
Manage Performance - Reports

The Human Resources Staff can run queries to determine the status of performance documents. HR can report on the Supervisor Name or Agency, Sub-Agency and Personnel Office Identifier (POI).

This section contains information on the following topics:

[Missing Performance Plans](#)

[Late Performance Plans](#)

[Missing Appraisals](#)

[Late Appraisals](#)

Missing Performance Plans

This option allows HR to report on missing performance plans.

To report on Missing Performance Plans:

1. Select the **Manage Performance** menu group.
2. Select the **Report** menu.
3. Select the **Missing Performance Plans** component. The Find An Existing Value tab - Missing Performance Plans page (**Figure 734**) is displayed.

Missing Performance Plans
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Run Control ID: begins with | 23562

Case Sensitive

Search | **Clear** | [Basic Search](#) | [Save Search Criteria](#)

No matching values were found.

[Find an Existing Value](#) | [Add a New Value](#)

Figure 734. Find An Existing Value tab - Missing Performance Plans page

4. Complete the fields as follows:

Run Control ID

Select data from the drop-down list. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.). Enter the applicable data based on the search criteria selected.

Case Sensitive

Click this field if the search criteria is case sensitive.

5. Click **Search**. The Missing Plan tab - Missing Performance Plans page (**Figure 736**) is displayed.

OR

Click **Clear** to clear the entry on the window. Another entry can be made at this time.

OR

Click the **Add a New Value** tab. The Add A New Value tab - Missing Performance Plans page (**Figure 735**) is displayed.

Missing Performance Plans

[Find an Existing Value](#) **Add a New Value**

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

Figure 735. Add A New Value tab - Missing Performance Plans page

6. Complete the fields as follows:

Run Control ID

Enter the control ID.

7. Click **Add**. The Missing Plan tab - Missing Performance Plans page (**Figure 736**) is displayed.

Missing Plan

Report of Missing Performance Plans

Run Control ID: 123562 [Report Manager](#) [Process Monitor](#)

Language: English

Supervisor Name:

OR

Agency: Sub-Agency: Personnel Office ID:

Figure 736. Missing Plan tab - Missing Performance Plans page

8. Complete the fields as follows:

Run Control ID

This field is populated based on the search criteria entered.

Language

Select the applicable language from the drop -down list. This field defaults to **English**. Valid values are as follows:

Languages

- Arabic
- Can French
- Czech
- Danish
- Dutch
- English
- French
- Finnish
- German
- Greek
- Hebrew
- Hungarian
- Italian
- Japanese
- Korean
- Malay
- Norwegian
- Polish
- Portuguese
- Russian
- S Chinese
- Spanish
- Swedish
- TChinese
- Thai
- Turkish

Supervisor Name

Enter the name of the supervisor or select data by clicking the search icon.

OR

Agency

Enter the two position alfa agency code or search data by clicking the search icon.

Sub-Agency

Enter the sub agency.

Personnel Office ID

Enter the POI or select data by clicking on the search icon.

9. Click **Save** .

OR

Click **Notify** to send an email to a person in the workflow.

OR

Click **Add** to add information to a report.

OR

Click **Update/Display** to update the page.

OR

Click the **Report Manager** link to access additional report options. For more information, see Report Manager.

OR

Click the **Process Monitor** link. For more information, see Report Manager.

10. Click **Run**. The Project Scheduler Request page (**Figure**) is displayed. For more information, see Report Manager.

Late Performance Plans

This option allows HR to inquire on late performance plans.

To inquire on Late Performance Plans:

1. Select the **Manage Performance** menu group.
2. Select the **Report** menu.
3. Select the **Late Performance Plans** component. The Find An Existing Value tab - Late Performance Plans page (**Figure 737**) is displayed.

Figure 737. Find An Existing Value tab - Late Performance Plans page

4. Complete the fields as follows:

Run Control ID

Select data from the drop-down list. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.). Enter the applicable data based on the search criteria selected.

Case Sensitive

Click this field if the search criteria is case sensitive.

5. Click **Search**. The Late Performance Plan page (**Figure 739**) is displayed

OR

Click **Clear** to clear the entry on the page. Another entry can be made at this time.

OR

Click the **Add a New Value** tab. The Add A New Value tab - Late Performance Plans page (**Figure 738**) is displayed.

Late Performance Plans

[Find an Existing Value](#) **Add a New Value**

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

Figure 738. Add A New Value tab - Late Performance Plans page

6. Complete the fields as follows:

Run Control ID

Enter the control ID.

7. Click **Add**. The Late Performance Plans page (**Figure 739**) is displayed.

Report of Late Performance Plan

Run Control ID: 123562 [Report Manager](#) [Process Monitor](#)

Language:

Supervisor Name:

OR

Agency: Sub-Agency: Personnel Office ID

Figure 739. Late Performance Plans page

8. Complete the fields as follows:

Language

Select the applicable language from the drop -down list. This field defaults to **English**. Valid values are as follows:

Languages

- Arabic
- Can French
- Czech
- Danish
- Dutch
- English
- French
- Finnish
- German
- Greek
- Hebrew
- Hungarian
- Italian
- Japanese
- Korean
- Malay
- Norwegian
- Polish
- Portuguese
- Russian
- S Chinese
- Spanish
- Swedish
- TChinese
- Thai
- Turkish

Supervisor Name

Enter the name of the supervisor or select data by clicking the search icon.

