

for supervisors



for admins

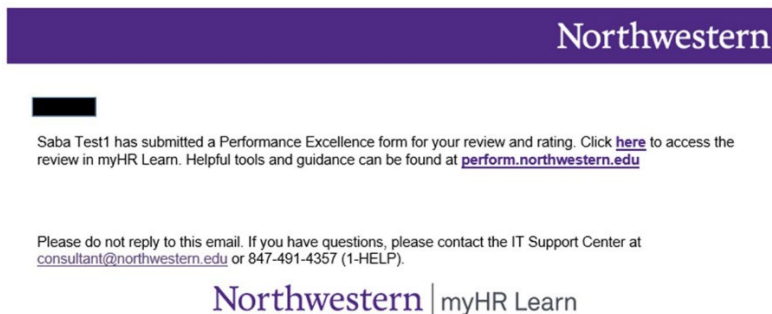
Reopen a Review for Staff

Performance Excellence Job Aid

When staff **SUBMITS** their review, the supervisor can see all comments, and the staff member can no longer edit. This job aid is for supervisors and admins to reopen a staff member's review when:

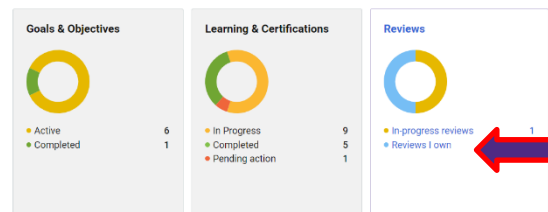
- a staff member has submitted their review in error at any time
- supervisors would like them to add additional information after they have submitted
- and the supervisor has not already released the review to the staff. If the supervisor has already released/finalized the review, please reach out to your PEX administrator. Administrators can follow [these directions](#).

Please note that supervisors will receive the following email notification from myHRLearn@northwestern.edu once your staff member has submitted their review



Login to myHR Learn at learn.northwestern.edu

1. From the navigation bar click **ME**. And click **REVIEWS** → **REVIEWS I OWN**



2. Look for the review and click OPEN

NAME	PROGRESS	DUE	ACTIONS
Saba Test1 2020-2021 Performance Year		31-AUG-2021 67 days remaining	OPEN

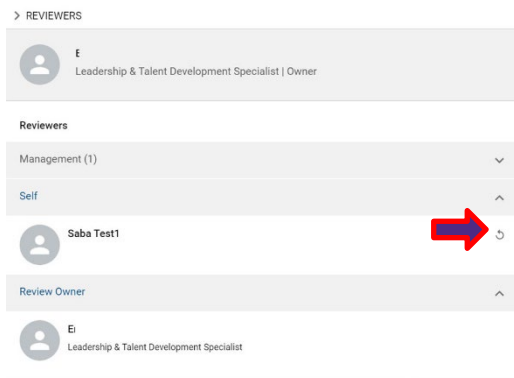
- On your team member's Performance Review cover page, navigate to the upper right hand corner of the page to locate the ellipsis icon. Click on the ellipsis icon to reveal a submenu.



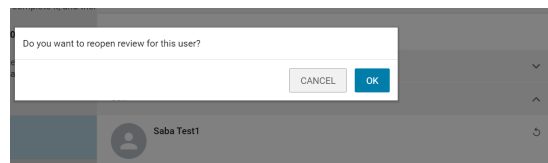
- In the submenu, scroll down and click on **Reviewers**.



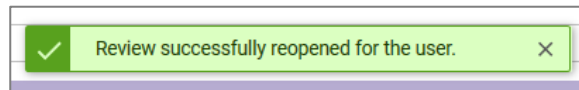
- In the pop-up Reviewers submenu under the Self section, click the arrow to drop-down the staff member's name. Click the refresh icon located next to your staff member's name to reopen their review



- 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 for the user.



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](mailto:consultant@northwestern.edu). For technical support: 847-491-4357 (1- HELP) or consultant@northwestern.edu