



for admins

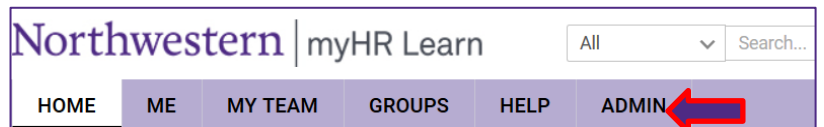
Admin-Reopen a Review

Performance Excellence Job Aid

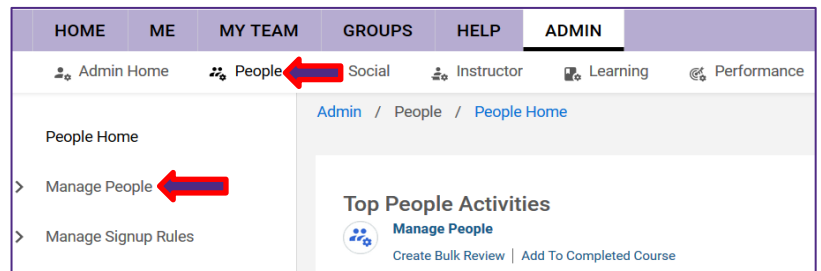
This job aid is for Performance Excellence Administrators and shows how to navigate to a staff member's review and reopen it after it has been released by a supervisor. This may occur when either staff or supervisor wish to add content to the review after the release.

Login to myHR Learn at learn.northwestern.edu

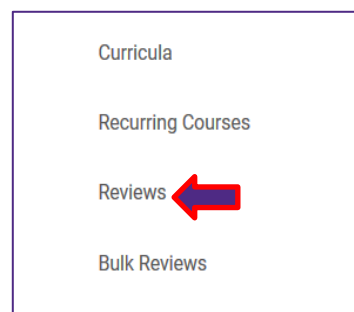
1. From the navigation bar click **ADMIN**.



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**.

Search: Performance Reviews

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**.

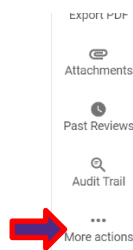
Reviews

	2020-2021 Performance Year	on Type	Rev
<input type="checkbox"/>	View Details Download/Upload Review		
<input type="checkbox"/>	Yr	Test1	Am
<input type="checkbox"/>	2020-2021 Performance Year	Saba Test1	Def
<input type="checkbox"/>	Performance Year 2018-2019	Saba Test1	Yar

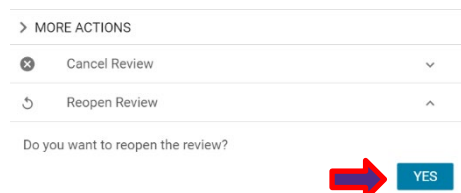
6. The staff member's Review cover page will pop-up. Navigate to the upper right hand corner of the page and click on the **three dots** (ellipsis symbol) to reveal a menu.



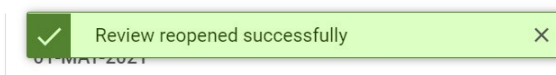
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7. In the menu, scroll down and click **More Actions**



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](#).

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