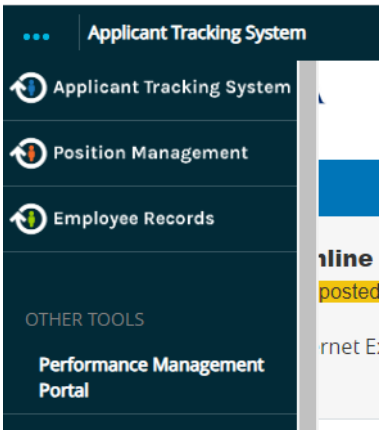
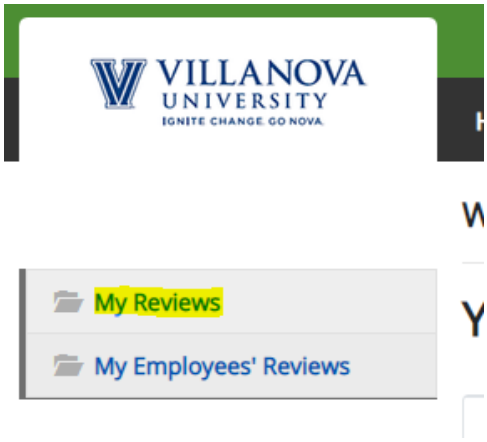
Villanova University Human Resources
Performance Management Resource Guide
FINDING COMPLETED TASKS OR REVIEWS

Where Did It Go?
Once a task has been completed in the Performance Management System, you will notice that it disappears from your Action Items inbox. To locate completed tasks (such as Self-Evaluations or Supervisor Evaluations) or evaluations from previous years, follow these steps.

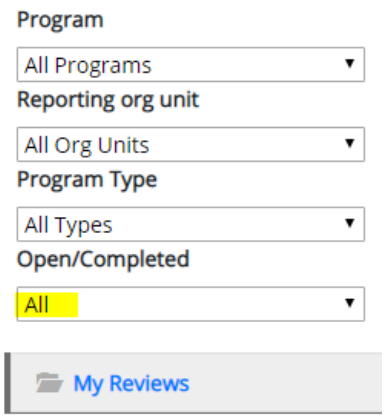
Finding Your Own Completed Tasks
Start by going to https://jobs.villanova.edu/hr. Click the blue link for Villanova Employees to sign in. From your home screen, click on the breadcrumb menu (three blue dots) in the upper left corner and select "Performance Management Portal".



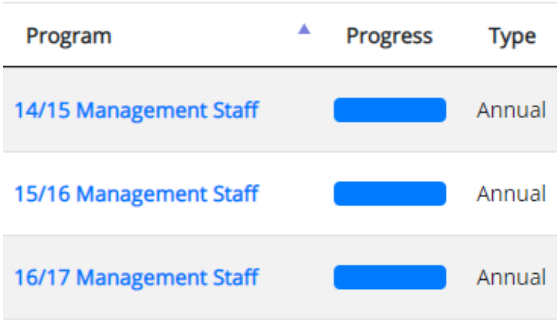
You will then click the My Reviews folder in the upper right corner.



Make sure that the drop-down menu on the left labeled Open/Completed is set to All for your full review history, or to Open to only display the current year.



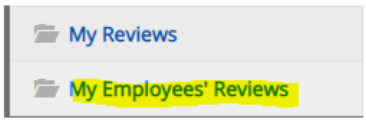
Click the blue link of the program year you wish to view. This will open up all program elements for that particular year.



Program elements are listed along the left side of your screen. Click the link to the element you wish to view.

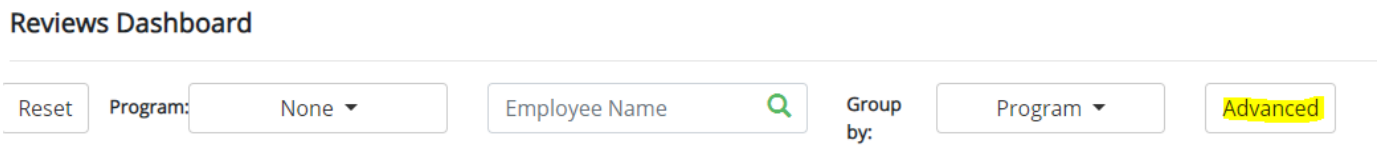
Finding Your Employees' Completed Tasks

Start by going to https://jobs.villanova.edu/hr, logging in, and click on the Performance Management Portal from the left menu. On the left side of the screen, click on **My Employees' Reviews.**

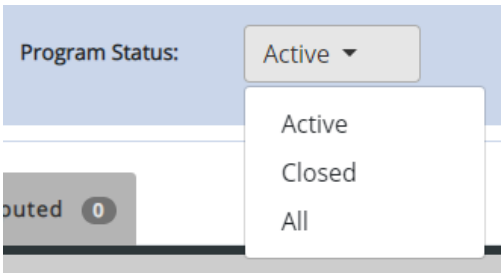


You are now in the Reviews Dashboard, where you will see the open programs for all staff who report to you, whether directly or indirectly. Use the filters across the top to narrow your list as needed. **To view *current* program elements**, select the name of the person who's review you wish to see. Each step of the program is listed along the left side menu. The clickable items are the completed steps you have current access to view.

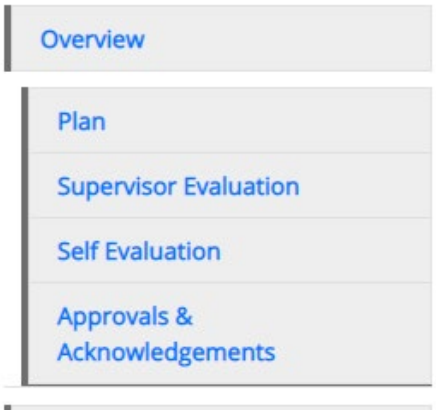
To view *past* reviews, click the Advanced button on the right side of your screen.



This will create a second row of filter options. Under Program Status, select either Closed or All.



Again, use the filters across the top to further narrow your list as needed. Select the name of the person and the program year you wish to view. Program elements will appear as clickable links along the left side of your screen.


Overview
Plan
Supervisor Evaluation
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Approvals &
Acknowledgements