Northwestern | myHR Learn

Find your Team's Reviews

Performance Excellence Job Aid

For supervisors

For **supervisors**, this job aid shows you how to locate your team member's reviews in myHRLearn. There are multiple navigation options in myHRLearn.

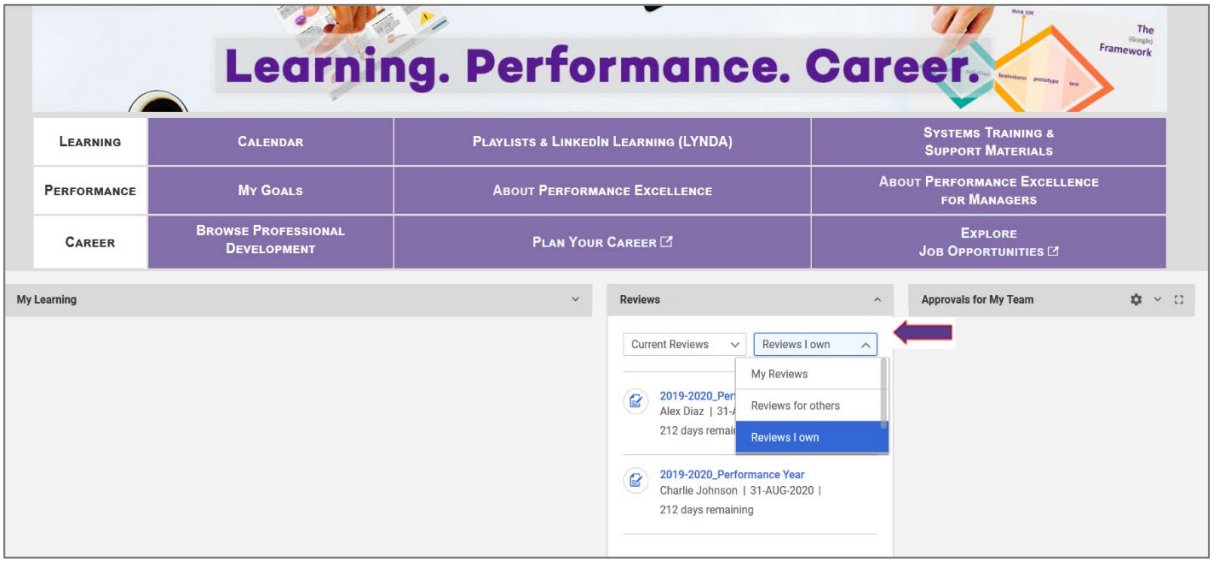
These instructions cover how to view your team's reviews:

- In one place from the **Home** page.
- In depth through the **MY TEAM** tab.

Login to myHR Learn at learn.northwestern.edu

View all reviews for your team in one place: Home page.

1. To view all of your team's reviews from the Home Page, navigate to the **Reviews** section and click on the arrow to drop down a sub-menu. From the sub-menu select **REVIEWS I OWN**.



2. A list of your staff member's names will appear. These staff report to you for performance (in myHR) and have Performance Excellence reviews assigned.
    a. If you see a name there in error or do not see a name you expect, please contact the HR Administrator in your area for assistance. If your list requires clean-up, please work with your HR Administrator to confirm that myHR data fields are correct.