OR

Agency

Enter the two position alfa agency code or search data by clicking the search icon.

Sub-Agency

Enter the sub agency.

Personnel Office ID

Enter the POI or select data by clicking on the search icon.

9. Click **Save** .

OR

Click **Notify** to send an email to a person in the workflow.

OR

Click **Add** to add information to a report.

OR

Click **Update/Display** to update the page.

OR

Click the **Report Manager** link to access additional report options. For more information, see Report Manager.

OR

Click the **Process Monitor** link. For more information, see Report Manager.

10. Click **Run**. The Project Scheduler Request page (**Figure**) is displayed. For more information, see Report Manager.

Missing Performance Appraisals

This option allows HR to report on missing performance appraisals.

To report on Missing Performance Appraisals:

1. Select the **Manage Performance** menu group.
2. Select the **Report** menu.
3. Select the **Missing Performance Appraisal** component. The Find An Existing Value tab - Missing Performance Appraisal page (**Figure**) is displayed.

Figure 740. Find An Existing Value tab - Missing Performance Appraisal page

- Complete the fields as follows:

Run Control ID

Click the down arrow to choose a search criteria. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.). Enter the applicable data based on the search criteria selected.

Case Sensitive

Click this field if the search criteria is case sensitive.

- Click **Search**. The Missing Review tab - Missing Performance Appraisal page (Figure 742) is displayed.

OR

Click **Clear** to clear the entry on the page. Another entry can be made at this time.

OR

Click the **Add a New Value** tab. The Add A New Value tab - Missing Performance Appraisal page (Figure 741) is displayed.

Missing Performance Appraisal

[Find an Existing Value](#) **Add a New Value**

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

Figure 741. Add A New Value tab - Missing Performance Appraisal page

6. Complete the fields as follows:

Run Control ID

Enter the control ID.

7. Click **Add**. The Missing Review tab - Missing Performance Appraisal page (**Figure 742**) is displayed.

Missing Review

Report of Missing Performance Rew

Run Control ID: 123562 [Report Manager](#) [Process Monitor](#)

Language:

Supervisor Name:

OR

Agency: Sub-Agency: Personnel Office ID

Figure 742. Missing Review tab - Missing Performance Review page

8. Complete the fields as follows:

Run Control ID

This field is populated with the search criteria entered.

Language

Select the applicable language from the drop -down list. This field defaults to **English**. Valid values are as follows:

Languages

- Arabic
- Can French
- Czech
- Danish
- Dutch
- English
- French
- Finnish
- German
- Greek
- Hebrew
- Hungarian
- Italian
- Japanese
- Korean
- Malay
- Norwegian
- Polish
- Portuguese
- Russian
- S Chinese
- Spanish
- Swedish
- TChinese
- Thai
- Turkish

Supervisor Name

Enter the name of the supervisor or select data by clicking the search icon.

OR

Agency

Enter the two position alfa agency code or search data by clicking the search icon.

Sub-Agency

Enter the sub agency.

Personnel Office ID

Enter the POI or select data by clicking on the search icon.

9. Click **Save** .

OR

Click **Notify** to send an email to a person in the workflow.

OR

Click **Add** to add information to a report.

OR

Click **Update/Display** to update the page.

OR

Click the **Report Manager** link to access more report options. For more information, see Report Manager.

OR

Click the **Process Monitor** link. For more information, see Report Manager.

10. Click **Run**. The Project Scheduler Request page (**Figure**) is displayed. For more information, see Report Manager.

Late Performance Appraisals

This option allows HR to report on late performance appraisals.

To inquire on Late Performance Appraisals:

1. Select the **Manage Performance** menu group.
2. Select the **Report** menu.
3. Select the **Late Performance Appraisal** component. The Find An Existing Value tab - Late Performance Appraisal page (**Figure 743**) is displayed.

Late Performance Appraisal
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Run Control ID: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Figure 743. Find An Existing Value tab - Late Performance Appraisal page

4. Complete the fields as follows:

Run Control ID

Select a search criteria from the drop-down list. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.). Enter the applicable data based on the search criteria selected.

Case Sensitive

Click this field if the search criteria is case sensitive.

5. Click **Search**. The Late Review tab - Late Performance Review page (**Figure 745**) is displayed.

OR

Click **Clear** to clear the entry on the page. Another entry can be made at this time.

OR

Click the **Add a New Value** tab. The Add A New Value tab - Late Performance Appraisal page (**Figure 744**) is displayed.

Late Performance Appraisal

[Find an Existing Value](#) **Add a New Value**

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Figure 744. Add A New Value tab - Late Performance Appraisal page

6. Complete the field as follows:

Run Control ID

Enter the control ID.

7. Click **Add**. The Late Review tab - Late Performance Review page (**Figure 745**) is displayed.

Late Review

Report of Late Performance Reww

Run Control ID: 123562 [Report Manager](#) [Process Monitor](#)

Language: Process Instance:1608674

Supervisor Name:

OR

Agency: Sub-Agency: Personnel Office ID

Figure 745. Late Review tab - Late Performance Review page

8. Complete the fields as follows:

Run Control ID

This field is populated with the search criteria entered.

