This job aid is for Performance Excellence Administrators, and shows how to access an individual performance review from the Admin Panel.

Login to myHR Learn at learn.northwestern.edu

1. From the Home page, click ADMIN along the purple menu bar.

2. Click on PEOPLE (on sub-menu) and then MANAGE PEOPLE, and REVIEWS along the left sidebar.
3. Your screen should now say “Search: Performance Reviews.” Enter the name or NetID of the individual whose review you wish to access in the “Reviewee” field.

4. Click the magnifying glass next to their name, and select their NetID and name from the dropdown below. Their NetID will be populated in the “Reviewee” field. **Hint: searching by NetID or by last name can often result in a shorter list of options.**

5. Then click **SEARCH**. Their review will display in search results below.

6. Hover over the “Review name” (e.g. *Performance Year 2018-19*) and click on **VIEW DETAILS** in the bubble that appears above.

7. The review will pop up in its own window. The administrator view is identical to the Review Owner/Manager view at the time you are accessing.