

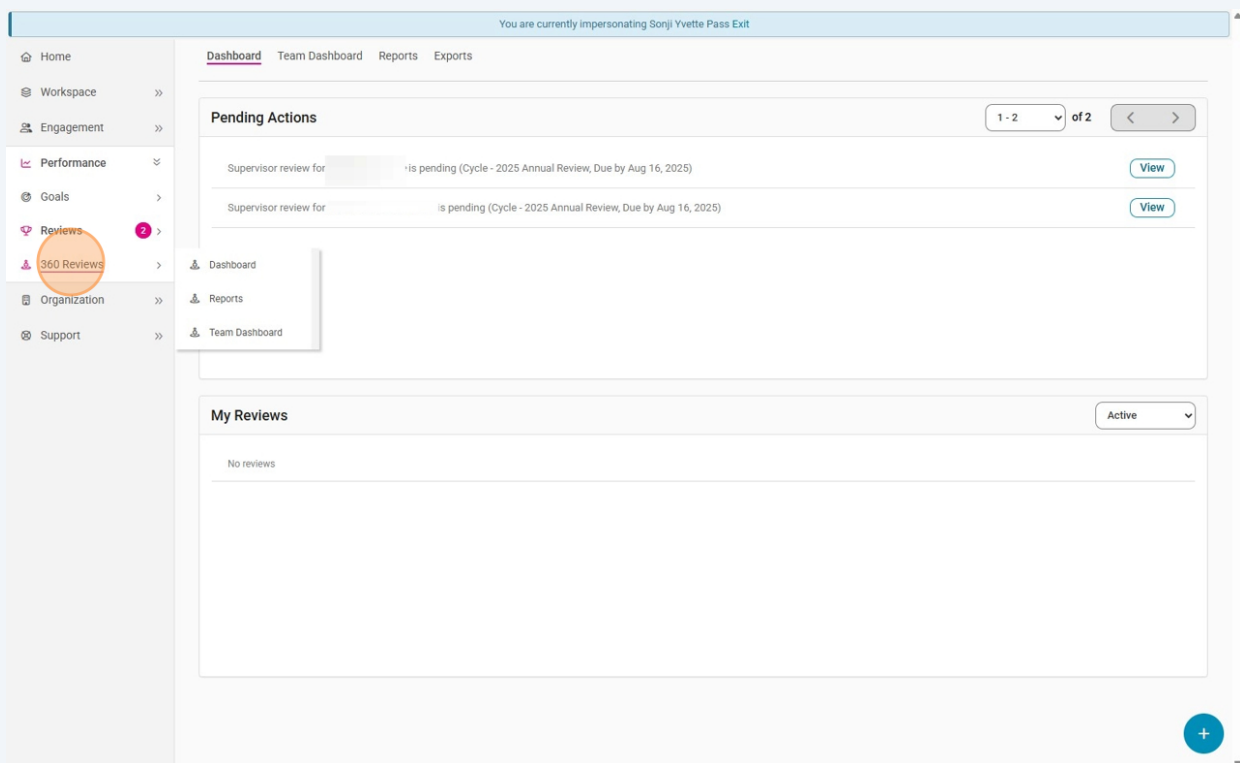
# Pulling 360 Review Reports in Share & Perform



This guide will walk through exporting 360 Review results from Share & Perform into PDF and Excel formats. By following this guide, users can streamline their reporting process, providing the appropriate data for performance tracking.

