For staff new to Northwestern or to myHR Learn, this job aid will show you how to find your performance review so that you can get started in Performance Excellence.

Login to myHR Learn at learn.northwestern.edu

1. In the navigation bar click on the ME tab

2. Select the REVIEWS box and then scroll down the page to locate your Review – find your review and click OPEN.
3. Verify that your supervisor is correct by checking **REVIEW OWNER** in the **REVIEWERS** section at the bottom of the page. If the person listed is not your supervisor, please contact your school or unit HR Administrator.

4. To view or update your review, click the **OPEN FORM** button at the top. You can now enter your updates in the appropriate section of your review.
   - Your review will **auto-save** as you edit, so you may close it at any time and return to it again.

5. Once you are done with your updates, click the **CLOSE** button at the bottom right hand corner of the page.

Do not press **SUBMIT** until the end of year, when you are ready to send your completed review to your supervisor.

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**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