



for admins

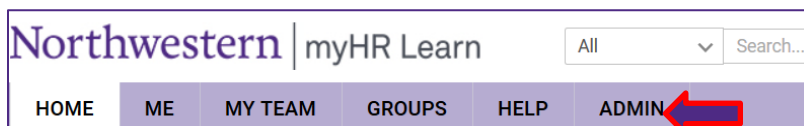
## Change a Review Owner

### *Performance Excellence Job Aid*

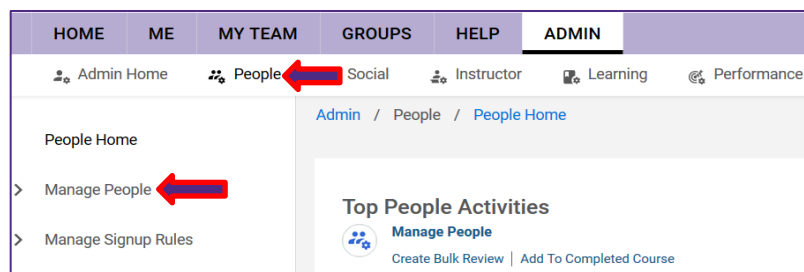
This job aid is for Performance Excellence Administrators, and shows how to navigate to an individual's review and change their review owner in myHRLearn. When reviews are initially assigned/launched, the review owner reflects the "performance reports to" manager indicated in myHR. If manager changes are made between the time that reviews are launched and year-end, the "review owner" will need to be changed manually.

Login to myHR Learn at [learn.northwestern.edu](https://learn.northwestern.edu)

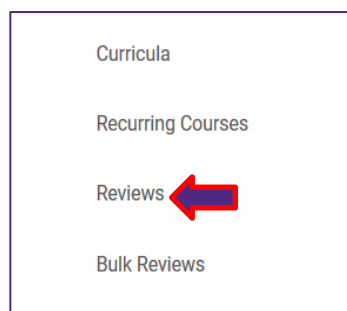
1. From the navigation bar click **ADMIN**.



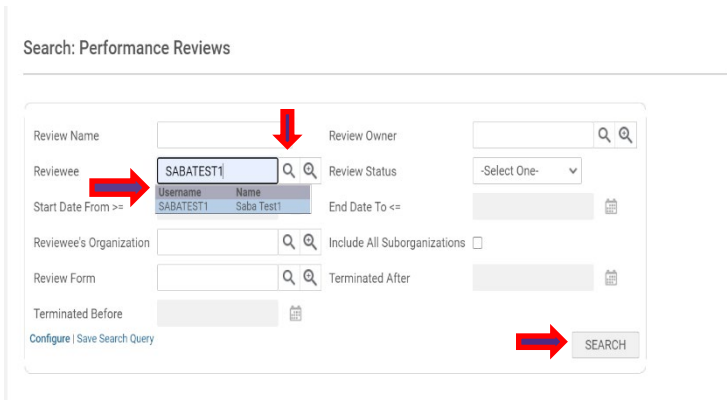
2. In the secondary navigation bar click on **PEOPLE** and then **Manage People**.



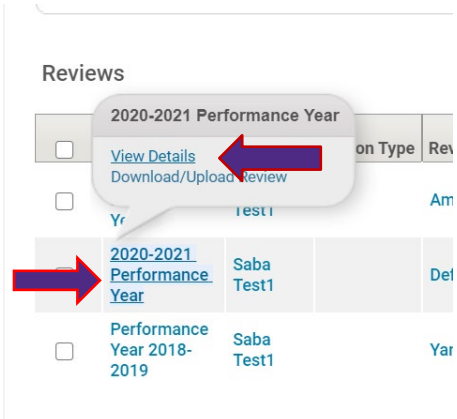
3. Scroll down in the **Manage People** submenu and click **Reviews**.



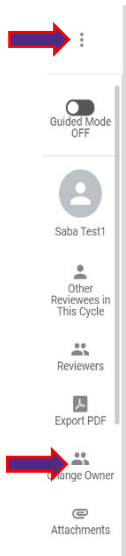
4. From the **Search: Performance Reviews** box:
  - a. Navigate to the **Reviewee** field, type in the staff member's name or NetID and click the magnifying glass.
  - b. Select the staff member's name once it prepopulates beneath the **Reviewee** box.
  - c. Click **SEARCH**.



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 **Change Owner**

8. In the pop-up **CHANGE OWNER** submenu:
  - f. Enter the desired Review Owner's **NetID** or Name in the search box and click the tab key on your keyboard to activate the search function. Select the new Review Owner's name which will populate in the search box.
  - g. Select the top radio button to keep the comments and ratings made by the existing Review Owner (all comments will be editable by the new review owner).
  - h. Click Next.

> CHANGE OWNER

W [ ]  
Current Review Owner  
Bulk Change? Yes

Search and add the Review Owner

[ ] 667) X

Before changing the review owner, select one of the following options.

Keep comments and ratings made by the existing Review Owner.

Keep comments and ratings made by the new Review Owner.

RESET NEXT

9. In the pop-up **CHANGE OWNER** box, select the **Reviewee** (staff member) and click **CHANGE**.

W [ ]  
Current Review Owner  
Bulk Change? Yes

Type to search ...

Reviewee

Jo

Ar

Le

Saba Test1

1 - 4 of 4

BACK CHANGE

10. A pop-up box will appear confirming that you have successfully changed the review owner, click OK.

W [ ]  
Current review Owner  
Bulk Change? Yes

✓ 1 reviews have changed successfully.

OK

Ready to login? [learn.northwestern.edu](https://learn.northwestern.edu)

Access additional tools and resources: [perform.northwestern.edu](https://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](mailto:consultant@northwestern.edu)