How do I view the status of evaluations for indirect reports?

From the REVIEW home page, click on “My Employees’ Reviews”

Several options will appear on the left navigation bar. Some useful filters are noted below with screenshots to the right:

- **Program** – search by type of evaluation
- **Supervisor** – choose all supervisors or one specific supervisor.
- **Subject** – search for a specific employee
- **Reporting Org Unit** – search by department
- **Open/Complete** – search all evaluations or by open or completed status

Once a filter/multiple filters are selected the evaluations that meet the criteria will appear. There will be several columns indicating the progression of the review, the overall score and the status. To view the evaluation, click “View Review”. You will have access to read the evaluation at any step in the process. You will NOT have access to edit the evaluation.