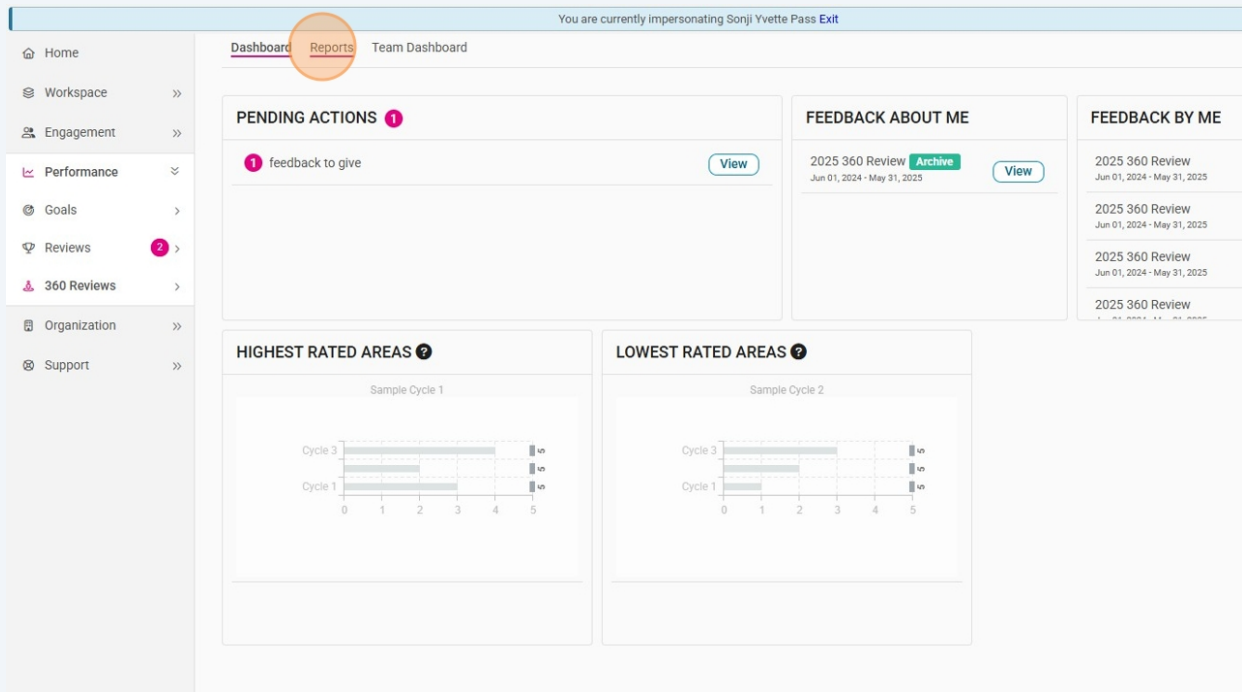
1

Log into Share & Perform from your isolated login. Once you are in, you'll Navigate to Click " 360 Reviews"



