

March 15, 2012

**MEMORANDUM**

**TO:** Unit Business Managers

**FR:** Mary Elizabeth Miles  
Director of Staff Development and Employee Relations

**RE:** 2012 Performance Appraisal University Report

Unit Business Managers are asked to complete a Performance Appraisal Overall Individual Rating Report and submit it to HR at the end of the appraisal cycle. To assist you through this process, the directions are listed below:

1. To run the initial Performance Appraisal-Overall Individual Rating report, go to University Reports/All/Public Folders/HR/UBA/General UBA Reports/Performance Appraisal-Overall Individual Rating.
2. The Performance Appraisal-Overall Individual Rating report is located on page 2 under General UBA Reports.
3. The report will prompt for a department ID.
4. Export the report to Excel.
5. Enter the individual scores in the Excel worksheet.
6. Email departmental performance appraisal rating worksheets to [employeerelations@louisville.edu](mailto:employeerelations@louisville.edu).

Please contact me at [maryelizabeth.miles@louisville.edu](mailto:maryelizabeth.miles@louisville.edu) or 852-6688 if you have any questions.