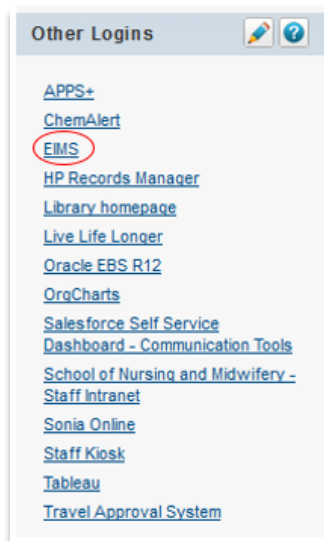# Line Manager Access to team Academic Performance Development Reports
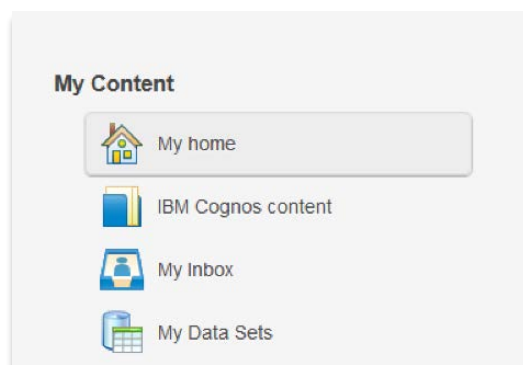
All associate deans have access to the individual academic performance reports for academics reporting to them through the Executive Information Management System (EIMS).

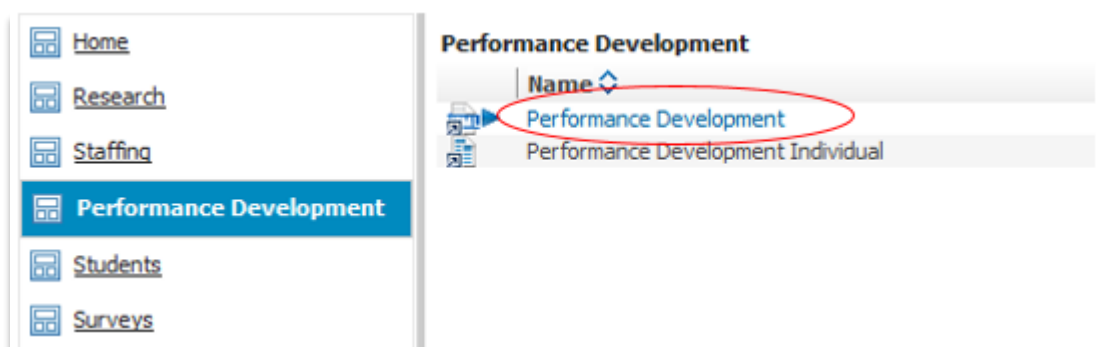To access performance development reports for staff who report to you:

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 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.

Click '**Finish**' to generate the required report.

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