Finding Your Own Completed Tasks:

Start by logging in to the Performance Management portal. On the left side of the screen, click on My Reviews. All programs, whether active or archived, will then be displayed. Click the blue link for the program year you wish to view.

Locate the drop-down menu on the left side of the screen labeled “Open/Completed” and select All from the list.

If you have any questions, please contact Human Resources at 9-7900 or email HR@villanova.edu.

Finding Completed Tasks for Your Staff:

Start by logging in to the Performance Management portal. 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. To view past reviews, click the Advanced button on the right side of your screen.

This will open up a blue bar with additional options. Click the drop-down menu for Program Status, and switch from Open to Closed.

All past programs for all staff reporting to you will now appear. You can search for individual employees’ histories using the Employee Name search bar, or filter your results further using the other menu options on your screen. Simply click the name of the employee for the year you’d like to view, and you will see all tasks associated with that year available to view.

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 program elements (such as Progress Notes), follow these steps.