How View My Team's Performance Check-in Compliance Status

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 Supervisors tab on the left hand navigation pane as shown below.

Note:

1. The Employees dashboard shows your personal compliant status.
2. The Departments dashboard shows your entire down chain and can be sorted by department or supervisor.

How to download a non-compliant employee report.

1. Click on gray Open section of the chart under the Supervisor completions % dashboard.

2. To download to a spreadsheet: Left click on the ☰ at the top of any column and select export.