For staff or supervisors, this job aid describes situations in which you may benefit from using this feature and shows how to upload attachments to a review form. *Note: anyone with access to the review (staff or supervisor) can upload an attachment and it is immediately visible to both people.*

### When to upload

- You have a job description or written responsibilities you’d like to attach
- You have documented a professional development plan.
- You receive an email with performance feedback.
- There is a work product document that demonstrates performance or relates to goals.
- A report with performance goal metrics is complete.
- Notes from a check-in have been captured in document form.

### How to upload

Login to myHR Learn at [learn.northwestern.edu](http://learn.northwestern.edu)

1. Open your review cover page, or your staff member’s review cover page and navigate to the upper right hand corner of the page.
   a) Click on the **three dots** (ellipsis symbol) to reveal a menu.
   b) In the menu, click **Attachments**.
2. In the pop-box click **BROWSE** to search for your document and click **ADD** to upload.

3. You will see a green box temporarily pop up at the top of the page confirming that the attachment was added successfully. Close the attachments box and click on the three dots to exit.

4. Please note that attachments in a review are only visible via the ellipsis submenu. To view attachments, repeat step 1 listed above.

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)