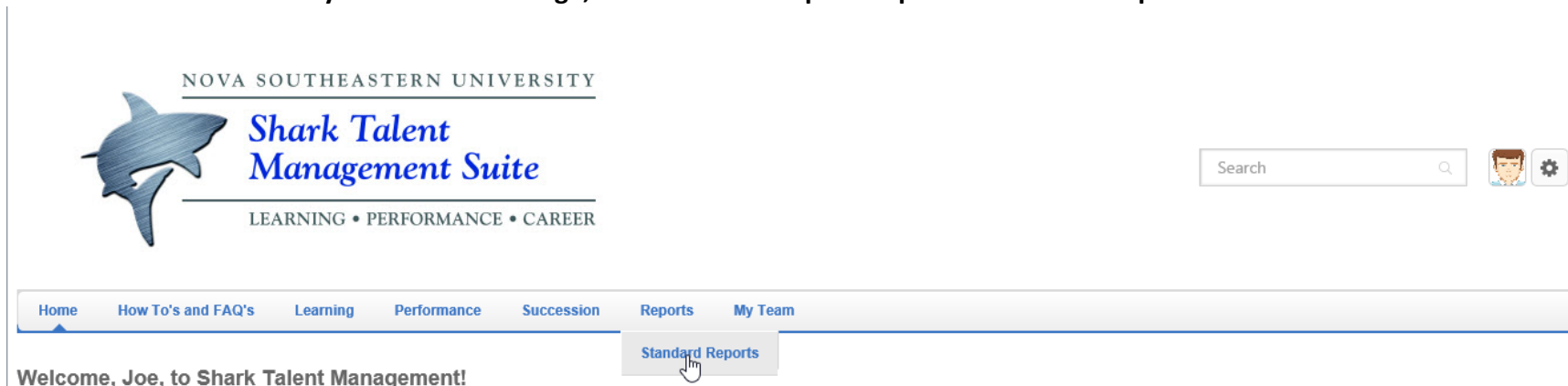


Performance Review Step Status Report Instructions

The Performance Review Step Status Report displays the status of review steps within a performance review task. If a review step is reopened, the step status appears as **Complete (Reopened)**.

Menu path: Reports > Standard Reports > Performance > Performance Review Step Status

1. From the Shark Talent system Welcome Page, follow the menu path Reports > Standard Reports:



2. The Reports Page is displayed; Select the Icon Performance:



Click on a report category to view those reports. You may search for any reports by title or description.



3. Locate and select the option for the Performance Review Step Status Report:

Performance Review Step Status Report

View the status of all steps in a Performance Review task.

4. The Performance Review Step Status Report page is displayed:

Home How To's and FAQ's Learning Performance Succession Reports My Team

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 following criteria: (User is or below Joe Centerhead)

Select Criteria



ADVANCED FILTERS

Performance Review Task:

Review Steps: Review steps will appear when a task is selected

Display OU:

OUTPUT

 [Printable Version](#)  [Export to Excel](#)

5. In the section, Advanced Filters, from the field Performance Review Task, open the popup box and select the task that relates to the appropriate review year & form:

Search Tasks

Search Tasks :

Title:

« Previous 1-1 of 1 Next »

NAME	DESCRIPTION
TEST: Training	Training

In this example, the TEST: Training form has been selected: the popup box closes with your selection populated:

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 following criteria: (User is or below Joe Centerhead)

Select Criteria

ADVANCED FILTERS

Performance Review Task: TEST: Training

Review Steps:

- Step 1: Employee Self Evaluation
- Step 2: Immediate Supervisor Review
- Step 3: Discussion with Employee & Immediate Supervisor Signoff
- Step 4: Employee Signoff

Display OU: None

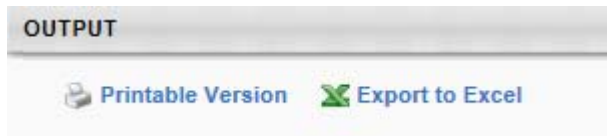
OUTPUT

[Printable Version](#) [Export to Excel](#)

The display allows you to unselect any particular steps of the review that you wish. This is optional, and keeping all steps selected is recommended.

In the option box Display OU, you can use the criteria in the popup box to re-arrange the way the results are displayed. This is optional.

6. In the section Output, select either the option to generate a print-ready version or to generate an Excel file



The Output Results below display a new browser window with the results of the query:

Performance Review Step Status Report

User	User ID	Manager	Title	Task Status	Step 1: Employee Self Evaluation	Step 2: Immediate Supervisor Review	Step 3: Discussion with Employee & Immediate Supervisor Signoff	Step 4: Employee Signoff
Employee, Eddie	employee	Supervisor, Suzie	TEST: Training	Complete	Complete	Complete	Complete	Complete

Report Criteria

Task: TEST: Training
Report Generated By: Centerhead, Joe
Report Date: 4/5/2017