Language

Select the applicable language from the drop -down list. This field defaults to **English**. Valid values are as follows:

Languages

- Arabic
- Can French
- Czech
- Danish
- Dutch
- English
- French
- Finnish
- German
- Greek
- Hebrew
- Hungarian
- Italian
- Japanese
- Korean
- Malay
- Norwegian
- Polish
- Portuguese
- Russian
- S Chinese
- Spanish
- Swedish
- TChinese
- Thai
- Turkish

Supervisor Name

Enter the name of the supervisor or select data by clicking the search icon.

OR

Agency

Enter the two position alfa agency code or search data by clicking the search icon.

Sub-Agency

Enter the sub agency.

Personnel Office ID

Enter the POI or select data by clicking on the search icon.

9. Click **Save** .

OR

Click **Notify** to send an email to a person in the workflow.

OR

Click **Add** to add information to a report.

OR

Click **Update/Display** to update the page.

OR

Click the **Report Manager** link to access more report options. For more information, see Report Manager.

OR

Click the **Process Monitor** link. For more information, see Report Manager.

10. Click **Run**. The Project Scheduler Request page (**Figure**) is displayed. For more information, see Report Manager.

Process Scheduler Request

User ID: CAMSBD Run Control ID: 123562

Server Name: PSNT Run Date: 06/16/2008

Recurrence: Run Time: 4:44:24PM [Reset to Current Date/Time](#)

Time Zone: CST Central Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Late Performance Rewv	ZLATRVV	SQR Report	Web	PDF	Distribution

OK Cancel

Figure 746. Project Scheduler Request page

Review Rating Model

The Review Rating Model is used to setup the ratings used on the performance documents..

To setup a Review Rating Model:

1. Select the **Manage Performance** menu group.
2. Select the **Setup** menu.
3. Select the **Review Rating Model** component. The Find An Existing Value tab - Review Rating Model page (**Figure 747**) is displayed.

Review Rating Model

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Rating Model: begins with

Description: begins with

Include History **Correct History** **Case Sensitive**

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Figure 747. Find An Existing Value tab - Review Rating Model page

4. Complete the fields as follows:
5. Enter the applicable information.
6. Click **Search**. The Review Rating Model page is displayed.
OR
7. Select the **Add a New Value** tab. The Add A New Value tab - Review Rating Model page (**Figure**) is displayed.

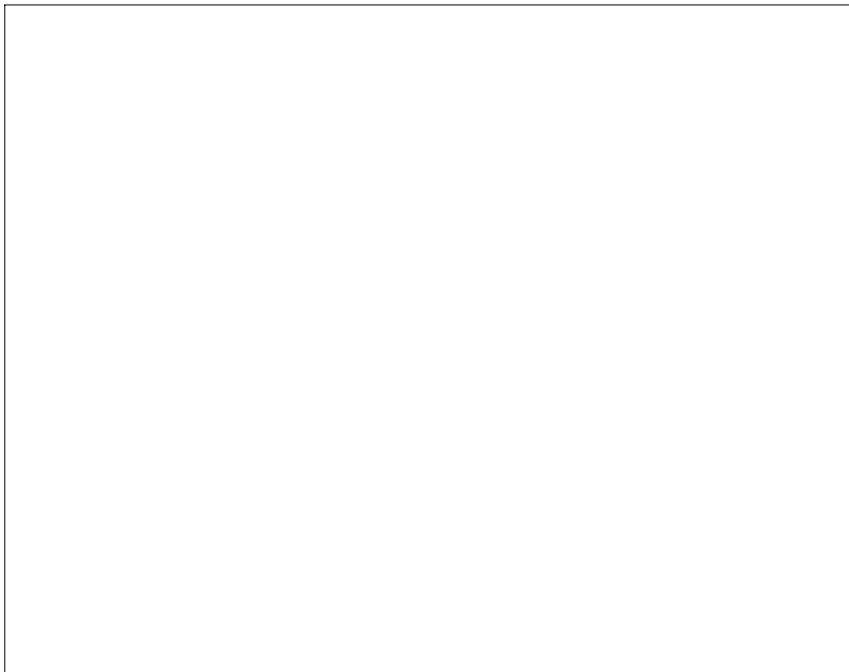


Figure 748. Add A New Value tab - Review Rating Model page

8. Complete the fields as follows:

Rating Model

Rating Model: A

Rating Model Description Find | View All First 1 of 3 Last

*Effective Date: 04/01/2005 Status: Active

*Description: Pass/Fail System

Short Description: Pattern A Review Band OPM Pattern: Lev 1,3

Ratings Customize | Find | First 1-4 of 4 Last

General Review Points Federal

*Rating	*Description	Short Description	Numeric Rating	Career Strength/ Development	Rating Explanation
1	UNACCEPTABLE	UNACCEPTA	0.00		
3	FULLY SUCCESSFUL OR EQUIV	FULLY SUCC	0.00		
X	NOT RATED	NOT RATED	0.00		
Z	Excluded from Coverage	Excluded	0.00		

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Figure 749. Rating Model page

9. Complete the fields as follows:

Rating Model

This field is populated with the search criteria entered.

***Effective Date**

Enter the applicable date or select a date from the calendar icon.

Status

This field defaults to **Active**. Change by selecting data from the drop-down list.

***Description**

Enter the description of the rating system.

Short Description

Enter the short description of the rating.

Review Band

When the **Correct History** button is selected, the review band is checked.

OPM Pattern

Enter the applicable information or select data from the drop-down list.

10. Click the **General** tab. General window (**Figure**) is displayed.

11. Complete the fields as follows:

***Rating**

Enter the number associated with the rating

***Description**

This field defaults to **Active**. Change by selecting data from the drop-down list.