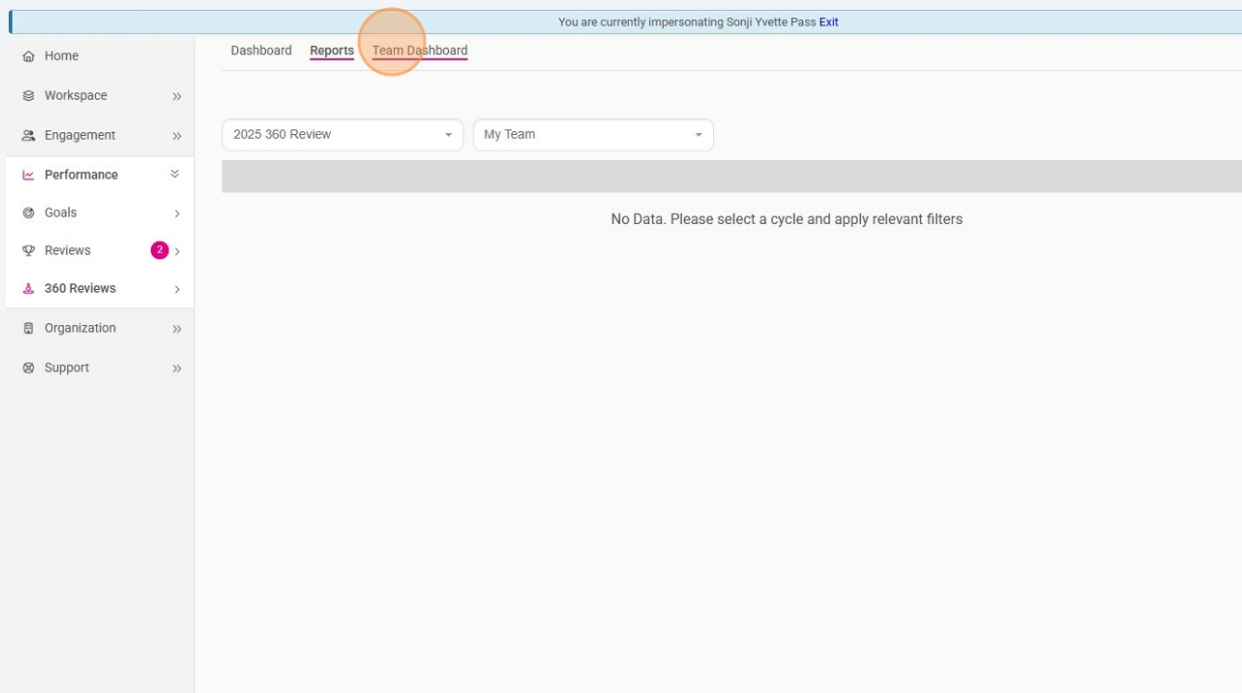
2

The Reports tab will take you to a dashboard where it will show you some info related to the reviews.



3

In order to see where the reviews are and to see the reports, Click "Team Dashboard"



#### 4 In the top right, to see reports, Click "Export"

You are currently impersonating Sonji Yvette Pass [Exit](#)

Dashboard Reports **Team Dashboard**

My Team ▼

2025 360 Review [Change Cycle](#)  
Review Period: 2024-06-01 to 2025-05-31

Cycle Participation Status Total Direct Reports: 2

Not Participating 0% | 0 Participating 100% | 2

100% Participation 100% Templates Assigned 100% Reviews Locked

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [Reset](#) 1 - 2 of 2

List View Hierarchy View

EMPLOYEES   2	JOB TITLE	SUPERVISOR	TEMPLATE	REVIEWERS	AVERAGE	MANAGE REVIEWERS	LEGEND
Search	SELECT HERE	Search				1 2 3 4 5 6 7	
	Project Director for...	Sonji Yvette Pass	✓	5	ME	PM JR LS SC	
	Manager of Churc...	Sonji Yvette Pass	✓	5	AE	PA SC LJ	

1 - 2 of 2

[Export](#)

- Current Page to Excel
- All Pages to Excel
- Select and Export PDF
- Export all PDF
- Export Complete Results

#### 5 There are a few options to export. To see the most complete report, Click "Export Complete Results"

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My Team ▼

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List View Hierarchy View

EMPLOYEES   2	JOB TITLE	SUPERVISOR	TEMPLATE	REVIEWERS	AVERAGE	MANAGE REVIEWERS	LEGEND
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	Project Director for...	Sonji Yvette Pass	✓	5	ME	PM JR LS SC	
	Manager of Churc...	Sonji Yvette Pass	✓	5	AE	PA SC LJ	

1 - 2 of 2

[Export](#)

- Current Page to Excel
- All Pages to Excel
- Select and Export PDF
- Export all PDF
- Export Complete Results

6

You can also Click "Select and Export PDF" to then select individual employees to report on.

