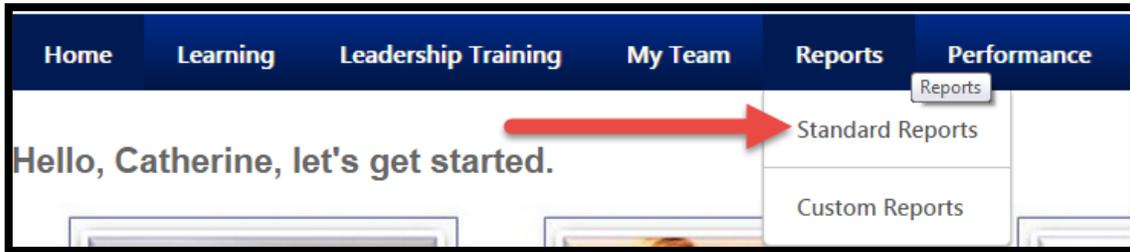


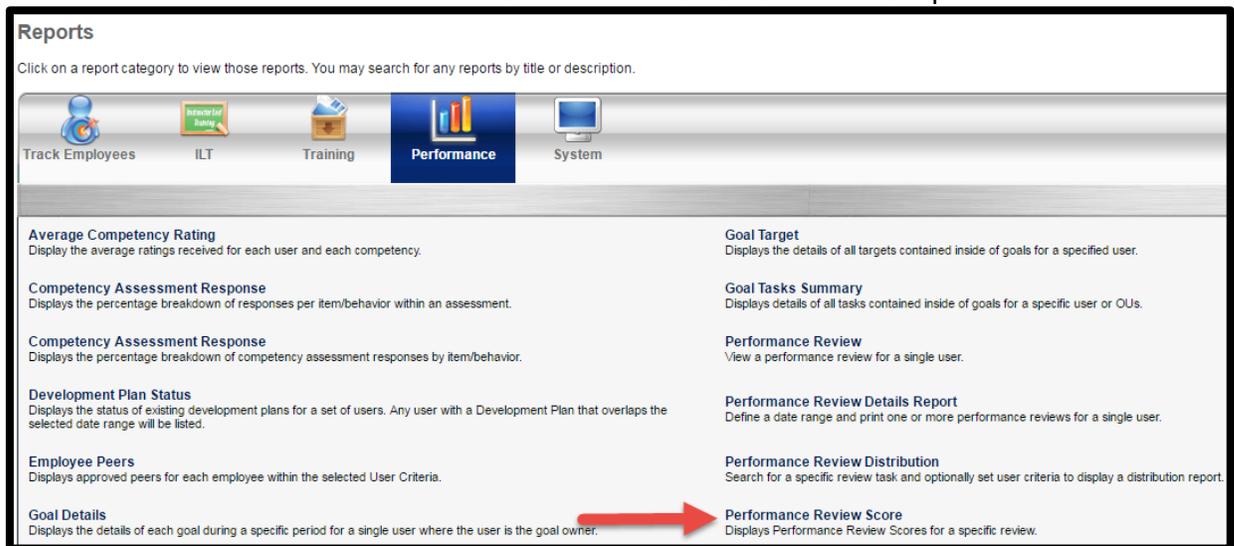
# PERFORMANCE REVIEW SCORE REPORT

Description: This report provides NCVIP Core Team Members the ability to monitor/review the Annual Performance Review for employees they are authorized to view in NCVIP.

1. Select **STANDARD REPORTS** from the top menu.



2. From the Performance tab select the **PERFORMANCE REVIEW SCORE** report.



3. Leave the User Criteria field **blank**.

4. For the Performance Review Task, click the  to choose the Performance Review for DPS. **HINT:** Type **APE** into the Search Bar under Search Tasks to show only the APE task.



5. In the ADVANCED FILTERS: Review Section, select **\*Goal Rating Section** (1), and **\*Organizational Values Rating Section** (2). The Score Display should remain as **Numeric** (3). Select **Include inactive users** (4) in the User Status section if you would like to display inactive users. Select **Include reviews that are in progress** (5) to display reviews that have been initiated, but have not been completed. The Display OU section can remain as **None** (6).

**ADVANCED FILTERS**

Performance Review Task: Performance Evaluation for FY 2015 - 2016 (DPS-APE) X

Review Section:  \*Goal Rating Section 1  
 \*Organizational Values Rating Section 2

Score Display:  Numeric  Text 3

User Status:  Include inactive users 4

In-Progress Task:  Include reviews that are in progress 5

Display OU: None 6

6. Click **Export to Excel**

**Performance Review Score**

**Report Criteria**

Displays Performance Review Scores for a specific review.

**USER CRITERIA**

User Criteria: The availability criteria that you select will only include employees who meet the f  
Select Criteria

**ADVANCED FILTERS**

Performance Review Task: Performance Evaluation for FY 2015 - 2016 (DPS-APE) X

Review Section:  \*Goal Rating Section  
 \*Organizational Values Rating Section

Score Display:  Numeric  Text

User Status:  Include inactive users

In-Progress Task:  Include reviews that are in progress

Display OU: None

**OUTPUT**

Printable Version **Export to Excel** Export to Text

7. The report will download; click the completed download to open in Excel.