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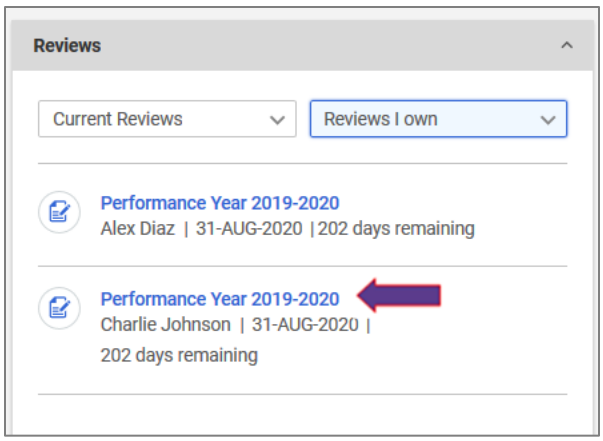
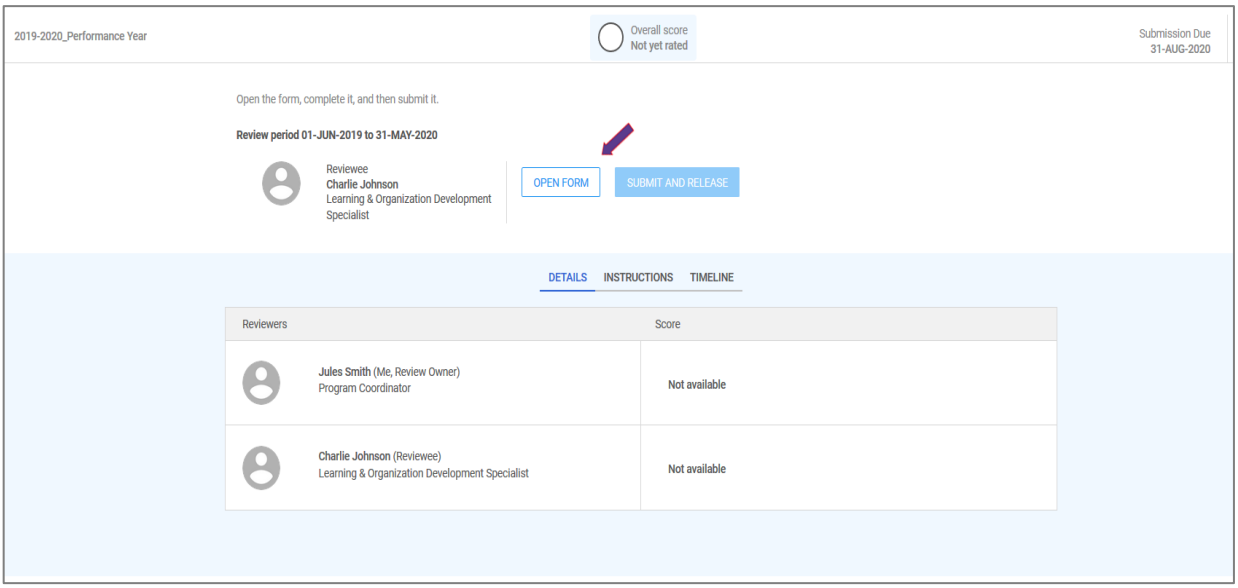
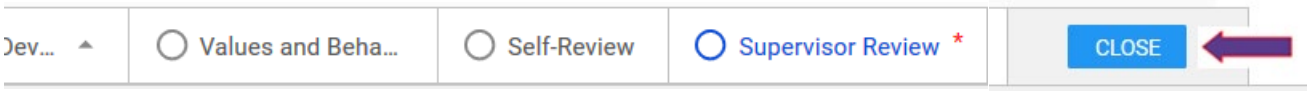
3. To view your staff member's review in depth, click on the blue hyperlinked text: **2019-2020_Performance Year,** located above your staff member's name.



4. Your staff member's Performance Review cover page will appear. Click on the OPEN FORM button to view your staff member's review.



