

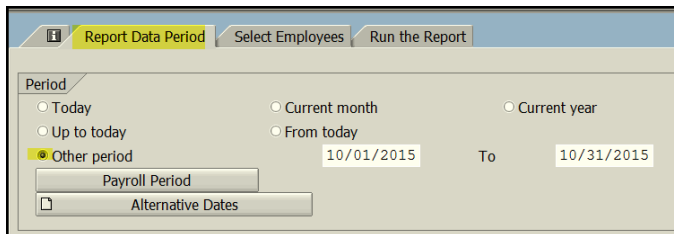
Completing the [End of Orientation Performance Appraisal](#) is an important part of the employee onboarding process. CAFE department HR Administrators should utilize the /Spin/er End of Orientation report in order to identify upcoming End of Orientation dates.

Setting the Criteria

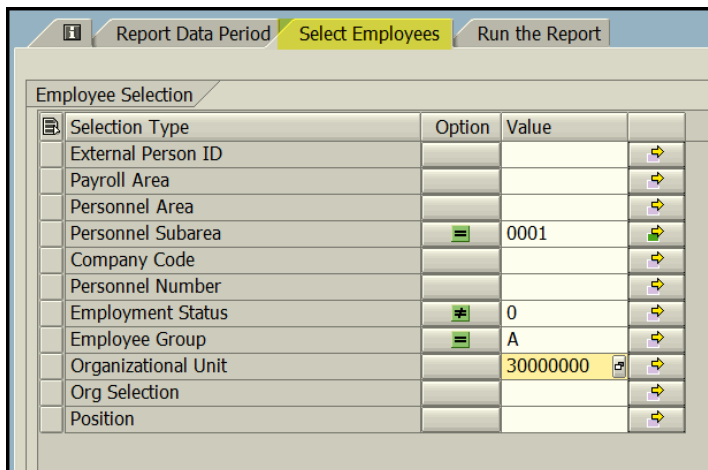
-Access transaction: /Spin/er

-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.

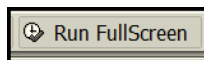


-From the <Select Employees> tab enter the appropriate Personnel Subareas (0001, 0003, and 0004), Employee Group (A), and Organizational Unit(s).



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.