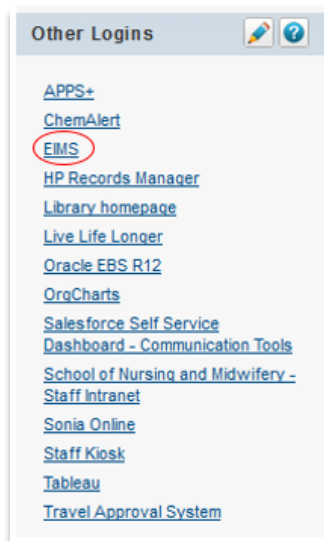


## Line Manager Access to team Academic Performance Development Reports

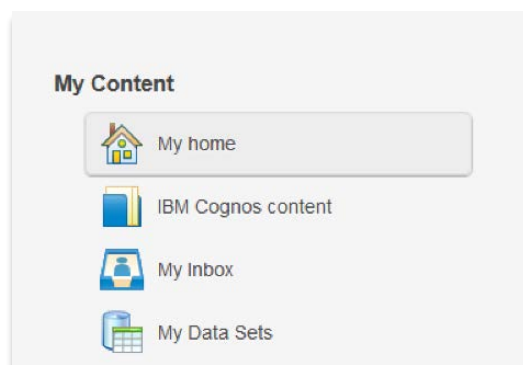
All associate deans have access to the individual academic performance reports for academics reporting to them through the Executive Information Management System (EIMS).

To access performance development reports for staff who report to you:

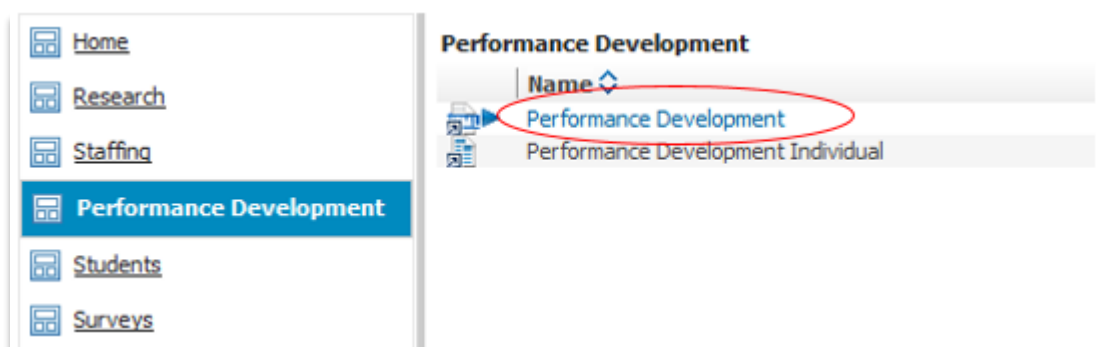
1. Login to EIM through the Staff Portal:



2. Select 'My Home'



3. Select 'Performance Development' and 'Performance Development'



The Performance Development Prompt page will be shown:

The screenshot shows the 'Performance Development Prompt Page' with the instruction 'Please utilise only ONE of the these Selection methods.' There are two main sections: 'Individual Employee Selection' and 'Targeted Employee Selection', separated by an 'OR' indicator. The 'Individual Employee Selection' section includes a 'Select Employees' area with a search bar and a list of results. The 'Targeted Employee Selection' section includes a 'SELECT THESE IN SEQUENCE' list with four steps: 1. Select School, 2. Select Academic Role, 3. Select Classification, and 4. Select Employees. Each step has a corresponding dropdown menu. At the bottom, there are 'Cancel' and 'Finish' buttons.

The easiest way to generate a report for an individual or selection of academics is by selecting the employee/s name from the drop down list under Targeted Employee Selection - only those academics reporting to you will be listed.

This is a close-up of the 'Targeted Employee Selection' section. It shows the 'SELECT THESE IN SEQUENCE' list with four steps: 1. Select School, 2. Select Academic Role, 3. Select Classification, and 4. Select Employees. Each step has a corresponding dropdown menu. The 'Select Academic Role' dropdown is currently selected and shows 'All Academic Roles'. At the bottom, there is a 'Clear All Prompts' button.

Click 'Finish' to generate the required report.

This screenshot shows the 'Performance Development Prompt Page' again, but with the 'Finish' button at the bottom highlighted with a red circle. The 'Individual Employee Selection' and 'Targeted Employee Selection' sections are visible, and the 'OR' indicator is present between them.

The report generated can be converted to PDF by selecting “View in PDF Format” from the top of the menu above the report on the right hand side of the screen.



### Further support:

Callista: <http://intranet.ecu.edu.au/web-apps/staff/callista/support>

Research Activity System: <http://intranet.ecu.edu.au/web-apps/staff/research-activity-system/support>

Unit and Teaching Evaluation Instrument: <http://intranet.ecu.edu.au/staff/centres/strategic-and-governance-services/our-services/strategy-and-performance/surveys-services/unit-and-teaching-evaluation-instrument-utei>

HR Account Manager: <http://intranet.ecu.edu.au/staff/centres/human-resources-service/contact>