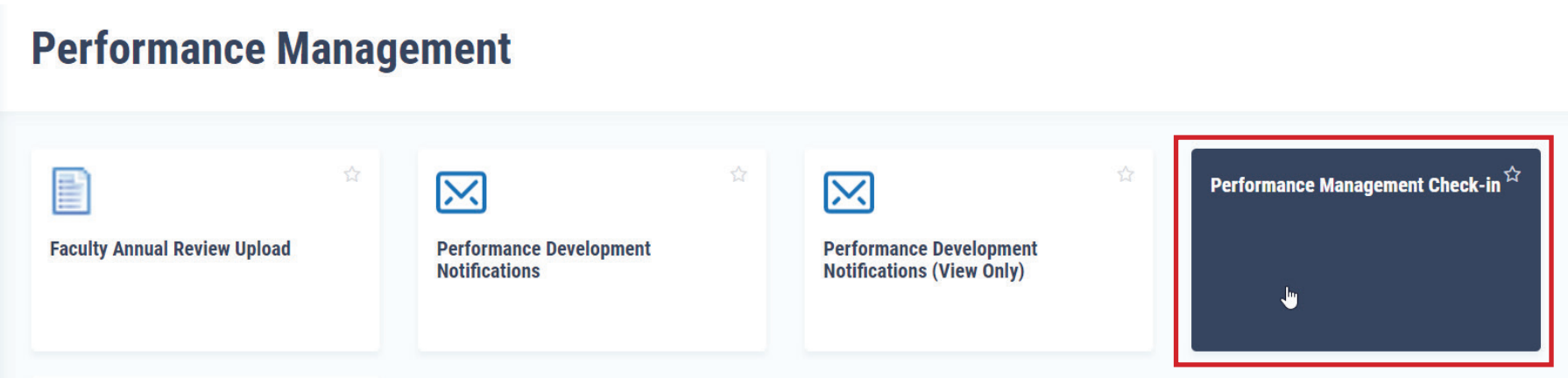


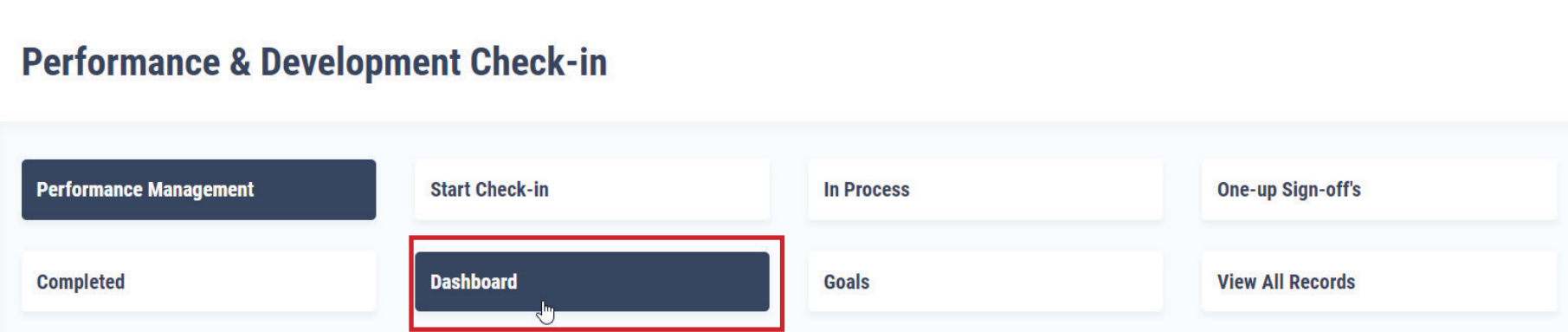
Using the Performance Management Dashboard

Department heads, financial officers or business managers all have access to performance management dashboards. Link to Performance Management system: https://usu.service-now.com/aggies?id=perf_checkin

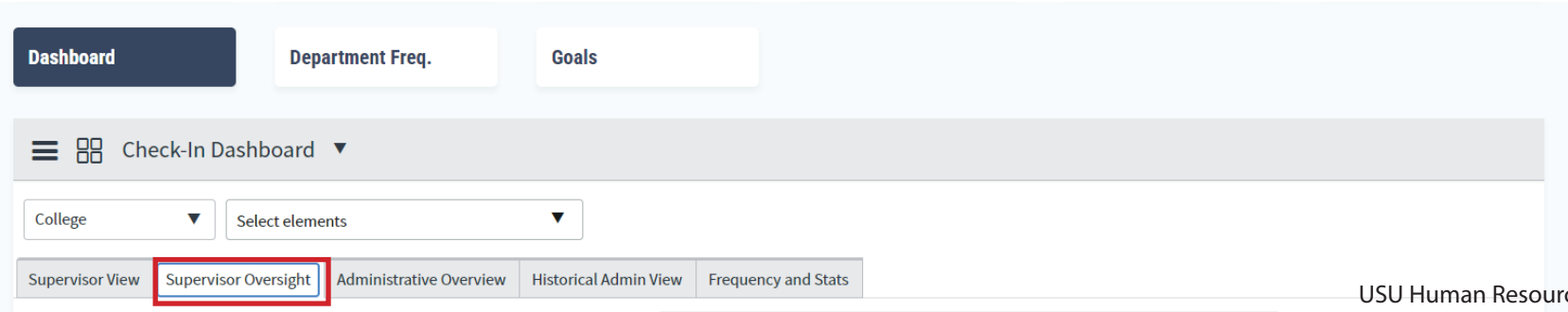
Step 1: Select the Performance Management Check-in button as shown below.



Step 2: Select the Dashboard button as shown below.



Step 3: Select the view you desire. Your view selection options will vary depending on your leadership level.



