

How to Preview Your Annual Performance Review CV

There may be times when you want to preview the CV report generated from Digital Measures as the reviewers will see it, to verify that your data was correctly entered, or to have the report to adjust for other uses. These instructions explain how to pull your own report from Digital Measures.

1. From the top menu on any page of Digital Measures, select “Reports.”



2. From the list of possible reports, select “College of AgFE CV.”

Reports

Select the report you would like to view or edit, or select to create a new report.

Name ▲

Intellectual Contributions by Faculty

Academic Degrees Earned

Awards and Honors

Birthday Report by Month

College of AgFE CV

College of Education - Productivity Count

3. Change the start and end date to match the annual performance review period, or other period you want to see. For the 2018 annual performance review, the start date should be October 19, 2016, and the end date should be December 31, 2018.

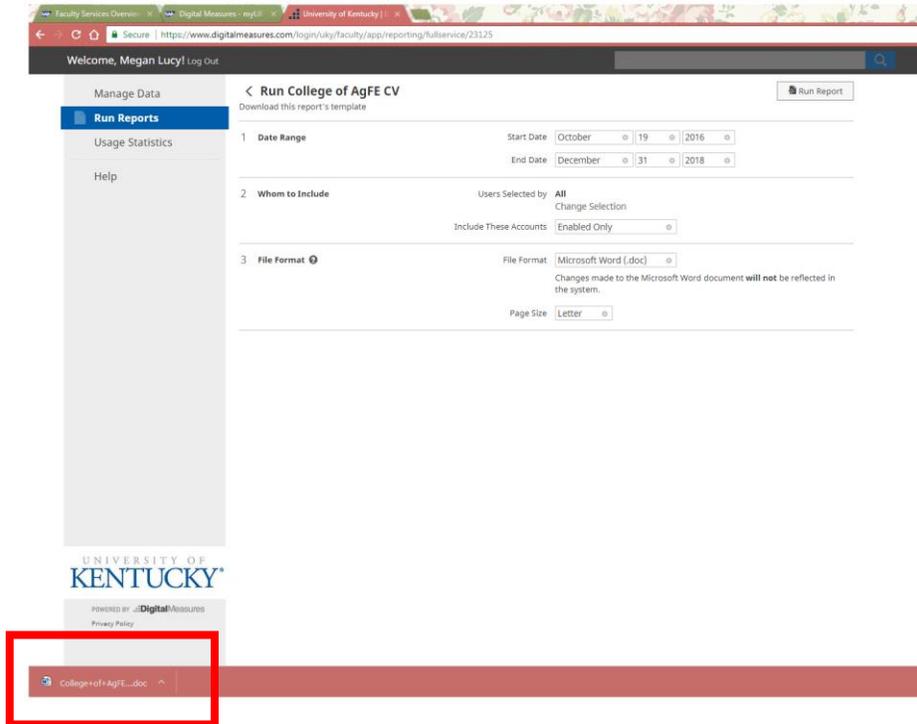
Start Date

End Date

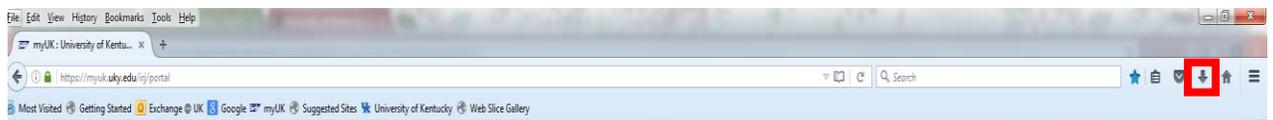
4. Keep Microsoft Word (.doc) selected as the file format, and page size as “letter.”

How to Preview Your Annual Performance Review CV

5. Select the  button from the upper right corner of the screen.
6. The file will download. If you are using Google Chrome, it will appear in the lower left corner of the screen.



If you are using Firefox, you will find the file by selecting the downloads arrow in the browser command bar.



You can also find the file in your “downloads” folder on your computer.

7. Open the file and review the contents for any missing or incorrect information. Common causes of missing information are:
 - a) You didn't enter a date for the item.

How to Preview Your Annual Performance Review CV

- b) You chose the wrong start or end date when running the report.
 - c) It is a “submitted” article, when only “accepted” and “published” articles are shown.
 - d) It is an Extension item and it is showing up under Research or Teaching. In this case you need to go back to the screen you entered the item on and select “Yes” in the Extension Yes/No box.
 - e) There is an error in the code of the report. If you checked items a-d and they are not the cause of the problem, email Megan Lucy at megan.lucy@uky.edu and she can check to see if there is an error in the report code.
8. Correct incorrect data by going back to the original screen it was entered on and making the corrections there. Correcting information in the word document print out will not correct it for future versions of the report, including your final performance review.

If you have questions or comments about Digital Measures, please call the Office of the Assistant Dean for Academic Administration at 859-257-7249, or emailing Megan Lucy at megan.lucy@uky.edu.