

Overview

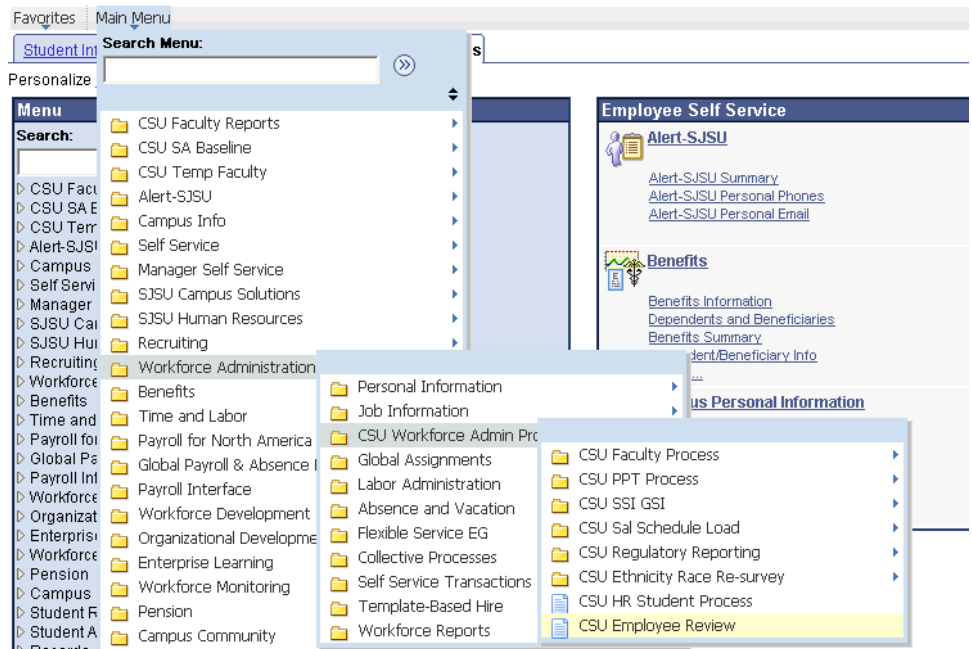
This guide demonstrates how to view data in the CSU custom Employee Review component.

Note: Your view may be different from the screenshots; depending on the roles you have been assigned.

The CSU Workforce Admin Process page displays.

1. From the **Main Menu**, navigate to **Workforce Administration > CSU Workforce Admin Process**.
2. Click **CSU Employee Review**.

Note: When navigating in MySJSU (PeopleSoft HSJPRD), you can use either the main menu on the left or the menu in the central part of the page. In this example, we use the menu in the center of the page. (To collapse the menu on the left, click the Add [+] button.)



The Employee Review page displays.

3. View employee data. (See Field Descriptions below.)
4. Click the **Reviewers/Comments** tab.

Employee Review | **Reviewers/Comments** | Goals

Carrie Medders EMP ID: 000012455 Empl Rcd #: 0

Review Details Find | View All First 1 of 1 Last

Effective Date: 06/01/2008 Review Type: Annual

From/To Date: 06/01/2007 to 05/31/2008 Next Review Date:

Business Unit: SJ000 San Jose State University

Department: 1207 CMS Project Office Company: SJS

Job Code: 3312 Administrator II Position: 00004921

Rating Scale: MPP MPP Rating Scale

Rating Model: MPP MPP Performance Rating

Review Rating: E Exceptional

Save Return to Search Notify Update/Display Include History Correct History

Employee Review | Reviewers/Comments | Goals

Field Description List: Employee Review Page (above)

Field Name	Description
Name/Org Relationship/ID/Empl Rcd #	Displays the employee's name, their organizational relationship (should be EMP), ID and Empl Rcd #.
Effective Date	Displays the effective date of the review.
Review Type	Displays the type of review.
From/To Date	Displays the date range for the review.
Next Review Date	For probationary employees, the date for the next review displays. For other employees, this field may be blank.
Business Unit/Department/Company/Job Code/Position	Displays a variety of employee information.
Rating Scale	Displays the rating scale used for the review.
Rating Model	Displays the rating model for the review.
Review Rating	This field is not currently used.
Name/Org Relationship/ID/Empl Rcd #	Displays the employee's name, their organizational relationship (should be EMP), ID, and Empl Rcd #.

The Reviewers/Comments page displays.

- View employee data. (See **Field Descriptions** below.)

Field Description List: Reviewers/Comments Page (above)

Field Name	Description
Name/Org Relationship/ID/ Empl Rcd #	Displays the employee's name, their organizational relationship (should be EMP), ID, and Empl Rcd #.
Effective Date/Next Review Date/Business Unit/Salary Administration Plan/Job Code	Displays various employee data previously entered or populated by default.
Evaluation Type	Displays the evaluation type. (At present, SJSU is only using the type A = Administrative.)
Reviewer ID	Displays the EmplID of the reviewer. (In future versions, the name will also display.)
Factor Weight	This is typically keyed as 100, since there is usually just one reviewer. However, if there are multiple reviewers, the value could change.
Comment	Comments may display.