HOW TO ACCESS DIRECT REPORTS PERFORMANCE REVIEW STATUS

This is a quick reference guide on how to view the status of Performance Review tasks in iPerform for subordinates.

There are two methods to access this information:
- Standard reports
- ‘My Team’ function

REPORTS

As a manager you can run reports to view training records for your staff.

STANDARD REPORTS

The Performance Review Step Status Report will provide this information and is available to managers in iPerform through the Standard Reports function.

1. From the Reports menu select Standard Reports.
2. Under “Performance” reports, select the link to the Performance Review Step Status Report.
3. Select the Performance Review task (eg. 2014 Performance Review)
4. Ensure the following steps remain selected (Self review, Manager Review and Acknowledgement). These will select by default.
5. Click the preferred output option from Printable Version or Export to Excel.

Organisational Development Unit
Quick Reference Guide

Example of Performance Review Step Status Report ‘printable view.’

MY TEAM

As a manager you should have access to the My Team menu.

1. Once on the My Team page, select a staff member from the list.
2. Click to the WPPR tab.
3. Select Performance Reviews.

Example of My Team screen.

4. The status of the Performance Review will be shown as per the example above.

The My Team approach will be phased out in 2015.