5. When you are done viewing your staff member's review, scroll to the bottom of the page and click on the CLOSE button.



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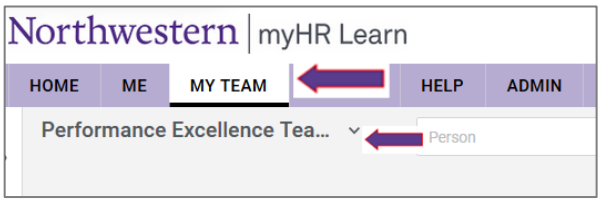
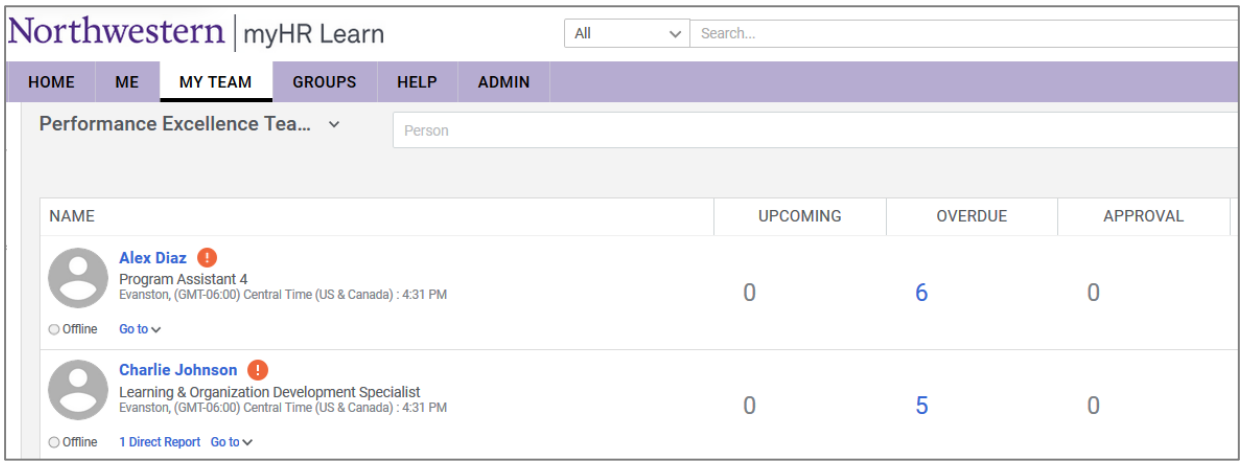
View Reviews for your staff members in depth: MY TEAM tab

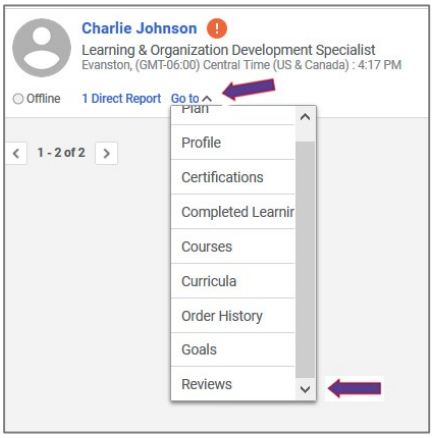
1. In the navigation bar click on the **MY TEAM** tab. Click the dropdown arrow to view your PERFORMANCE EXCELLENCE TEAM.



2. A list of staff names will appear. These staff report to you for performance (in myHR).
   a) If you see a name there in error or do not see a name you expect, please contact the HR Administrator in your area for assistance. If your list requires clean-up, please work with your HR Administrator to confirm that myHR data fields are correct.)



3. To view your staff member's review, first locate your staff member's name, and click on the GO TO hyperlink click the drop-down arrow to select REVIEWS.



