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 track progress on goals, upload attachments and add comments throughout the review form.

Login to myHR Learn at learn.northwestern.edu

1. In the navigation bar click on the ME tab

2. Click on the REVIEWS box, and then scroll down the page to locate your Review – find your review and click OPEN.

3. At the top of the page click OPEN FORM.
4. Your review form is comprised of various sections: Summary, Getting Started, Attachments, Performance Goals, Professional Development Goals, Values and Behaviors, and your Self-Review. Scroll down the page to access each section, or use the navigation bar located at the bottom of the page to jump directly to a section.

5. Use this checklist as you complete your self-review:

   a) **Attachments**: if you have uploaded documents, they will be visible in the right side ellipsis bar. See review for recommended attachments. Click on the ellipsis bar to drop down the menu, click **Attachments** to view your documents.
   
   b) **Performance Goals**: ensure that you have entered and updated progress on your goals in this section. It is recommended that all staff complete this section.
   
   c) **Professional Development Goals**: if you have entered goals here, ensure that you have updated the goals. Please note: Professional Development goals are not rated.
   
   d) **Values and Behaviors**: enter comments on how you have demonstrated values and behaviors, and ensure that they are displayed in this section. It is recommended that all staff complete this section.

6. **Self-Review**: complete this section as a summary or overview of your year’s performance. For guidance on content, see the [Writing your self-review](#) job aid.

   a) Your review will auto-save as you edit, so you may close it at any time and return to it again.

7. 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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**Ready to login?** [learn.northwestern.edu](http://learn.northwestern.edu)

**Access additional tools and resources:** [perform.northwestern.edu](http://perform.northwestern.edu)

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