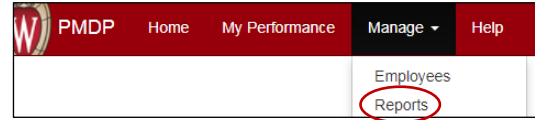# Report: Performance Activity

PMDP

HOW TO: GENERATE A PERFORMANCE ACTIVITY REPORT

Administrative users (division and department) can generate a report to review performance activities within a specified date range.

1. Log into PMDP. Click Manage and choose Reports.

2. Choose the UDDS for the report. Only the UDDS(s) for which you have permission will show. The date range will default to one year from the current date. Adjust as needed.

Report Start Date and Report End Date is checking against the **Evaluation Period Start Date** (e.g. date range of 1/1/2017-12/31/2017 would return performance activity that had an evaluation period start date within that range.)

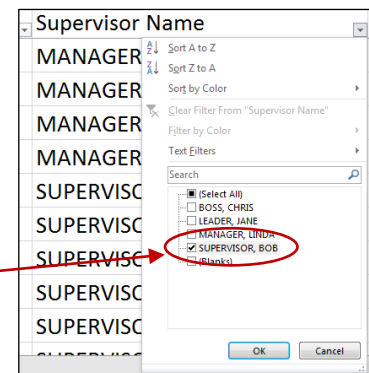3. Click Run. The report will download as an Excel File.
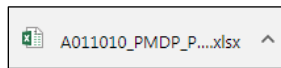
HOW TO: FILTER RESULTS

1. Click the small triangle button next to a column title to choose the filter. By default, all options are selected. Click on (Select All) to deselect.

2. Click the item(s) to include. E.g. to see results for "SUPERVISOR, BOB", click the check box next to "SUPERVISOR, BOB". Click OK.

Report: Performance Activity

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HOW TO: READ REPORT RESULTS

The Excel spreadsheet will return 17 columns of data. The chart below defines the information in each column.

Column	Title	Definition
A	UDDS	UDDS of employee
B	Department Name	Corresponding department name
C	Supervisor Name	Name of supervisor assigned to employee (Even if the supervisor is outside this UDDS, the name will show if they have responsibility for an employee within this UDDS.)
D	Supervisor EmplId	Employee ID of supervisor
E	Employee Name	Only shows employees in the specified UDDS (An employee may appear multiple times if there are multiple performance activities for that employee within the specified date range.)
F	Employee EmplId	Employee ID of the employee
G	Employee Title	Official job title of employee
H	Probation Start Date	Employee's probation period start date
I	Probation End Date	Employee's probation period end date
J	Evaluation Type	**Blank** if no performance activity within specified date range, or **Thirty Day Conversation**, **Mid Probation Conversation**, **Summary Probation Evaluation**, **Midpoint Conversation**, or **Summary Evaluation**.
K	Period Start Date	Evaluation Period Start Date
L	Period End Date	Evaluation Period End Date
M	Evaluation Completed?	Either **Incomplete** (if no performance activity or something in progress), or **Complete** (evaluation is finalized and acknowledged)
N	Meeting Expectations?	**Blank** if no evaluation, an incomplete evaluation or Thirty Day Conversation, or **Meeting Expectations** or **Not Meeting Expectations**
O	Acknowledge Date	Date the employee or HR acknowledged the evaluation. Blank if no evaluation.
P	Acknowledgement	**Blank** if no evaluation or incomplete evaluation, or **HR Acknowledged** (if employee refused to sign), **HR Closed Evaluation** (if supervisor left and the evaluation could not be completed), **Employee Agreed**, **Employee Disagreed**.
Q	Status	Will return the status of each evaluation. **Evaluation Not Started** (no evaluations in the designated time period), **Waiting on Employee, Waiting on Supervisor, Waiting on Discussion, Waiting on Employee Acknowledgement, Complete, Closed by HR.**

Report: Performance Activity

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The example below shows that within the date range 1/1/2017-12/31/2017, Bob Supervisor:

- Did not complete any performance activities for Donald Duck, Roger Rabbit or Wizard Oz.
- Completed a Summary Evaluation for Thing One, but Thing refused to sign the evaluation and HR acknowledged.
- Started a Midpoint for Harry Potter, but the evaluation is Waiting on Supervisor and not complete.
- Started a Summary Evaluation for Cinder Ella, but HR Closed the evaluation before it was complete.
- Completed a Mid Probation Conversation for Flynn Ryder, but Flynn refused to sign and HR acknowledged.
- Completed a Thirty Day Conversation and a Mid Probation Conversation for Sylvester Cat and Sylvester agreed.
- Started a Summary Probation Evaluation on Sylvester Cat, and it is Waiting on Discussion and not complete.

Supervisor Name	Employee Name	Evaluation Type	Period S	Period End	Evaluation C	Meeting Expectations?	Acknowle	Acknowledgement	Status
SUPERVISOR, BOB	DUCK, DONALD				Incomplete				Evaluation Not Started
SUPERVISOR, BOB	ONE, THING	Summary Evaluation	7/1/2017	6/30/2018	Complete	Meeting Expectations	7/15/2018	HR Acknowledged	Complete
SUPERVISOR, BOB	POTTER, HARRY	Midpoint	7/1/2017	12/31/2018	Incomplete				Waiting on Supervisor
SUPERVISOR, BOB	ELLA, CINDER	Summary Evaluation	7/1/2017	6/30/2018	Incomplete			HR Closed Evaluation	Closed by HR
SUPERVISOR, BOB	RABBIT, ROGER				Incomplete				Evaluation Not Started
SUPERVISOR, BOB	RYDER, FLYNN	Mid Probation Conversation	8/16/2017	11/16/2017	Complete	Not Meeting Expectations	12/8/2017	HR Acknowledged	Complete
SUPERVISOR, BOB	OZ, WIZARD				Incomplete				Evaluation Not Started
SUPERVISOR, BOB	CAT, SYLVESTER	Mid Probation Conversation	3/1/2017	6/1/2017	Complete	Meeting Expectations	8/1/2017	Employee Agreed	Complete
SUPERVISOR, BOB	CAT, SYLVESTER	Thirty Day Conversation	3/1/2017	3/30/2017	Complete		4/1/2017	Employee Agreed	Complete
SUPERVISOR, BOB	CAT, SYLVESTER	Summary Probation Conversation	3/1/2017	9/1/2017	Incomplete				Waiting on Discussion

Talent Recruitment and Engagement
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