

# Performance Management Reports

## Standard Performance Management Reports

The following standard Performance Management Reports are available:

1. **Assessment Period Content Audit Report**
2. **Calculated Weighted Average Report**
3. **Compare Performance Agreement by Agreement Year Report**
4. **Compare Performance Agreement by Assessment Period Report**
5. **Dump KPAST Report**
6. **Key Competency Report**
7. **Performance Agreement Status Report**
8. **Performance Management Full Report**
9. **Performance Rating Distribution (Agreement Year) Report**
10. **Performance Rating Distribution (Assessment Period) Report**

## Assessment Period Content Audit Report

An audit report on all the performance contract changes per employee.

[Assessment Period Content Audit Report](#)

## Calculated Weighted Average Report

Provides a consolidated view of the calculated weighted average score per employee per assessment period per agreement for both the pre-moderation and post-moderation scores.

[Calculated Weighted Average Report](#)

# Compare Performance Agreement by Agreement Year Report

This report compares the final performance rating of any two performance years per employee.

[Compare Performance Agreement by Agreement Year Report](#)

# Compare Performance Agreement by Assessment Period Report

Compare performance year by review period - compares final scores over 2 periods.

[Compare Performance Agreement by Assessment Period Report](#) [Performance Agreement by Assessment Period Report](#) KPAST Report

Summary of employee's performance goals and objectives

[Dump KPAST Report](#) [Zoom: Dump KPAST Report](#)

# Key Competency Report

Breakdown per employee of present and required level. Lists employee, manager and agreed rating as well as planned training.

[Key Competency Report](#) [Zoom: Key Competency Report](#)

# Performance Agreement Status Report

Breakdown of agreement statuses - approved/not approved, scores etc. for various periods.

[Performance Agreement Status Report](#) [Zoom: Performance Agreement Status Report](#)

# Performance Management Full Report

A detailed Excel export report that contains the following information:

- EmployeeNumber
- Surname
- Name
- PositionCode
- PositionTitle
- InternalGrading
- EmploymentType
- StartDateInCompany
- StartDateInGroup
- StartDateInPrimaryPosition
- TerminationDate
- LineManagerEmployeeNumber
- LineManagerNameSurname
- PerformanceManagerEmployeeNumber
- PerformanceManagerNameSurname
- OrgPath
- Performance Year
- Performance Year Start Date
- Performance Year End Date
- Review Frequency
- Number Of Review Periods
- Review Period
- Review Period Start Date
- Review Period End Date
- Item Number
- Perspective
- Theme
- Objective
- Measure
- Target / Rating Scale
- Weight
- Manager Comments
- Employee Comments
- Linked To PDP
- Included In Score
- Manager Rating
- Employee Rating
- Final Rating
- Section Calculated Weighted Average
- Section Revised Average
- Review Period Calculated Weighted Average
- Review Period Revised Average

- Performance Scorecard Calculated Weighted Average
- Performance Scorecard Revised Average

[Performance Management Full Report](#)[Zoom: Performance Management Full Report](#)

# Performance Rating Distribution Report (Performance Year)

Performance Rating Distribution Report filtered by performance year. Breakdown of total number of employees, number of performance agreements done and breakdown of scores.

[Performance Rating Distribution Report \(Performance Year\)](#)[Zoom: Performance Rating Distribution Report \(Performance Year\)](#)

# Performance Rating Distribution Report (Review Period)

Performance Rating Distribution Report filtered by review period. Breakdown of total performances done during a period and average scores.

[Performance Rating Distribution Report \(Review Period\)](#) [Performance Rating Distribution Report \(Review Period\)](#)

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