See the [University of Vermont Performance Review Process](#) for additional details including the purpose of Performance Reviews and an overview of the performance review process. Contact your supervisor or Human Resource Services (HRS) at [HRSinfo@uvm.edu](mailto:HRSinfo@uvm.edu) or 802-656-3108 with any questions.

This guide is for Key Reps with “Performance User” access to their review program. It will show you how to create reports, add co-reviewers, and re-open a finalized review if a mistake was made on it.

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Creating Reports

You can create reports to quickly identify which performance reviews have been completed.

1. Log into PeopleAdmin, go to the Performance module and change your user type to Performance.

2. Click on the Programs tab at the top.

3. You will see a list of review programs, including the one from this year. Click on the name of this year’s review.

4. Click on the Reviews tab within this program.

5. Use the “More Search Options” button, as needed, to customize the report by filtering which reviews you see. We recommend showing all reviews and then using Excel to filter.
   a. “Open” means the review is either in progress or not yet started. “Completed” means the review has been completed.

6. Use the Actions drop-down button and click Export Results to create your report in Excel.
Adding a Co-reviewer

You can add another person as the co-reviewer of any employee’s review. The co-reviewer is then given full access to complete and view the review just as if they were the supervisor for that employee.

1. Log into PeopleAdmin, go to the Performance module and change your user type to Performance.

2. Click on the Programs tab at the top.

3. You will see a list of review programs, including the one from this year. Click on the name of this year’s review.

4. Click on the Reviews tab within this program.

5. Use the “More Search Options” button, as needed, to find the review for which you want to add a co-reviewer. Click on the employee’s name.

6. Click the “Add Co-reviewer” button.
7. Search for the name of the person you want to add as Co-Reviewer and click on the entry for that name once it appears.
8. You will see that name then appear as the co-reviewer in the place of the “Add Co-reviewer” button.
9. Repeat these steps for any other reviews for which you want to add a co-reviewer.

Re-opening a finalized review

If, during the review process, a mistake is made and not discovered until after the review is completed and acknowledged, you can re-open that task to allow for correction and re-acknowledgement.

1. Log into PeopleAdmin, go to the Performance module and change your user type to Performance.

2. Click on the Programs tab at the top.

3. You will see a list of review programs, including the one from this year. Click on the name of this year’s review.
4. Click on the Reviews tab within this program.

5. Use the “More Search Options” button, as needed, to find the review for which you want to re-activate a task. Click on the employee’s name.
6. Identify the task in the list that you want to re-activate and use the “Actions” drop-down and choose to “Re-open” it.
7. Make sure whoever completes the edits also completes and acknowledges the review that was edited so it shows up as complete on your reports.