***Description**

This field is the description for the Rating number

Numeric Rating

This field is the number rating associated with the Description.

**Career
Strength/Development**

Enter the applicable information or select data from the drop-down list.

Rating Explanation

Click this icon to view or enter a rating explanation.

12. Click **Review Point** tab. The Review Point tab (**Figure 750**) is displayed.

*Rating	Review Points	From Points	To Points	Eligibility Points
1	1	0	0	0.0
3	3	0	0	0.0
X	0	0	0	0.0
Z	0	0	0	0.0

Figure 750. Review Point tab

13. Complete the fields as follows.

*Rating

Enter the rating number.

Review Points

Enter the applicable amount of points to be given during a review.

From Points

Enter the minimum number of points for a review.

To Points

Enter the maximum number of points for a review.

Eligibility Points

Enter the applicable eligibility point for a review.

14. Click **Federal** tab. The Federal window (**Figure 751**) is displayed.

Rating Model

Rating Model: A

Rating Model Description Find | View All First 1 of 3 Last

*Effective Date: 04/01/2005 Status: Active

*Description: Pass/Fail System

Short Description: Pattern A Review Band OPM Pattern: Lev 1,3

Ratings General Review Points Federal Customize | Find | First 1-4 of 4 Last

*Rating	OPM Rating	RIF Years
1	Level I	0
3	Level III	12
X	Not Rated	12
Z	Exclusion	12

Figure 751. Federal window

15. Complete the following information:

***Rating**

Enter the rating number

OPM Rating

This field is the OPM rating explanation.

RIF Years

Enter the applicable years for each OPM Rating.

16. Click **Save**.

OR

Click **Return To Search** to search for another Review Rating Model.

OR

Click **Previous In List** to view the previous Review Rating Model.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

OR

Click **Add** to add an additional Review Rating Model.

OR

Click **Update/Display** to update the window.

OR

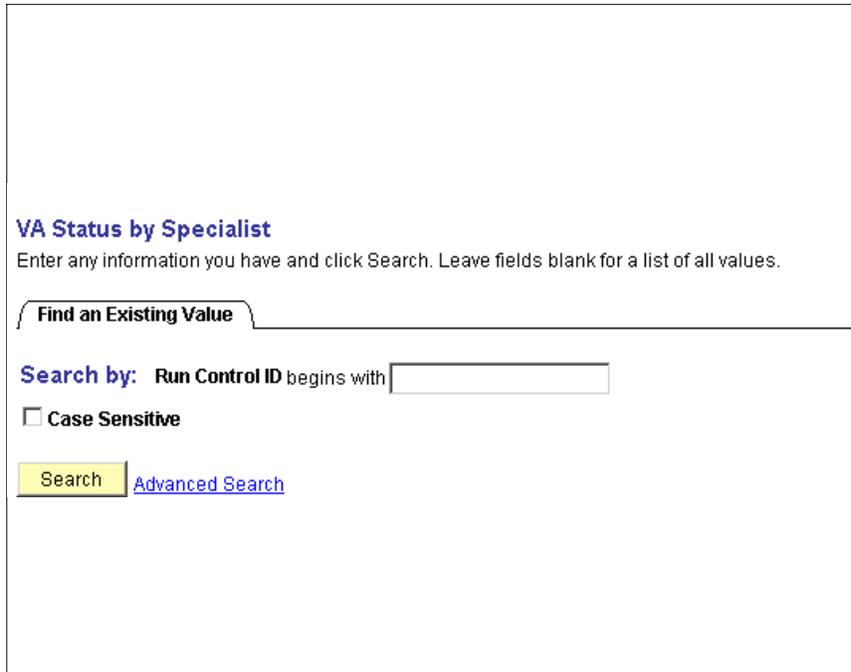
Click **Include History** to include the transaction in history.

OR

Click **Correct History** to correct the transaction in history.

To search for a VA Status By Specialist report:

1. Select **Recruiting** from the *EmpowHR* menu. The VA Status By Specialist window (**Figure 752**) is displayed to locate an existing report.



The screenshot shows a web interface for searching reports. At the top, it says "VA Status by Specialist" in blue. Below that, a instruction reads: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a tab labeled "Find an Existing Value". Underneath, the search criteria are set to "Search by: Run Control ID begins with" followed by an empty text input field. A checkbox for "Case Sensitive" is present and unchecked. At the bottom, there are two buttons: a yellow "Search" button and a blue "Advanced Search" link.

Figure 752. VA Status By Specialist window

2. Complete the field as follows:

Search By/Run Control ID Begins With

The run control ID is a unique number that the user assigns to run a report. Enter the applicable information.

3. Click **Search**. The Runctl Asofdate window (**Figure 753**) is displayed.

Runcctl Asofdate

Run Control ID: Report [Report Manager](#) [Process Monitor](#)

Language: English

Report Request Parameter(s)

As Of Date: 05/14/2008

Figure 753. Runcctl Asofdate window

4. Complete the fields as follows:

Language

Enter the language or select data from the drop-down list. The valid values are listed below:

Language Values

Arabic
 Can French
 CZech
 Danish
 Dutch
 Tinnish
 French
 German
 Greek
 Hebrew
 Hungarian
 Italian
 Japanese
 Korean
 Maly
 Norwegian

Language Values

Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

As Of Date

Enter the as of date for the report or select a date from the calendar icon.

