Create a Review

Performance Excellence Job Aid

This job aid is for Performance Excellence Administrators, and shows how to create a performance review when one has not been assigned. Note: new staff are automatically assigned a performance review within a week of being added to myHR. Staff with a start date on May 1 or later will not be assigned a review for the current performance year, and will be assigned one for the subsequent performance year.

Login to myHR Learn at learn.northwestern.edu

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

2. Click on PERFORMANCE (on sub-menu) and then MANAGE REVIEWS.

CON'T ON NEXT PAGE
3. You will now see “Search for Review Cycles.” In the “Cycle Name” field, enter the current calendar year and click SEARCH.

4. Find the current review cycle (based on Performance Year) and click the link to the right that says MONITOR REVIEWS. Note: the next page often takes a long time to load.

5. On the next page, select the small linked words that say CREATE REVIEWS.
6. A pop-up will appear. Select the performance year cycle for which you are creating the new review form. Search for the staff member by last name (recommended) or first and last name. Check the box next the staff member's name, and click **SELECT**.

7. The pop-up will disappear and you will be back on the “Monitor Review Cycle” page. In a few moments (be patient), the page will refresh and show a number “1” next to the word “Drafts.”

8. Select **ACTIVATE**. The review has now been created and will be accessible by both the staff member and review owner.