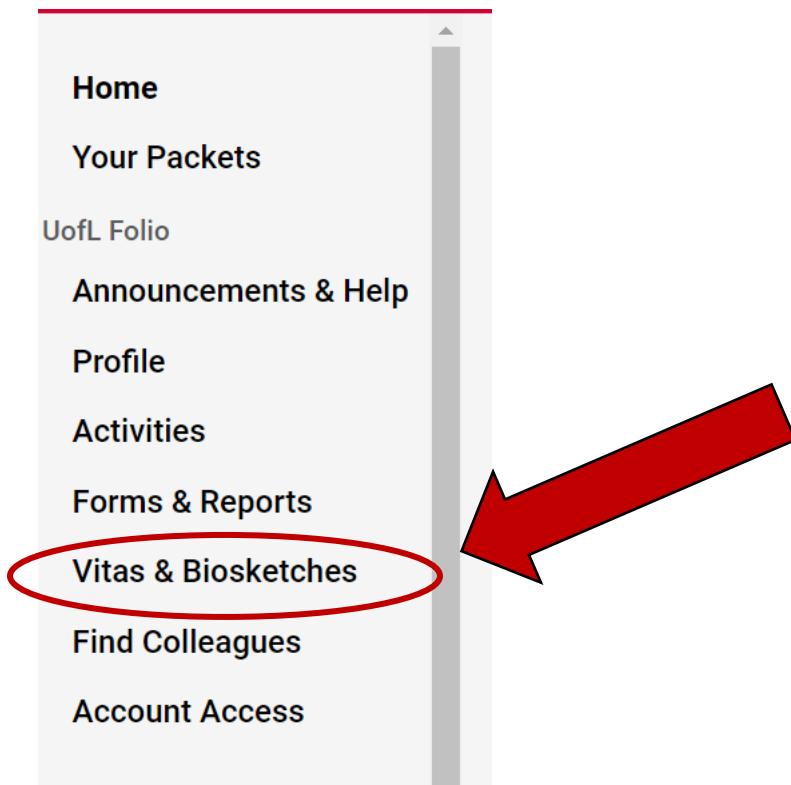


How to pull the annual performance review activities:

1. On your home screen, go to Vitas & Biosketches on the left navigation menu



2. Here you will see a list of different Vitas that you can pull that include SOM Review, SOM preferred CV format, etc.
3. In order to pull the activity report for your department annual review you will want to choose the Vita listed as the Department Annual Performance Review. See the example listed below from the Department of Medicine. Each department will have their own listed for their unit.
4. Click on the  next to the department annual performance review under the review column.

Vitas & Biosketches

Quicklinks ▾

▼ Vita Admin

Search:

Name	Description	Unit	View	Actions
Department of Medicine Annual Performance Review	This is a template for SOM departments to use for annual performance reviews.	Medicine		
School of Medicine Annual Performance Review	This is a template for SOM departments to use for annual performance reviews.	School of Medicine		
School of Medicine CV	This template is providing you the suggested CV format for the School of Medicine	School of Medicine		
StandardCV	The StandardCV is an "out of the box" format. The output may be formatted in many ways. To learn how, see: https://product-help.interfolio.com/m/68320/l/726117-vitas-biosketches#edit-a-vita-biosketch	University of Louisville		

Add

- You will then need to adjust the date range to include activities for the year that you are being reviewed.
 - example: For 2020 annual performance review you will want to select the begin date as Spring 2020 and end date as Fall 2020.

Date range* 

☐ All ☒ Custom

Begin* End*

Spring ▾	2020 ▾	Fall ▾	2020 ▾
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☐ Hide date range in vita output

Note: date range only applies to items from activity input

Refresh Vita

Export/Share ▾

Print

- Click Refresh Vita to update the activities within the 2020 year
- Click on Export/Share to download the document into PDF or MS Word

Date range*

☐ All ☒ Custom

Begin*

Spring ▼

2020 ▼

End*

Fall ▼

2020 ▼

☐ Hide date range in vita output

Note: date range only applies to items from activity input

Refresh Vita

Export/Share ▼

Print