# Overview

This guide will provide report information available in Workday related to Performance Review. These reports are available based on security roles. For help with performance review, contact Talent Management at hrevaluations@tamu.edu.

## Talent Analyst Reports

**Employee Goals Pending Approval** – returns all goals for employees waiting for manager approval.

**Employee Goals by Organization** – returns all goals for employees (except those pending approval).

**Goal Setting Performance Review Process**: This report provides the status of all employee goals in a specific Sup Org. This report is often used to find goals that are not complete.

**Performance Review Acknowledgement Audit Report**: This report will show the manager and employee acknowledgements from the performance review process. This report is often used to audit the Overall Rating to see if a review was routed up the management chain for additional review as well as whether or not a job description needs to be updated.

**Performance Review Process (All):** This report provides employee performance reviews in complete and in-progress status. **Performance Review Process (All) – Most Recent Event**: This report provides employee performance reviews in complete, in-progress and canceled status.

**Performance Process (Incomplete)**: This report provides in-progress employee reviews in specific companies. The report contains additional details such as the Get Additional Manager and Get Additional Reviewer status.

**Performance Review Rating Report (Overall Rating of 1 or 2):** This report provides a list of workers with a Manager Overall Rating of 1 or 2. This report is often used by HR to follow-up with managers to ensure they are adhering to the proper steps for employees with low ratings.

## Manager Reports

**My Team’s Performance Reviews**: This report provides a list of where employees are in the review process as well as the manager rating and the employee rating.

**Performance Ratings Distribution**: This report provides the number of current performance ratings for the employees in their supervisory organization.