

What Does this Report Show?

The **Manager's Overall Rating and Summary** report shows the *Overall Performance Rating* and the *Summary of Overall Performance* for each employee in your area for the PRF year indicated in the report title. This report is helpful for calibration sessions or to see an at-a-glance view of all employee's overall ratings and summary in your area.

2020-21 - Manager's Overall Rating and Summary - PRF Lead

Download CSV Excel PDF PPT

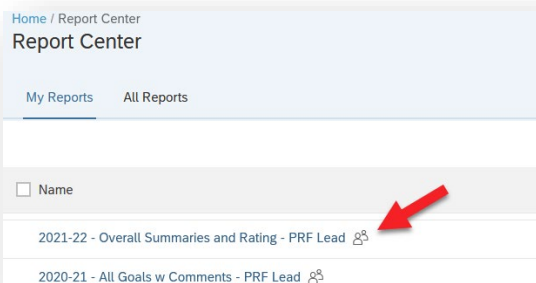
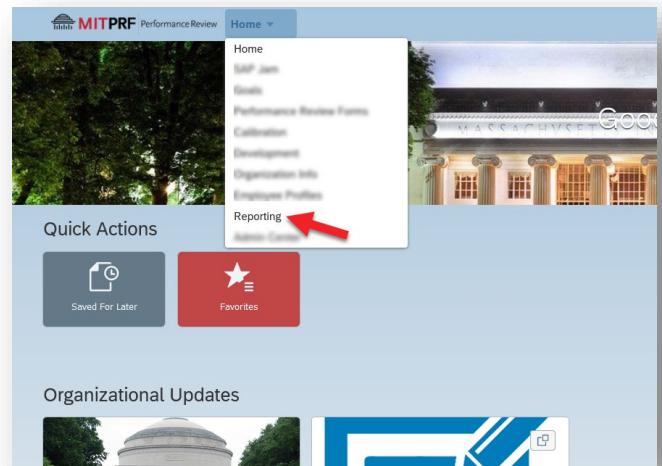
Employee MIT ID	Employee First Name	Employee Last Name	Form Template Name	Manager First Name	Manager Last Name	Employee Department	Employee Location	Employee Division	Employee Personnel Subarea	Status	Current Route Step Name	Section Comment Owner User Name	Overall Performance Review Forms Rating	Overall Performance Review Forms Rating Description	Section Comment
			2020-21 Performance Review Form						Support Staff (CSPT)	Signoff Stage	4 - Employee Acknowledges Receipt			S/Successful Performer (consistently meets expectations)	

How Do I Run this Report?

Step 1: From the PRF Home Page, select **Reporting** from the *Home* drop down menu at the top. You will be brought to the **Report Center**.

(If you are in the **Classic View**, click **Return to Report Center** at the top left side of the screen.)

Step 2: Click **202x-2x - Overall Summaries and Rating - PRF Lead** (depending on the PRF year)



Step 3: Select how you will like to run your report.

Recommended Options:

Run Online: The report will appear in the PRF system allowing you to quickly view the data. You will have the option to export the data to Excel.

Export: You will be asked for your preferred file format. Excel is recommended, allowing you to manage the data.

