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 your 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.
   a. Hover over the hyperlinked text: **Performance Year 2019-2020** to reveal a text bubble.
   b. 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 **Reviewers**.
8. 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.

![Reviewer Submenu]

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

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

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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