Supervisor View:

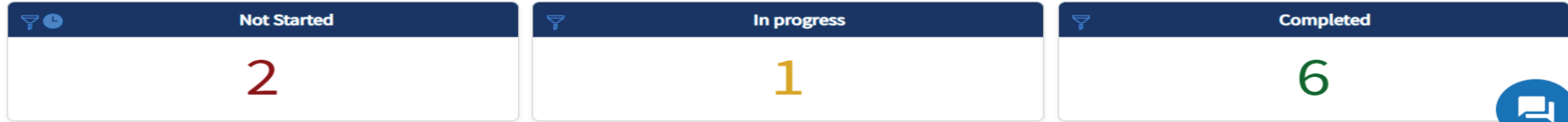
Supervisor View Supervisor Oversight Administrative Overview Historical Admin View Frequency and Stats

Supervisor View allows the supervisor of employees to view the personnel who report directly to them, as defined within Banner.

Select a Check-in Period

July 1, 2022 - June 30, 2023

July 1, 2022 - June 30, 2023 ✕



Not Started: Displays employee records that have not been started in the system; or if faculty, have not been uploaded into the system.

Click on the red number to display the employee list.

In Process: Displays employee records that have been started but are not yet complete.

Click on the yellow number to display the employee list.


In Progress status definitions:

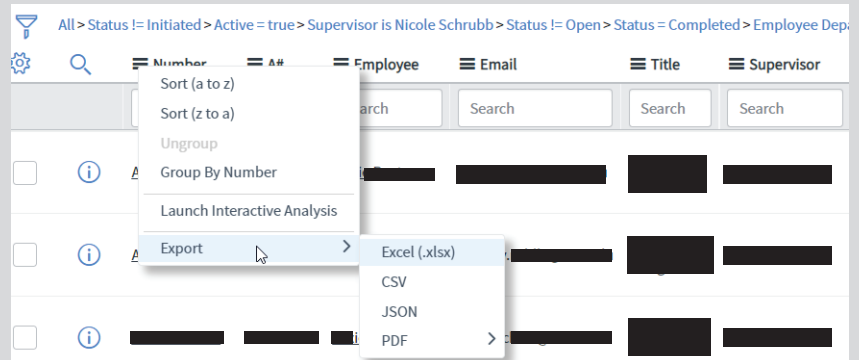
- Employee Comments: Waiting for the employee to add comments.
- Supervisor Comments: Waiting for any further supervisor comments.
- Pending Feedback: Waiting for feedback from another employee or leader.
- Employee Sign-off: Waiting for the employee to sign their review.
- Supervisor Sign-off: Waiting for supervisor to complete the performance review.
- One-up Sign-off: Waiting for the supervisor's supervisor to sign-off on an annual check-in.

Completed: Displays employee records that are complete.

Click on the green number to display the employee list.

How to Download the data into a Spreadsheet:

1. Click on the red, yellow or green number to display the employee list.
2. Select the  at the top of any column and select "Export" as shown in the picture to the right.
3. Export the data in the format you desire.



To view a Department or College Select Supervisor Oversight:

Select here to filter.

College Select elements

Supervisor View **Supervisor Oversight** Administrative Overview Historical Admin View Frequency and Stats

Supervisor Oversight allows a supervisor to view the personnel they supervise and the personnel under supervisors they manage, up-to four (4) levels.

Note: Financial Officers will see all college(s) they oversee.

Select a Check-in Period

July 1, 2022 - June 30, 2023

July 1, 2022 - June 30, 2023 X

Not Started	In-Progress	Completed																																																						
77	30	437																																																						
<p>77 total Employee performance alls</p> <table border="1"><thead><tr><th>Employee</th><th>Supervisor</th><th>DP Code</th></tr></thead><tbody><tr><td>Supervisor:</td><td></td><td></td></tr><tr><td>Supervisor:</td><td></td><td></td></tr><tr><td>Supervisor:</td><td></td><td></td></tr><tr><td>Supervisor:</td><td></td><td></td></tr><tr><td>Supervisor:</td><td></td><td></td></tr></tbody></table>	Employee	Supervisor	DP Code	Supervisor:			Supervisor:			Supervisor:			Supervisor:			Supervisor:			<p>30 total Employee performance alls</p> <table border="1"><thead><tr><th>Employee</th><th>Supervisor</th><th>DP Code</th></tr></thead><tbody><tr><td>Supervisor:</td><td></td><td></td></tr><tr><td>Supervisor:</td><td></td><td></td></tr><tr><td>Supervisor:</td><td></td><td></td></tr><tr><td>Supervisor:</td><td></td><td></td></tr><tr><td>Supervisor:</td><td></td><td></td></tr></tbody></table>	Employee	Supervisor	DP Code	Supervisor:			Supervisor:			Supervisor:			Supervisor:			Supervisor:			<p>447 total Employee performance alls</p> <table border="1"><thead><tr><th>Employee</th><th>Supervisor</th><th>DP Code</th></tr></thead><tbody><tr><td>Supervisor:</td><td></td><td></td></tr><tr><td>Supervisor:</td><td></td><td></td></tr><tr><td>Supervisor:</td><td></td><td></td></tr><tr><td>Supervisor:</td><td></td><td></td></tr><tr><td>Supervisor:</td><td></td><td></td></tr></tbody></table>	Employee	Supervisor	DP Code	Supervisor:			Supervisor:			Supervisor:			Supervisor:			Supervisor:		
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1. Click on any number to display the employee list for each total.
2. See previous page to view instructions on how to download data into a spreadsheet.
3. See previous page to view status definitions.

For questions or concerns contact the Office of Human Resources at (435) 797-0122.