5. Click **Save**.

OR

Click **Return To Search** to search for another report.

OR

Click **Notify** to notify a person in the workflow..

OR

Click **Report Manager**. For more information on this topic refer to [Report Manager](#) of this manual.

OR

Click **Process Monitor**. For more information on this topic refer to [Process Monitor](#) of this manual.

OR

Click **Run**. For more information on this topic refer to [Run](#) of this manual.

VA Status By Organization

To search for a VA Status By Organization report:

1. Select **Recruiting** from the *EmpowHR* menu. The VA Status By Organization window (**Figure 754**) is displayed to locate an existing report.

VA Status by Organization
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Run Control ID begins with

Case Sensitive

Search [Advanced Search](#)

Figure 754. VA Status By Organization window

2. Complete the field as follows:

**Search By/Run Control
ID Begins With**

The run control ID is a unique number that the user assigns to run a report.
Enter the applicable information.

3. Click **Search**. The Runctl Asofdate window (**Figure 755**) is displayed.

Figure 755. Runctl Asofdate window

4. Complete the fields as follows:

Language

Enter the language or select data from the drop-down list. The valid values are listed below:

Language Values

Arabic
 Can French
 CZech
 Danish
 Dutch
 Tinnish
 French
 German
 Greek
 Hebrew
 Hungarian
 Italian
 Japanese
 Korean
 Maly
 Norwegian

Language Values

Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

As Of Date

Enter the as of date for the report or select a date from the calendar icon.

5. Click **Run**. The Process Scheduler Request window (**Figure 645**) is displayed.

OR

Click **Save** to save the information.

OR

Click **Return To Search** to search for another report.

OR

Click **Notify** to send the information to a person in the workflow.

OR

Click **Report Manager**. The Report Manager tabs are displayed. For more information refer to [Report Manager](#) in this manual.

VA Score Sheet

To search for VA Score Sheet report:

1. Select **Recruiting** from the *EmpowHR* menu. The VA Status Score Sheet window (**Figure 756**) is displayed to locate an existing report.

VA Score Sheet
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

Figure 756. VA Score Sheet window

2. Complete the field as follows:

**Search By/Run Control
ID Begins With**

The run control ID is a unique number that the user assigns to run a report.
Enter the applicable information.

3. Click **Search**. The Runctl App014 window (**Figure 757**) is displayed.

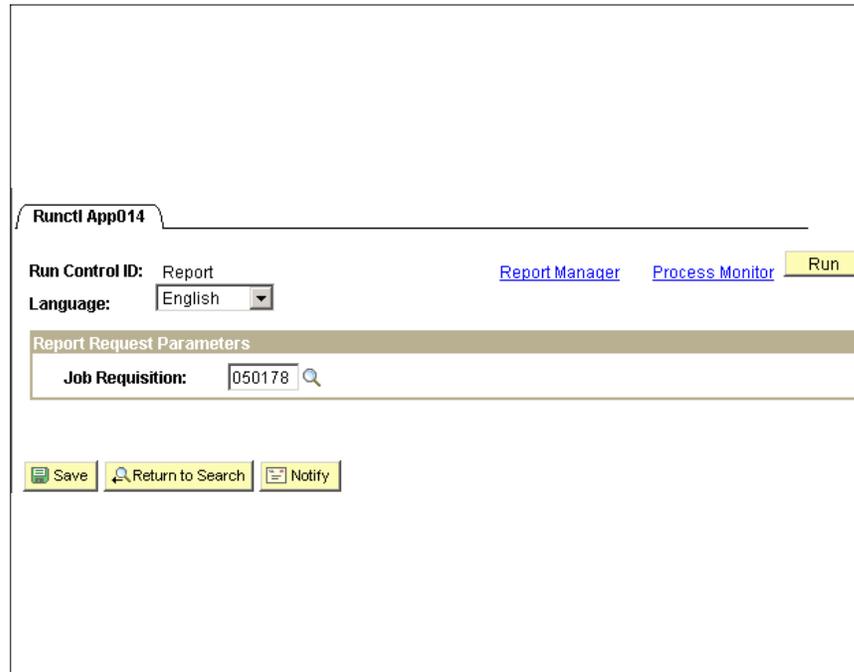


Figure 757. Runctl App014 window

4. Complete the fields as follows:

Language

Enter the language or select data from the drop-down list. The valid values are listed below:

Language Values

Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian

Language Values

Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

Job Requisition

Enter the requisition date for the report or select a date from the calendar icon.

5. Click **Run**. The Process Scheduler Request window (**Figure 645**) is displayed.

OR

Click **s** to save the information.

OR

Click **Return To Search** to search for another report.

OR

Click **Notify** to send the information to a person in the workflow.

OR

Click **Report Manager**. The Report Manager tabs are displayed. For more information refer to [Report Manager](#) in this manual.

Specialist Referral List

To search for Specialist Referral List report:

1. Select **Recruiting** from the **EmpowHR** menu. The Specialist Referral List window (**Figure 758**) is displayed to locate an existing report.

The screenshot shows a web application window titled "Specialist Referral List". Below the title is a subtitle "Specialist Referral List" and a brief instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." A tab labeled "Find an Existing Value" is active. Below this, the search criteria are set to "Search by: Run Control ID begins with" followed by an empty text input field. There is an unchecked checkbox for "Case Sensitive". At the bottom of the search section, there is a yellow "Search" button and a blue link for "Advanced Search".

