

Export Review Reports From isolved Share & Perform



Learn how to access and download your organizational performance data from the isolved Share & Perform.

Some of these will pull right away, others will be emailed to you.

In order to see all of these reports, the reviews do need to be completed and locked in order for those employees to show.

1

Navigate to <https://3255.shareandperform.myisolved.com/dashboard>

The screenshot displays the 'isolved Share & Perform' dashboard. On the left is a sidebar menu with options: Home, Engagement, Performance, Goals, Reviews (highlighted), Organization, Values, Org. Chart, Support, and Admin. Settings. The main content area has tabs for 'Feed', 'Actions' (selected), and 'Values'. Under the 'Actions' tab, there's a 'Pending Actions' section with a 'View All' link and a message 'You have no pending actions.' Below this are three boxes: 'Goal Progress' (No Data), 'Goal Alignment' (No Data), and 'Post Activities' (No results found). At the bottom left, there's an 'Upcoming Birthdays' section showing 'Anthony J Rangel'. On the right side, there are two sections: 'Recent Activities' listing events like birthdays and work anniversaries for several employees, and 'Upcoming Anniversaries' listing future anniversaries for Heather Marie Covington, Chloe Spires, Jennifer Ivy Griffin, and Gwen Anderson.

2 Click "Reviews"

You are logged in as a partner user. [Exit](#)

Home Engagement Performance Goals **Reviews** Organization Values Org. Chart Support Admin. Settings

Feed **Actions** Values

Pending Actions [View All](#)

You have no pending actions.

- Dashboard
- Cycles
- Templates
- Team Dashboard
- Org. Dashboard
- Reports
- Exports

Recent Activities

- Anthony J Rangel having birthday on 2026-06-11 Tuesday
- Kendra Beamon having birthday on 2026-06-09 Sunday
- Ravisara Lisa Dowden having work anniversary on 2026-06-08 Saturday
- CHERYL P MORTON having birthday on

Upcoming Birthdays

Goal Progress
No Data

Goal Alignment
No Data

Post Activities
No results found

Upcoming Anniversaries

- Heather Marie Covington Jun 14 (4 years)
- Chloe Spires Jun 17 (7 years)
- Jennifer Ivy Griffin Jun 19 (8 years)

3 Click "Org. Dashboard"

You are logged in as a partner user. [Exit](#)

Home Engagement Performance Goals Reviews Organization Values Org. Chart Support Admin. Settings

Dashboard Cycles Templates Team Dashboard **Org. Dashboard** Reports Exports

Pending Actions

No pending actions

My Reviews [Active](#)

No reviews

4 Click "Export"

You are logged in as a partner user. Exit

Dashboard Cycles Templates Team Dashboard **Org. Dashboard** Reports Exports

2026 Performance Appraisal (A)
Review Period: Jan 01, 2025 - Dec 31, 2025

My Org. Select Department

Total Active Employees: 268
Active Participants: 246
Blocked Participants: 398
Active Participants vs Active Employees: 92%

98% Template Assigned

Export Trainings
Export current page to Excel
Export all pages to Excel
Export all to PDF
Export performance areas
Select & export to PDF
Export nine box analytics
Export all goals
Export all Development Plans

89% Supervisor Review
15% One on One
54% Additional Review

1 - 50 of 246

List View Hierarchy View

Employee	Job Title	Template	Status	LP	Supervisor	One on One	Additional Review
Admeika Estem	Software Support S...	✓	Signed off	N/A	MEI	Pending	+0
AJ Cheney	Credentialing Speci...	✓	Signed off	N/A	MEC	Pending	+1
Alexis Miller	Billing Specialist - S...	✓	Signed off	N/A	MEI	Pending	+0
Alexus Walker	Applications Speci...	✓	Sign-off Pending	HIGH	MEC	Pending	+0
Allie Book	Marketing Operatio...	✓	Sign-off Pending	MODERATE	MEI	Pending	+0
Althea K Bond-Lilly	Account Manager - ...	✓	Signed off	N/A	MEC	Mar 27, 2026	+0

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Alexus Walker	Applications Speci...	✓	Sign-off Pending	HIGH	MEC	Pending	+0
Allie Book	Marketing Operatio...	✓	Sign-off Pending	MODERATE	MEI	Pending	+0
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