Find your Team’s Goals and Reviews

Performance Excellence Job Aid

For supervisors, this job aid shows you how to locate your team member’s goals and reviews in myHR Learn, so that you can easily check in on goals, progress, and ultimately complete your review and rating.

There are multiple navigation options in myHR Learn. The instructions below cover:

- Viewing goals and reviews for one person in depth by navigating through My Team.
- Viewing all reviews for your team in one place.

First, login to myHR Learn at learn.northwestern.edu

Viewing a team member’s goals and reviews

1. In the navigation bar click on the MYTEAM tab. Click the dropdown arrow to view your Performance Excellence Team and your Learning Approval Team. Click on your PERFORMANCE EXCELLENCE TEAM.

2. A list of staff names will appear. These staff report to you for performance (in myHR). If you see a name there in error or do not see a name you expect, please contact the HR Administrator in your area for assistance. If your list requires clean-up, please work with your HR Administrator to confirm that myHR data fields are correct.

3. Click on the name of your staff member to view their plan page.
4. From here, you may select a box at the top of the page to view the item you’re interested in, choosing from Goals & Objectives or Reviews.

   a. Viewing Goals: Click on the name of a goal and it will open in full page view in a new window. From here you may read all details, see progress comments entered by staff, and enter your own comments as supervisor.

   b. Click on VIEW REVIEW to access your staff member’s review.
      i. Click OPEN FORM. From here you can read all submitted content, view attachments, add attachments, and enter your supervisor review.
      ii. Click CLOSE at the bottom of the right-hand corner to exit your staff member’s review. Note: do not click submit until end of year, when your review and rating is complete.
Viewing all team member’s reviews

1. On the Home page, locate the Reviews portal, and select **REVIEWS I OWN** from the dropdown.

2. You will see a list of all team member’s participating in Performance Excellence. If you see a name you do not expect, or a name is missing from this list, please contact your HR Administrator for assistance.

3. Click on the performance review link above a person’s name to view their performance review (see 4b above).