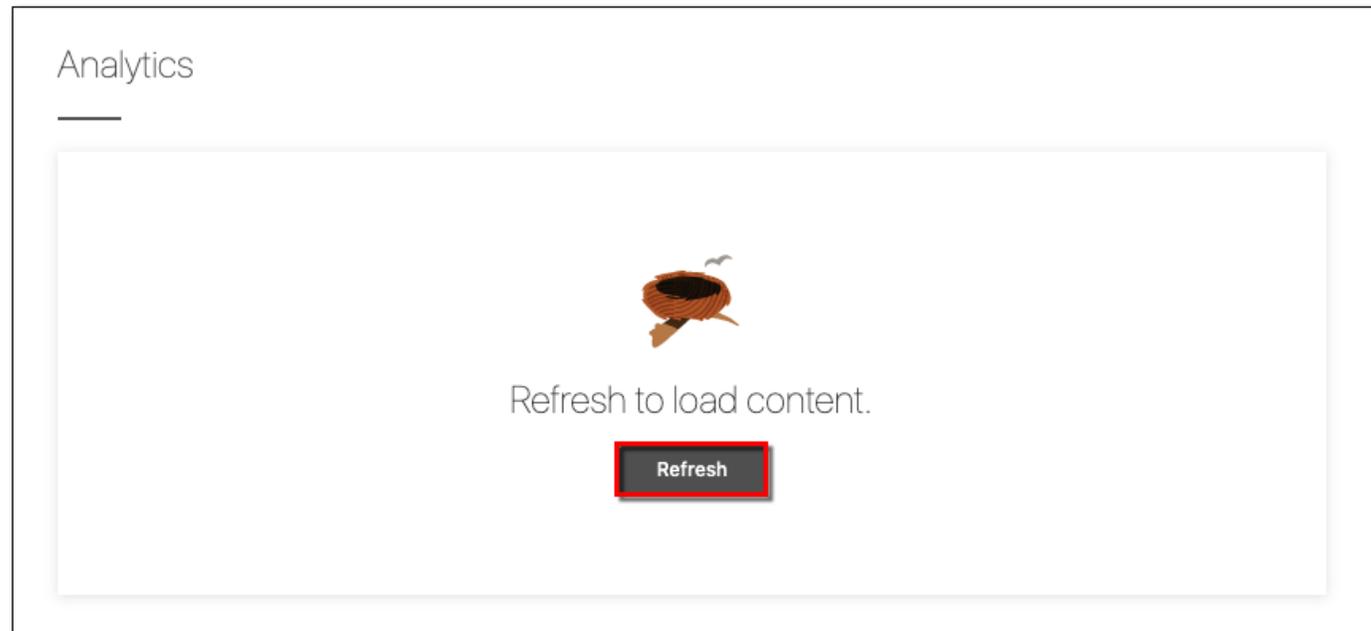# Manager Runs the Performance Document Report

Use the **Performance Document Status** report to see when your employee's evaluation documents will be available in Connect.

Note: **Annual Performance Evaluations** will be available **30 days before** the employee's hire date.
Probationary/Trial Evaluations will be available **30 days after** the employees' start date or position change date.

Note: Connect does not send notifications to the manager or employee when the evaluation document is generated. It is the responsibility of the manager and employee to monitor Connect and know when the evaluation documents are generated and when they must be completed.

1.   On your home page, scroll down to the **Analytics** section at the bottom of the page.

2.   Under **Analytics**, click the **Refresh** button.

3. Wait for the infolet to load and scroll back down to the **Analytics** section.

4. Click on the **Performance Document Status** infolet to open the associated report.

5. On the **Detailed Report** page, you can view the **Performance Document Status** report to assess when upcoming performance evaluations will be available in Connect based on the **Hire Da**te.

6. Click the **Print** or **Export** button to print your report or to export it to another format such as **PDF** or **Excel**.

7. When finished, click the **Done** button.

Detailed Report

Person Number	Last Name	First Name	Position Name	Performance Document Status	Name	Hire Date	Last Updated By	Last Update Date	Performance Documents
				In progress	Annual Evaluation		FUSION_APPS_HCM_ESS_LOADER_APPID	11/22/21	1
				In progress	Probationary/Trial Evaluation		FUSION_APPS_HCM_ESS_LOADER_APPID	11/22/21	1
				In progress	Annual Evaluation		FUSION_APPS_HCM_ESS_LOADER_APPID	11/22/21	1
				In progress	Probationary/Trial Evaluation		FUSION_APPS_HCM_ESS_LOADER_APPID	11/22/21	1
				In progress	Annual Evaluation		FUSION_APPS_HCM_ESS_LOADER_APPID	11/22/21	1
				In progress	Probationary/Trial Evaluation		FUSION_APPS_HCM_ESS_LOADER_APPID	11/22/21	1
				In progress	Annual Evaluation		FUSION_APPS_HCM_ESS_LOADER_APPID	11/22/21	1
				In progress	Annual Evaluation with Feedback			11/23/21	1
				In progress	Probationary/Trial Evaluation		FUSION_APPS_HCM_ESS_LOADER_APPID	11/22/21	1
				In progress	Annual Evaluation		FUSION_APPS_HCM_ESS_LOADER_APPID	11/22/21	1
				In progress	Probationary/Trial Evaluation		FUSION_APPS_HCM_ESS_LOADER_APPID	11/22/21	1

Refresh - Print - Export

Done

Note: **Annual Performance Evaluations** will be available **30 days before** the employee's hire date.
Probationary/Trial Evaluations will be available **30 days after** the employees' start date or position change date.