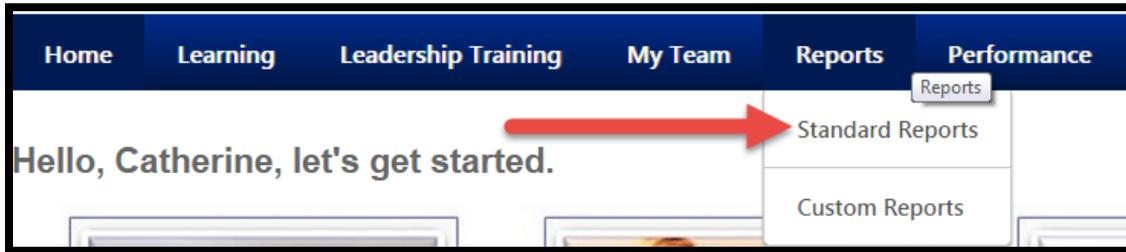


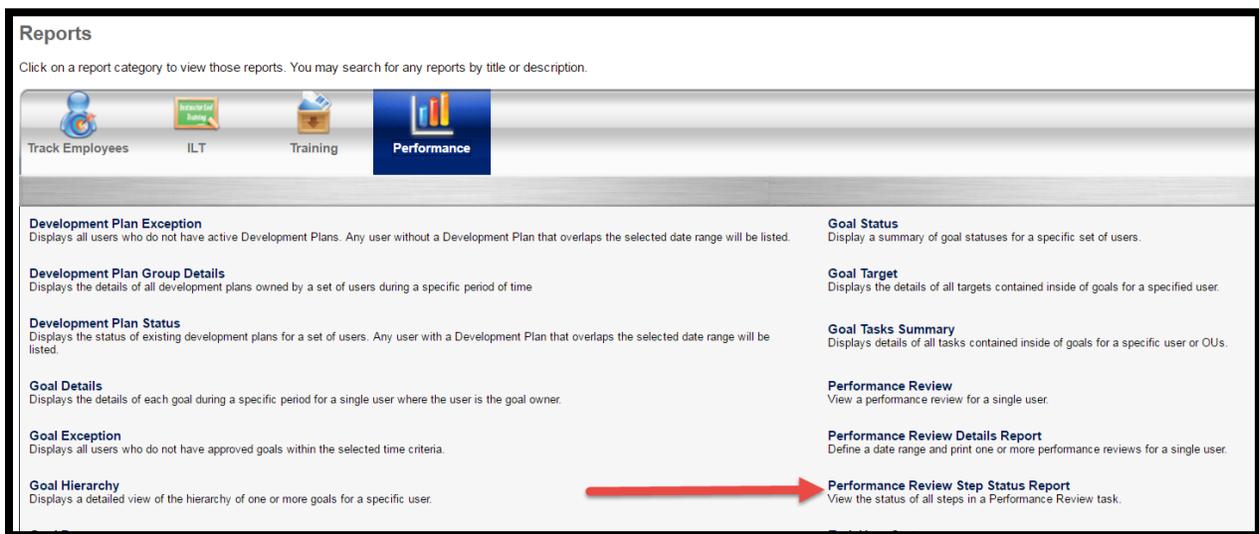
# PERFORMANCE REVIEW STATUS REPORT FOR NCVIP LIAISONS

Description: This report provides liaisons with the status of a Performance Review for all employees they are authorized to view in NCVIP.

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



2. From the Performance tab select **PERFORMANCE REVIEW STEP STATUS REPORT**



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

4. For the Performance Review Task click the  to choose the Performance Review for your section/division. **HINT:** If there are many tasks listed, simply put DPS in the Search Bar under SEARCH Tasks to show only tasks for DPS employees.



5. Click **EXPORT TO EXCEL**

**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

**ADVANCED FILTERS**  
Performance Review Task:    
Review Steps:  
 Employee Complete Self Perf. Evaluation  
 Manager Approve Perf. Evaluation  
 Indirect Manager Review Perf. Evaluation  
 Manager Sign Off  
 Employee Sign Off  
Display OU:

**OUTPUT**

6. The report will open in Excel.

**UNDERSTANDING THE REPORT:**

Task Status	Employee Complete Self Perf. Evaluation	Manager Approve Perf. Evaluation	Indirect Manager Review Perf. Evaluation	Manager Sign Off	Employee Sign Off
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**TASK STATUS** will not show complete unless **ALL** of the required steps (Manager completion, signature and Employee Sign off) are completed. It will otherwise show as Incomplete or In Progress (if within the 60 day task deadline).

**Employee Complete Self Evaluation** will not show complete unless the employee has launched and submitted the employee self evaluation (step 1). Because this is not a required step, if the employee does not complete this step by the due date it will show a PAST DUE status.

**Manager Approve Perf Evaluation** will show complete once the manager has launched and submitted the annual performance evaluation. Because this is a required step, the Annual Evaluation will remain at the manager step (step 2) until it is completed or the task expires. If not completed by the due date, it will show a status of PAST DUE.

**Indirect Manager Review Perf Evaluation** will not show complete unless the indirect manager has launched, signed and submitted the employee's annual evaluation (step 3). Because this is not a required step, if the indirect manager does not complete this step by the due date it will show a PAST DUE status.

**Manager Sign Off** will show complete once the manager has launched, signed, and submitted the annual evaluation. Because this is a required step, the Annual Evaluation will remain at the manager step (step 4) until it is completed or the task expires. If not completed by the due date, it will show a status of PAST DUE.

**Employee Sign Off** will show complete once the employee has launched, signed, and submitted the annual performance evaluation. Because this is a required step, the Annual Evaluation will remain at the employee sign off step (step 5) until it is completed or the task expires. If not completed by the due date, it will show a status of PAST DUE.