Find your Team’s Reviews

Performance Excellence Job Aid

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

Login to myHR Learn at learn.northwestern.edu

Method One

1. From the homepage, scroll to the REVIEWS area at the bottom. Click the dropdown arrow next to MY REVIEWS and select REVIEWS I OWN.

2. A list of staff names will appear. These staff report to your for performance (in myHR) and have Performance Excellence reviews assigned. 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. To open a staff member’s review, click OPEN underneath their name.

Method Two

1. Click MY TEAM from the purple bar along the top of the page.
2. If it says LEARNING APPROVAL TEAM, please select PERFORMANCE EXCELLENCE TEAM. Your direct reports will be listed here. Additional staff members that may report to you in general, but are not participating in Performance Excellence will also be listed (such as temp employees). If your list requires clean-up, please work with your HR Administrator to confirm that myHR data fields are correct.

3. Under a staff member’s name, click the dropdown arrow next to GO TO and select REVIEWS.

4. On the next page, find the review you would like to access, and click OPEN.

Ready to login? learn.northwestern.edu
Access additional tools and resources: 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