



for admins

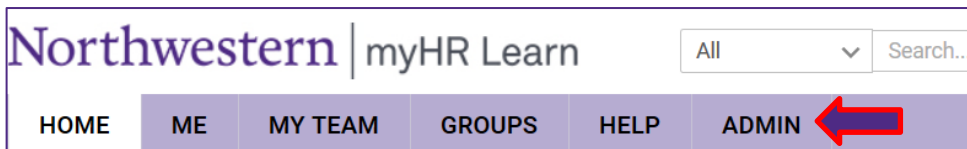
Reopen a Review

Performance Excellence Job Aid

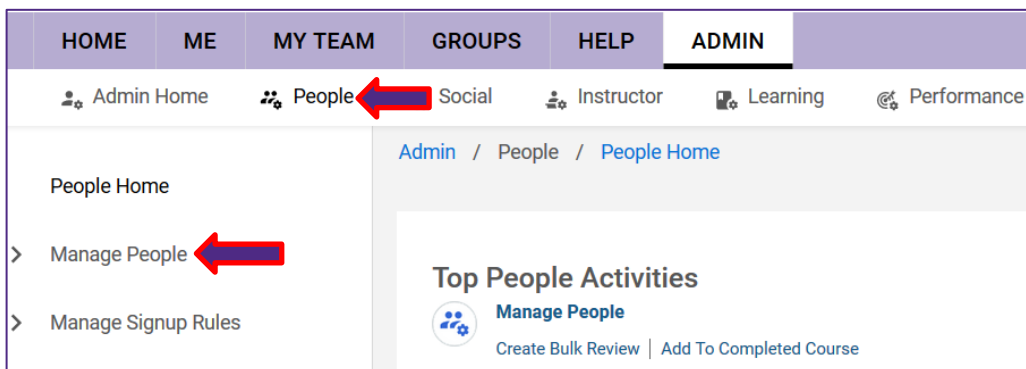
This job aid is for Performance Excellence Administrators, and shows how to navigate to a staff member's review and reopen it after it has been submitted or released. This may occur when a staff member or supervisor submits/releases too early, or when either staff or supervisor wish to add content to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

Login to myHR Learn at learn.northwestern.edu

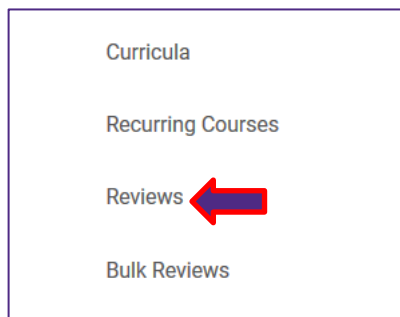
1. From the navigation bar click **ADMIN**.



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 your staff member's name once it prepopulates beneath the **Reviewee** box.
 - c. Click **SEARCH**.

Search: Performance Reviews

Review Name [] Review Owner [] [] []

Reviewee [] [] [] [] Review Status [-Select One- v]

Start Date From >= [] Charlie Johnson [] End Date To <= [] []

Reviewee's Organization [] [] [] Include All Suborganizations

Review Form [] [] [] [] Terminated After [] []

Terminated Before [] []

[Configure](#) | [Save Search Query](#) [] **SEARCH**

5. The staff member's performance reviews will now populate at the bottom of the **Performance Review** page.
 - a. Hover over the hyperlinked text: **Performance Year 2019-2020** to reveal a text bubble.
 - b. In the text bubble, click **View Details**.

<input type="checkbox"/>	Performance Year 2019-2020	Charlie J...	Staff	Jul
<input type="checkbox"/>	Performance Year 2017-2018			
<input type="checkbox"/>	Performance Year 2018-2019	Charlie J...	Staff	Jul

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.
7. In the menu, scroll down and click **Reviewers**.

Submission Due 31-AUG-2020 []

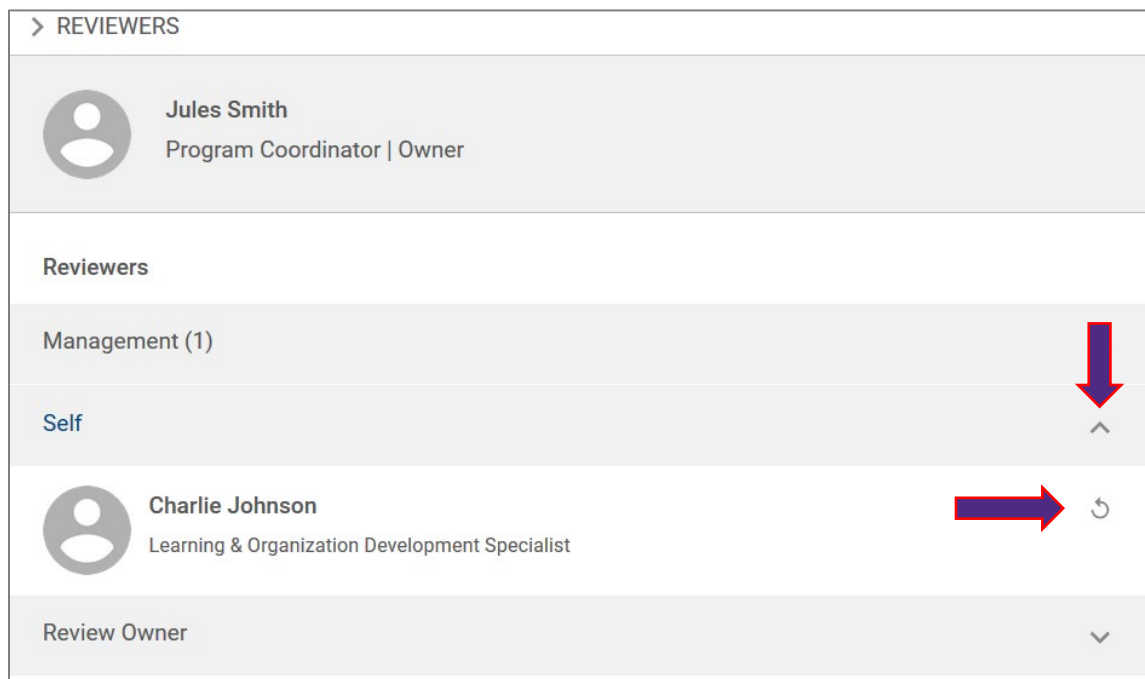
Guided Mode OFF

Charlie Johnson

Other Reviewees in This Cycle

Reviewers

- In the pop-up **Reviewers** submenu, you will see the staff member and their supervisor listed as Reviewers. Click the drop-down arrow located in the **SELF** bar to reveal the staff member's name, or **REVIEW OWNER** to reveal the supervisor's name. Click the **refresh icon** located next to the staff member's name or the supervisor's name to reopen their review so that they can edit.



- A pop-up box will appear asking if you want to reopen the review, click **OK**.
- A message will temporarily appear at the center of your screen confirming that you have successfully reopened the review.

Ready to login? learn.northwestern.edu

Access additional tools and resources: perform.northwestern.edu

Help: For policy and process questions, [contact your unit's HR Administrator](#). For technical support: 847-491-4357 (1- HELP) or consultant@northwestern.edu