



for staff

Complete Your Self-Review

Performance Excellence Job Aid

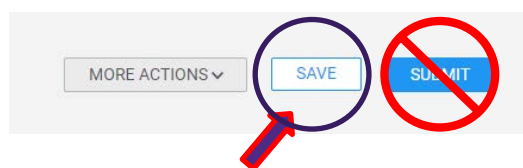
This job aid for staff shows how to complete a self-review at year-end. Writing a thorough self-review of the year's performance is highly recommended. Staff members may also have tracked progress on goals, uploaded attachments and completed comments throughout the review form.

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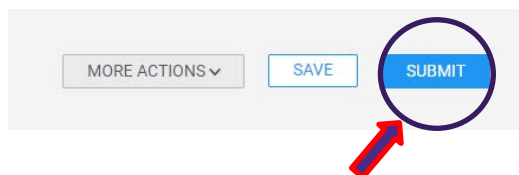
1. Open your review.
2. Scroll down to the self-review section and click the plus sign to expand.



3. Click on the comments box and enter your text. There are no word or character limits on the self-review section. *Note: a typical self-review will include reflection on key accomplishments and shortfalls spanning core job responsibilities, performance goals, and Northwestern values. You may also consider noting future interests (goals and development) for discussion with your supervisor.*
4. When you are done, save any changes to your review by pressing **SAVE** at the bottom. This will save your work, however it will not be visible to your supervisor.



5. When you are ready to send your review and all comments to your supervisor, press **SUBMIT**. At this point, you will no longer be able to edit your review.



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Help: For policy and process questions, contact your unit's HR Administrator. For technical support: 847-491-4357 (1-HELP) or consultant@northwestern.edu