Employee Review History - KPER237

DESCRIPTION:

Produces a listing of employee review ratings in chronological order. The report has a parameter to select review history for one specified employee, or review histories by employee for an entire department.

PARAMETERS TO SET:

- Report Request Parameters for Department - (Review Histories for all employees in a department):
    - Department Group ID
    - Department ID
    - Flat File
    - Page Break Level
- Report Request Parameters for Individual - (Review History for an employee):
    - Employee ID
    - Social Security Number

FIELDS:

- Department ID
- Employee Name
- Employee ID/Employee Record #
- Employment Status (Probationary, Permanent, etc)
- Position #
- Review Date
- Review Rating
- Review Type
- Social Security Number

SORT SEQUENCE:

- Department ID
- Employee ID
- Employee Record #
- Review Date (Oldest at the top)

WHERE FOUND:

Workforce Administration > Workforce Reports > Employee Review History