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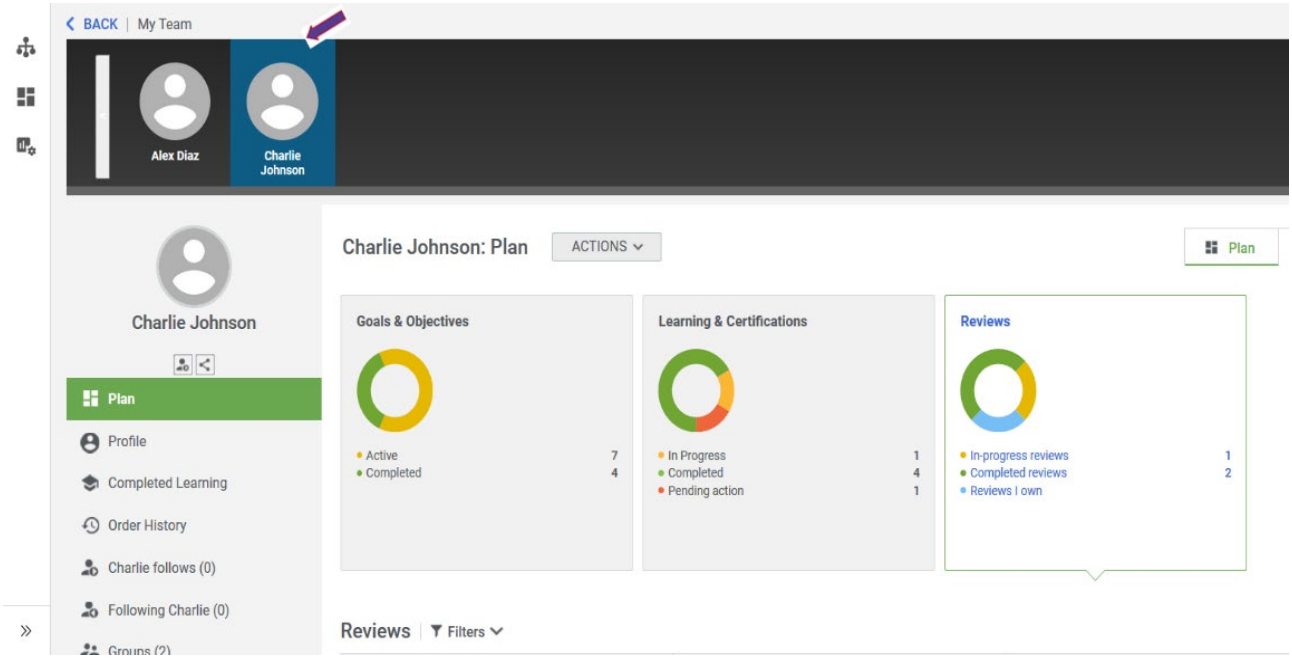
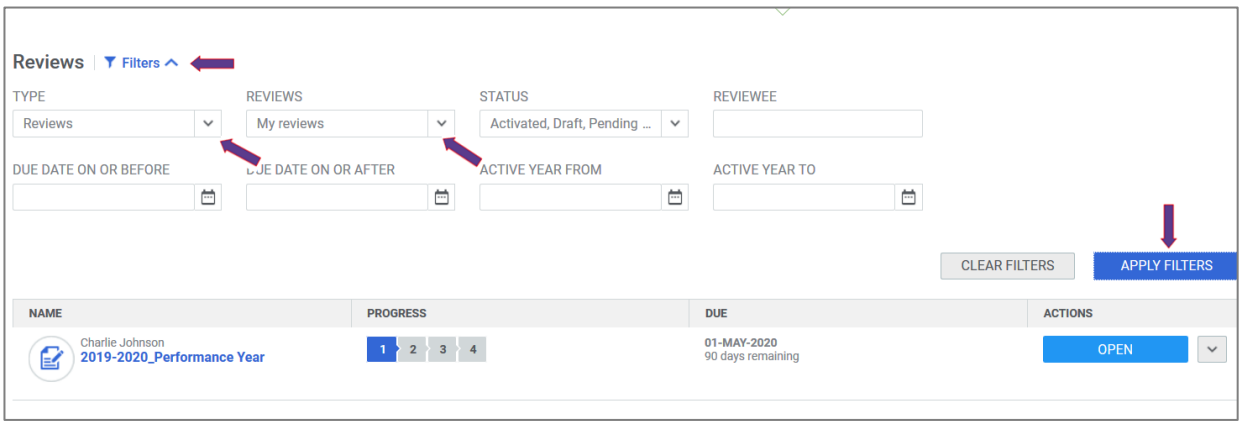
4. Your staff member's plan page will appear, please note the bar at the top of the page which allows you to toggle back and forth between your staff members.



5. Scroll down the plan page to the Filter's section. Drop-down the **Filters** arrow to view the submenu. In the submenu, drop-down the **Type** arrow and select REVIEWS, drop-down the **Reviews** arrow and select MY REVIEWS, click APPLY FILTERS.



6. Click on the **OPEN** button to view the review.

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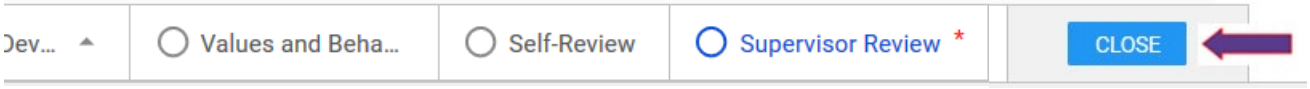
7. When you are done viewing your staff member's review, scroll to the bottom of the page and click on the CLOSE button.



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

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