Figure 758. Specialist Referral List window

2. Complete the field as follows:

Search By/Run Control ID Begins With

The run control ID is a unique number that the user assigns to run a report. Enter the applicable information.

3. Click **Search**. The Runctl App014 window (**Figure 759**) is displayed.

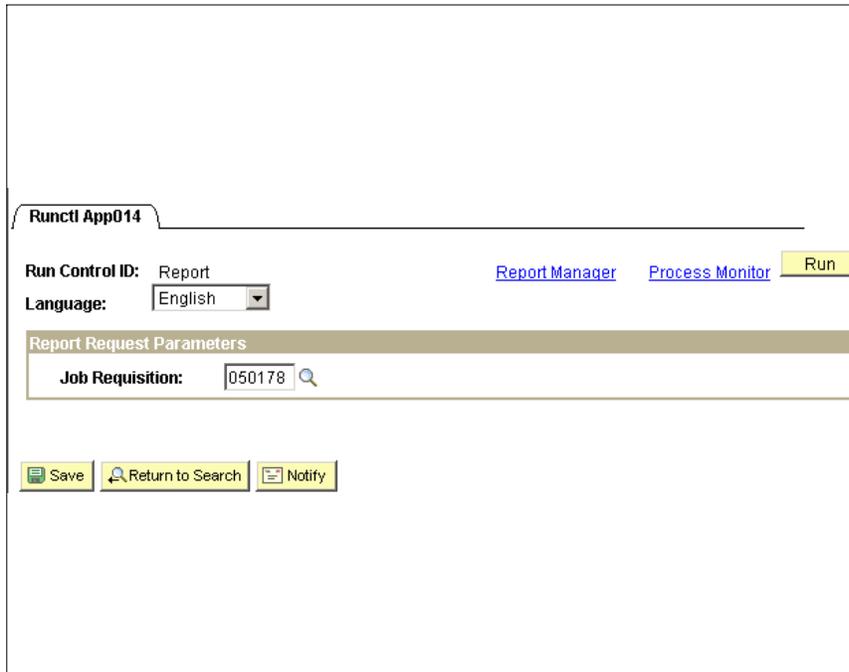


Figure 759. Runctl App014 window

4. Complete the fields as follows:

Language

Enter the language or select data from the drop-down list. The valid values are listed below:

Language Values

Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian

Language Values

Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

Job Requisition

Enter the requisition date for the report or select a date from the calendar icon.

5. Click **Run**. The Process Scheduler Request window (**Figure 645**) is displayed.

OR

Click **Save** to save the information.

OR

Click **Return To Search** to search for another report.

OR

Click **Notify** to send the information to a person in the workflow.

OR

Click **Report Manager**. The Report Manager tabs are displayed. For more information refer to [Report Manager](#) in this manual.

Requisition Worksheet

To search for Requisition Worksheet report:

1. Select **Recruiting** from the *EmpowHR* menu. The Requisition Worksheet window (**Figure 760**) is displayed to locate an existing report.

Requisition Worksheet
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

Figure 760. Requisition Worksheet window

2. Complete the field as follows:

**Search By/Run Control
ID Begins With**

The run control ID is a unique number that the user assigns to run a report.
Enter the applicable information.

3. Click **Search**. The Work Sheet window (**Figure 761**) is displayed.

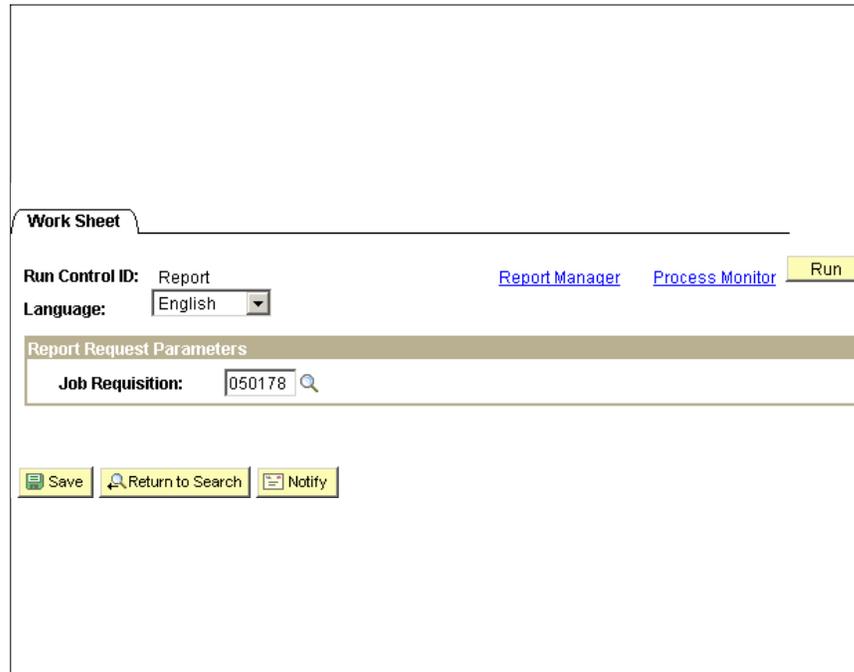


Figure 761. Work Sheet window

4. Complete the fields as follows:

Language

Enter the language or select data from the drop-down list. The valid values are listed below:

Language Values

Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian

Language Values

Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

Job Requisition

Enter the requisition date for the report or select a date from the calendar icon.

