Admin-Reopen a Review

Performance Excellence Job Aid

This job aid is for Performance Excellence Administrators and shows how to navigate to a staff member’s review and reopen it after it has been submitted or released. This may occur when a staff member or supervisor submits/releases too early, or when either staff or supervisor wish to add content to the review after submission or release.

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1. From the navigation bar click ADMIN.

2. In the secondary navigation bar click on PEOPLE and then Manage People.

3. Scroll down in the Manage People submenu and click Reviews.
4. From the **Search: Performance Reviews** box:
   a. Navigate to the **Reviewee** field, type in the staff member’s name or NetID and click the magnifying glass.
   b. Select the staff member’s name once it prepopulates beneath the **Reviewee** box.
   c. Click **SEARCH**.

5. The staff member’s performance reviews will now populate at the bottom of the **Performance Review** page.
   d. Hover over the hyperlinked text: **Performance Year 2020-2021** to reveal a text bubble.
   e. In the text bubble, click **View Details**.

6. The staff member’s Review cover page will pop-up. Navigate to the upper right hand corner of the page and click on the **three dots** (ellipsis symbol) to reveal a menu.
   - **If only the staff has submitted their review continue with step 7**
   - **If supervisor has released/submitted review, skip to step 10**

7. In the submenu, scroll down and click on **Reviewers**
8. In the pop-up Reviewers submenu, click the arrow to drop-down the staff member's name. Click the refresh icon located next to your staff member’s name to reopen their review.

9. A pop-up box will appear asking if you want to reopen the review, click the OK button.

A message will temporarily appear at the center of your screen confirming that you have reopened the review.

10. In the menu, scroll down and click More Actions.

11. Under More Actions click Reopen Review and click Yes.

12. Once the review is open, the PEX administrator (or the supervisor) can reopen the review for the staff member via the Reviewers Tab and Refresh icon.

13. A pop-up box will appear asking if you want to reopen the review, click the OK button.

A message will temporarily appear at the center of your screen confirming that you have reopened the review.
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