Dashboard Reports **Team Dashboard**

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Home Workspace Engagement Performance Goals Reviews **360 Reviews** Organization Support

My Team [Change Cycle](#)

2025 360 Review Review Period: 2024-06-01 to 2025-05-31

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Not Participating 0% | 0 Participating 100% | 2

100% Participation 100% Templates Assigned 100% Reviews Locked

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Reset 1 - 2 of 2

List View Hierarchy View

EMPLOYEES   2	JOB TITLE	SUPERVISOR	TEMPLATE	REVIEWERS	AVERAGE	MANAGE REVIEWERS	LEGEND
<input type="text" value="Search"/>	<input type="text" value="SELECT HERE"/>	<input type="text" value="Search"/>					
	Project Director for...	Sonji Yvette Pass	✓	5	ME		
	Manager of Chauc...	Sonji Yvette Pass	✓	5	AE		

1 - 2 of 2

Export Current Page to Excel All Pages to Excel Select and Export PDF Export all PDF Export Complete Results

## 7 Check the employees you'd like to view

You are currently impersonating Sonji Yvette Pass [Exit](#)

Dashboard Reports **Team Dashboard**

My Team ▼

2025 360 Review [Change Cycle](#) [Export](#)

Review Period: 2024-06-01 to 2025-05-31

Cycle Participation Status Total Direct Reports: 2

Not Participating 0% | 0 Participating 100% | 2

100% Participation 100% Templates Assigned 100% Reviews Locked 90% Peer Review

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [Reset](#) 1 - 2 of 2

List View Hierarchy View

EMPLOYEES   2	JOB TITLE	SUPERVISOR	TEMPLATE	REVIEWERS	AVERAGE	MANAGE REVIEWERS	LEGEND
<input type="checkbox"/>	Project Director for...	Sonji Yvette Pass	✓	5	ME	PM JR LS SC	
<input type="checkbox"/>	Manager of Churc...	Sonji Yvette Pass	✓	5	AE	PA SC LJ	

1 - 2 of 2

## 8 Click "Export" right above on the right side

You are currently impersonating Sonji Yvette Pass [Exit](#)

Dashboard Reports **Team Dashboard**

My Team ▼

2025 360 Review [Change Cycle](#) [Export](#)

Review Period: 2024-06-01 to 2025-05-31

Cycle Participation Status Total Direct Reports: 2

Not Participating 0% | 0 Participating 100% | 2

100% Participation 100% Templates Assigned 100% Reviews Locked 90% Peer Review

Export To PDF Selected : 1 [Export](#) [Cancel](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [Reset](#) 1 - 2 of 2

List View Hierarchy View

EMPLOYEES   2	JOB TITLE	SUPERVISOR	TEMPLATE	REVIEWERS	AVERAGE	MANAGE REVIEWERS	LEGEND
<input checked="" type="checkbox"/>	Project Director for...	Sonji Yvette Pass	✓	5	ME	PM JR LS SC	
<input type="checkbox"/>	Manager of Churc...	Sonji Yvette Pass	✓	5	AE	PA SC LJ	

1 - 2 of 2

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You can also Click "Current Page to Excel"

This will give you the current screen, all employees and their review status in excel.

Dashboard Reports **Team Dashboard**

You are currently impersonating Sonji Yvette Pass [Exit](#)

My Team

2025 360 Review [Change Cycle](#)

Review Period: 2024-06-01 to 2025-05-31

Cycle Participation Status Total Direct Reports: 2

Not Participating 0% | 0 Participating 100% | 2

100% Participation 100% Templates Assigned 100% Reviews Locked

Export To PDF Selected : 1 [Export](#) [Cancel](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Reset](#) 1 - 2 of 2

List View Hierarchy View

	EMPLOYEES   2	JOB TITLE	SUPERVISOR	TEMPLATE	REVIEWERS	AVERAGE	MANAGE REVIEWERS	LEGEND
	Search	SELECT HERE	Search				1 2 3 4 5 6 7	
<input checked="" type="checkbox"/>		Project Director for...	Sonji Yvette Pass	✓	5	ME	PM JR LS SC	
<input type="checkbox"/>		Manager of Churc...	Sonji Yvette Pass	✓	5	AE	PA SC LJ	

1 - 2 of 2

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There are a couple different versions of these views. Click the options from the dropdowns to find the report that works best for you.