1. Log into myPerformance

2. Click on the “Reports” Tab
3. Click on the “Dashboard” secondary tab
4. There are **four** reports in the Dashboard. To ensure that you’re viewing the right data, make sure that the “FY14 Appraisal Process” is listed in the “View Process” drop down. You can also control what data you see using the “Employees” radio options. “Direct Reports” are those who report directly to you, and “All Reports” is anyone that is in your chain of command. If you change the process or what employees you want to see, click “Update Dashboard.”

Two reports, the **Process Status** and **Score Distribution** reports, are described in detail below.
**Process Status report**  
*Depicts where employees are at in the performance appraisal process*

You can choose to filter based on whether a step is completed, in progress, or you can view progress on a specific step. If you choose “Specific Step,” you can choose which step you want to view in the “View” drop down menu.

Clicking on the [pie piece](#) will display the names of employees at that step. You can choose to view the chart as a pie or bar chart.
Score Distribution report
Depicts the distribution of ratings

You can choose to filter based on the form the employee is using or you can view all employees by choosing “All” in the “Form” drop down menu. You can also choose to view the chart as a line graph or bar chart. To export score data into Excel, click “Report.”
Choose your appropriate filters at the top, click “Generate Report,” and then click “Export.”