5. Click **Run**. The Process Scheduler Request window (**Figure 645**) is displayed.

OR

Click **Save** to save the information.

OR

Click **Return To Search** to search for another report.

OR

Click **Notify** to send the information to a person in the workflow.

OR

Click **Report Manager**. The Report Manager tabs are displayed. For more information refer to [Report Manager](#) in this manual.

Panel Paperwork

To search for a Panel Paperwork report:

1. Select **Recruiting** from the **EmpowHR** menu The Panel Paperwork window (**Figure 762**) is displayed.

Panel Paperwork
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

Figure 762. Panel Paperwork window

2. Complete the field as follows:

Search By/Run Control ID Begins With

The run control ID is a unique number that the user assigns to run a report. Enter the applicable information.

3. Click **Search**. The Runctl App014 window (**Figure 763**) is displayed.

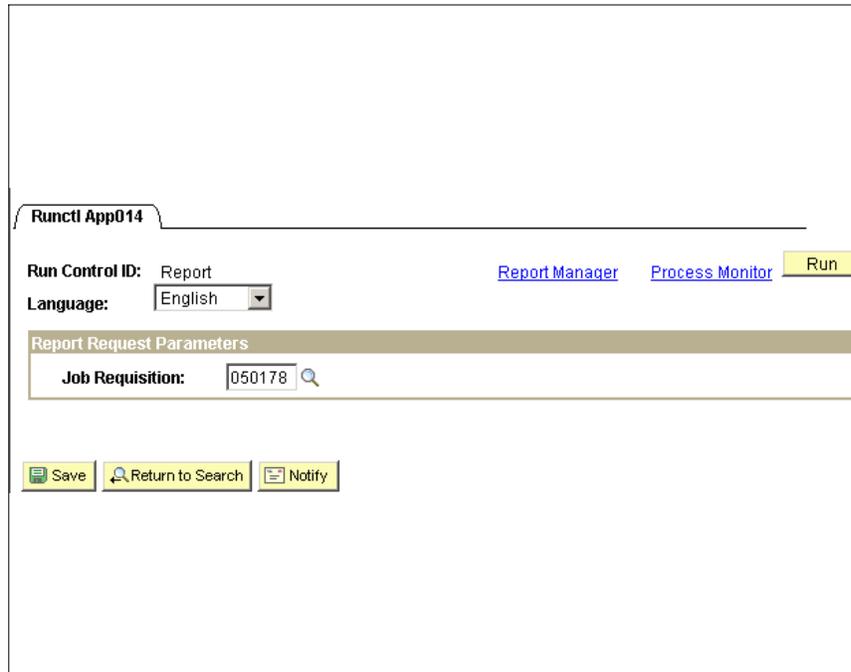


Figure 763. Runctl App014 window

4. Complete the fields as follows:

Language

Enter the language or select data from the drop-down list. The valid values are listed below:

Language Values

Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian

Language Values

Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

Job Requisition

Enter the requisition date for the report or select a date from the calendar icon.

5. Click **Run**. The Process Scheduler Request window (**Figure 645**) is displayed.

OR

Click **Save** to save the information.

OR

Click **Return To Search** to search for another report.

OR

Click **Notify** to send the information to a person in the workflow.

OR

Click **Report Manager**. The Report Manager tab are displayed. For more information refer to [Report Manager](#) in this manual.

Requisition Letters

To search for a Requisition Letters report:

1. Select **Recruiting** from the *EmpowHR* menu The Recruitment Letters window (**Figure 764**)is displayed.

Recruitment Letters
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Run Control ID begins with

Case Sensitive

Search [Advanced Search](#)

Figure 764. Recruitment Letters window

2. Complete the field as follows:

Search By/Run Control ID Begins With

The run control ID is a unique number that the user assigns to run a report. Enter the applicable information.

3. Click **Search**. The Runctl App014 window (**Figure 765**) is displayed.

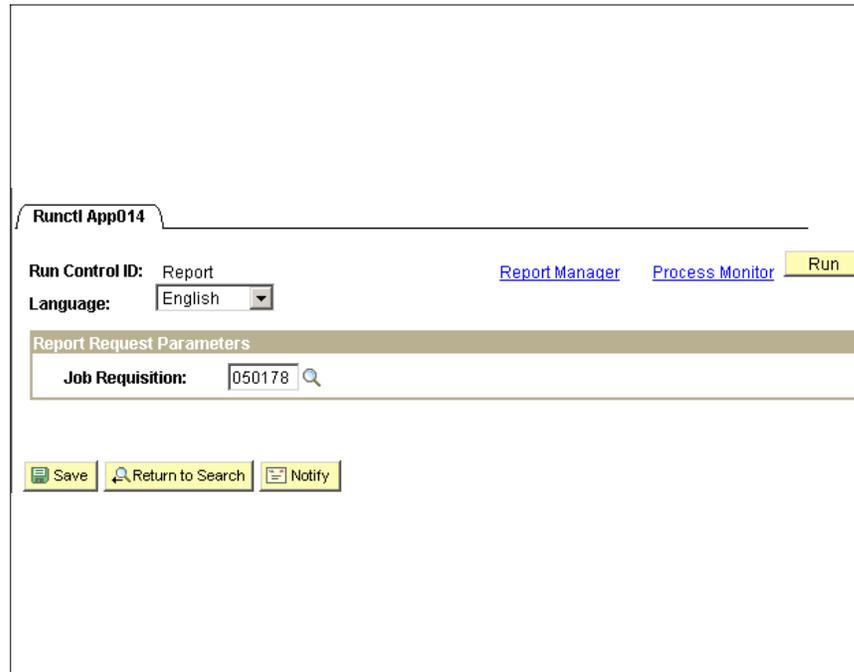


Figure 765. Runctl App014 window

4. Complete the fields as follows:

Language

Enter the language or select data from the drop-down list. The valid values are listed below:

Language Values

Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian

Language Values

Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

Job Requisition

Enter the requisition date for the report or select a date from the calendar icon.

