

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.

The screenshot displays the Performance Management dashboard. On the left, under 'Performance Check-ins', it shows 'Your Action is Needed on 0' with a note to click the number. Below this is an 'In Process' section with a table header: Number, Employee, User Name, Title, Manager, Status, Year, Assigned To. The main area shows 'My Check-in Frequency: , April' and 'My Next Check-in is: April'. To the right, 'My Team's Frequency: January' and 'My Team's Next Check-in is: January' are shown. A pie chart indicates 'Your team has completed 66.67% of the team's scheduled performance check-ins'. A red arrow points from the pie chart area to the 'Supervisors' tab in the right-hand navigation pane. The navigation pane includes sections for 'Performance Management', 'My Performance Management', 'Compliance Dashboards' (with sub-items: Employees, Supervisors, Departments), 'Goals', 'Completed Check-In/Reviews', 'Prior Years Check-Ins', 'Supervisor Tools', and 'Faculty Review Upload'.

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.

Supervisor Compliance - Perf Mgmt

Supervisor Completion %

Open = 7 (100%)

Performance Management Supervisor Status

Employee Comments = 5 (71.43%) Supervisor Comments = 2 (28.57%)

Active Supervisor Check-in's

Number	Name	Title	Status	Fiscal Year	Created
PM0003779		Director	Employee Comments	FY2025	2025-02-11 10:38:03
PM0003768		Associate Vice President	Employee Comments	FY2025	2025-02-11 10:38:02
PM0003757		Executive Director	Supervisor Comments	FY2025	2025-02-11 10:38:02
PM0001889		Administrative Assistant SR	Employee Comments	FY2025	2025-01-01 08:23:10
PM0003795		Associate Vice President	Supervisor Comments	FY2025	2025-02-11 10:38:04
PM0003706		Controller	Employee Comments	FY2025	2025-02-11 10:37:58
PM0003776		Executive Director	Employee Comments	FY2025	2025-02-11 10:38:03

Completed Supervisor Check-in's

No records to display

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Performance Management

Type to filter...

My Performance Management

Compliance Dashboards

- Employees
- Supervisors**
- Departments

Goals

- My Goals
- Create a New Goal
- My Team's Goals

Completed Check-In/Reviews

Prior Years Check-Ins

Supervisor Tools

- My Team's Frequency
- Create a New Check-in

Faculty Review Upload

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

Performance management dashboards Search Employee Search 1 to 7 of 7

All > Employee Department is not empty > Created on This year > Employee Supervisor is Dave Cowley > Employee Faculty = true > State != Cancelled > Employee Type != GA .or. Employee Type != LN .or. Employee Type != NP .or. Employee Type != RE > State = Open > or Employee Department is not empty > Created on This Fiscal Year > State = Open > Employee Supervisor is Dave Cowley > Employee Faculty = false > State != Cancelled > Employee Type != GA .or. Employee Type != LN .or. Employee Type != NP .or. Employee Type != RE > State = Open

Employee	A#	College Code	Department Code	Supervisor	Status
Joi	A		DPVPAD	Da	Employee Comments
Bei	A		DPVFAC	Da	Employee Comments
Ch	A		DPVPAD	Da	Supervisor Comments
Tiff	A		VPAD	Da	Employee Comments
Dw	A00	CLVPAD	VPAD	Da	Supervisor Comments
We	A00	CLVPAD	DPCONT	Da	Employee Comments
Wh	A00	CLVPAD	DPBUDG	Da	Employee Comments

Actions on selected rows...

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