

How do I view a 2012-2013 review completed in the EVPT PDR tool?

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- In Spring 2013, managers as well as a select group of employees in the Executive Vice President and Treasurer areas used the original EVPT Performance and Development Review (PDR) tool, with color-coded ratings, for their 2012-13 annual reviews and 2013-14 goal setting.
- Starting with the 2013-14 year-end reviews, this group of employees processes their reviews in the new PDR tool.
- For a short time, those who completed their, or their staff's, 2012-2013 review(s) in the original EVPT PDR tool can continue to access that tool to view last year's review. **They should print or create PDF's of these reviews** for their own records, however, because **the original EVPT PDR tool will be de-activated** eventually.

Note: Before the original EVPT PDR tool is de-activated, PDF's of all reviews in the system will be provided to each organization's leader for the organization's records.

View and print a 2012-2013 review completed in the EVPT PDR tool

- Navigate in your web browser to: <https://nimbus-1.mit.edu/evptforms/perfdevform.jsp>
Result: You see your name listed, along with the names of any employees for whom you were the manager last year.
- Set **Fiscal Year** to 2013.
- Then press the **Search** button.
- Click on your name, or your staff member's name, to view the review.

Ready

Search

Performance appraisals for FY 2013, or user: LMROBIN

#	Status	Employee (click to open)	To Sup	Activity	Supervisor	To Emp	Activity
204	Employee Ready	Lisa M. Robinson	VIEW	2/26/2013	Robin B. Lundgren	NONE	4/1/2013
161	Supervisor Ready	Jessica M. D. Reed	NONE	2/26/2013	Lisa M. Robinson	VIEW	2/26/2013

- Scroll down to see your text comments.
- Click the Print button to print your review. If the review prints in black and white, you need to set your browser to print [background colors and images](#).

Related articles

[Performance and Development Review tool - Help Resources](#)