5. Click **Run**. The Process Scheduler Request window (**Figure 645**) is displayed.

OR

Click **Save** to save the information.

OR

Click **Return To Search** to search for another report.

OR

Click **Notify** to send the information to a person in the workflow.

OR

Click **Report Manager**. The Report Manager tabs are displayed. For more information refer to [Report Manager](#) in this manual.

Daily Recruitment

To search for a Daily Recruitment report:

1. Select **Recruiting** from the *EmpowHR* menu. The Daily Recruitment window (**Figure 766**) is displayed to locate an existing report.

Daily Recruitment
Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

Figure 766. Daily Recruitment window

2. Complete the field as follows:

Search By/Run Control ID Begins With

The run control ID is a unique number that the user assigns to run a report. Enter the applicable information.

3. Click **Search**. The Prcsruntcl window (**Figure 767**) is displayed.

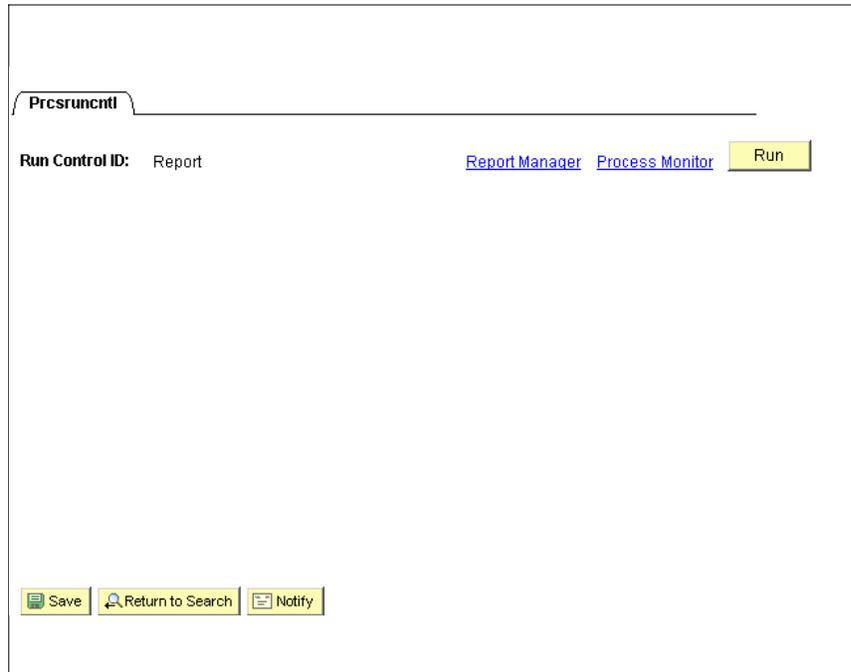


Figure 767. Prcsruncntl window

4. Click **Run**. The Process Scheduler Request window (**Figure 645**) is displayed.

OR

Click **Save** to save the information.

OR

Click **Return To Search** to search for another report.

OR

Click **Notify** to send the information to a person in the workflow.

OR

Click **Report Manager**. The Report Manager tabs are displayed. For more information refer to [Report Manager](#) in this manual.

Load Applicant Rating

To search for a Load Applicant Rating report:

1. Select **Recruiting** from the *EmpowHR* menu The Load Applicant Rating window (**Figure 768**) is displayed.

Load Applicant Rating

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Run Control ID begins with

Case Sensitive

Search [Advanced Search](#)

Figure 768. Load Applicant Rating window

2. Complete the field as follows:

**Search By/Run Control
ID Begins With**

The run control ID is a unique number that the user assigns to run a report.
Enter the applicable information.

3. Click **Search**. The Load Appl Rating window (**Figure 769**) is displayed.

Load Appl Rating

Run Control ID: Report [Report Manager](#) [Process Monitor](#) Run

Language: English

Report Request Parameters

Job Requisition: 990350

Save Return to Search Notify

Figure 769. Load Appl Rating window

4. Complete the fields as follows:

Language

Enter the language or select data from the drop-down list. The valid values are listed below:

Language Values

Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian

Language Values

Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

Job Requisition

Enter the requisition date for the report or select a date from the calendar icon.

5. Click **Run**. The Process Scheduler Request window (**Figure 645**) is displayed.

OR

Click **Save** to save the information.

OR

Click **Return To Search** to search for another report.

OR

Click **Notify** to send the information to a person in the workflow.

OR

Click **Report Manager**. The Report Manager tabs are displayed. For more information refer to [Report Manager](#) in this manual.

Position Description Report

Unit Funded Awards

Unit Staff Awards

Report can be viewed in PDF or CSV.