This job aid is for Performance Excellence Administrators, and shows how to cancel (i.e. delete) a Performance Excellence Review. This may be appropriate when a review has been assigned in error, or when a staff member has been terminated and the review form has no content. *Note: Reviews are not automatically removed upon termination.*

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

1. Access the review through the Admin Panel.
2. Scroll to the bottom of the review pop-up window, and select **MORE ACTIONS.**
3. Select **CANCEL REVIEW.**

4. A pop-up will appear confirming your intent to Cancel the Review. If you want to remove this review from the system, click **YES.** The review will now not be accessible by either staff or supervisor.

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. For technical support: 847-491-4357 (1-HELP) or [consultant@northwestern.edu](mailto:consultant@northwestern.edu)