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.

1– Start by logging in to the Performance Management portal. On the left side of the screen, click on My Reviews (if searching for your own completed tasks) or on My Employee’s Reviews (if you are a supervisor searching for a completed task for one of your employees).

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

3– All programs, whether active or archived, will then be displayed. Click the blue link for the program year and person you wish to view.

4– Select the icon from the dashboard for the task or form you wish to view.

5– Options for Supervisors: Supervisors are able to “drill down” to view any completed tasks for individuals reporting into their own direct reports, and so on through the organizational hierarchy. To access this feature, click on My Employees Reviews and choose from the “Open/Completed” drop-down as appropriate. Direct reports who are also supervisors will be displayed in blue. Simply click their name to open up a list of their direct reports.

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