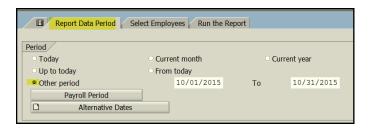


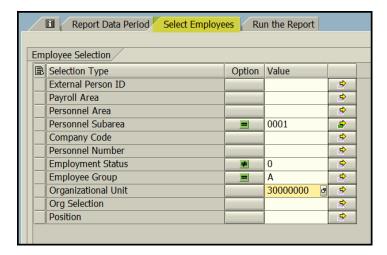
Completing the End of Orientation Performance Appraisal is an important part of the employee onboarding process. CAFE department HR Administrators should utilize the /Spin/er End of Orientation report in order to identify upcoming End of Orientation dates.

## **Setting the Criteria**

- -Access transaction: /Spin/er
- -Select the End of Orientation report.
- -From the <Report Data Period> tab select the <Period> button, select Other period, and then enter the date range for upcoming End of Orientation dates.



-From the <Select Employees> tab enter the appropriate Personnel Subareas (0001, 0003, and 0004), Employee Group (A), and Organizational Unit(s).



## **Running the Report**

-Click the <Run FullScreen> button.



## **Viewing the Data**

The report will be displayed. At this point a review can be completed to identify employees who have upcoming End of Orientation. The HR Administrator should follow up with supervisors as needed.

Updated: 9/22/15