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 released by a supervisor. This may occur when either staff or supervisor wish to add content to the review after the 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 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.
7. In the menu, scroll down and click More Actions

8. Under More Actions click Reopen Review and click Yes

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

If you need to reopen the self-review for staff, please follow this job aid.