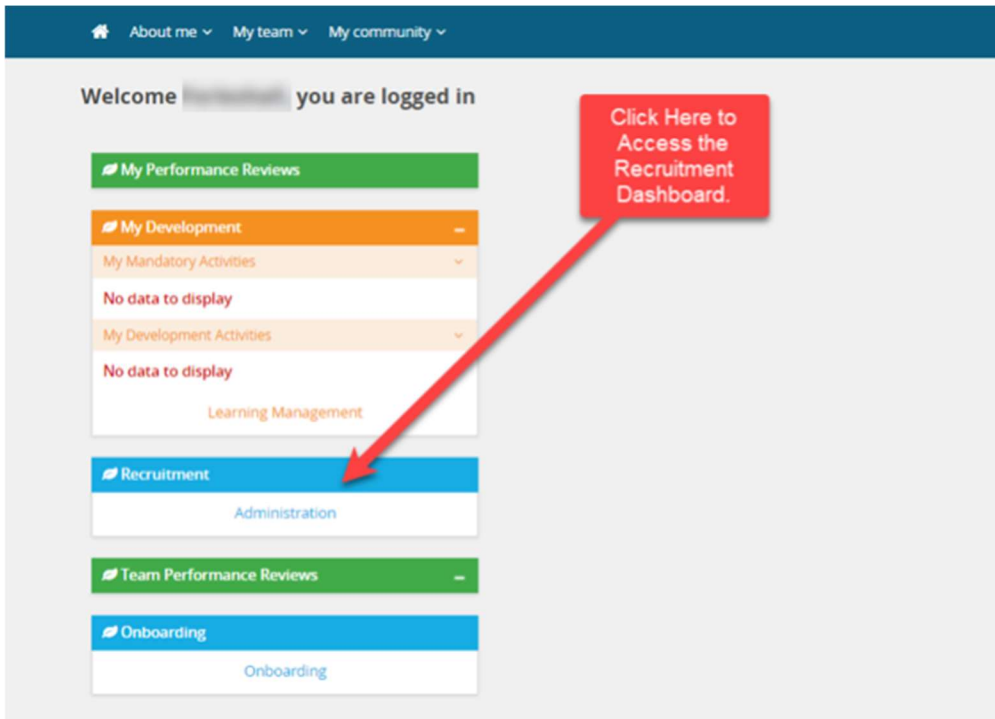


NSU CAREERS QUICK GUIDE: HR CONTACT- LOG IN AS ANOTHER EMPLOYEE TO ACCESS DIRECT REPORTS' PERFORMANCE REVIEW INFORMATION

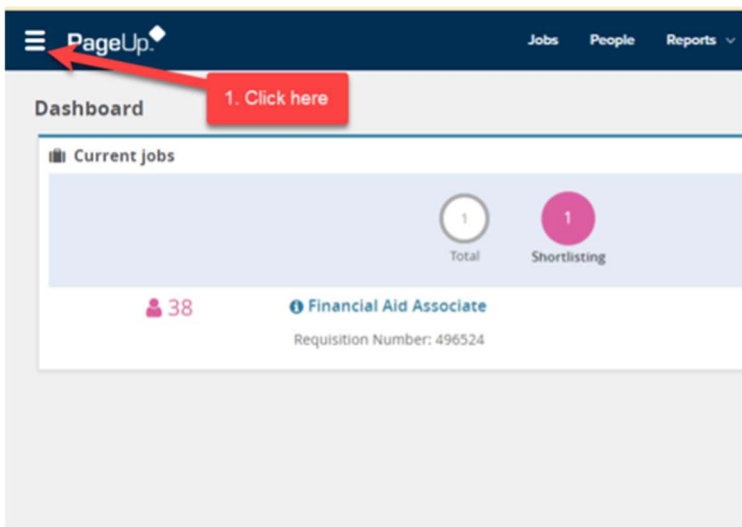
As, an HR Contact you are able to log in as another employee within your unit, giving you access to their performance review information or if they are a manager this will give you access to act on their behalf with their direct reports.

Log into NSU Careers → Access the Recruitment Dashboard



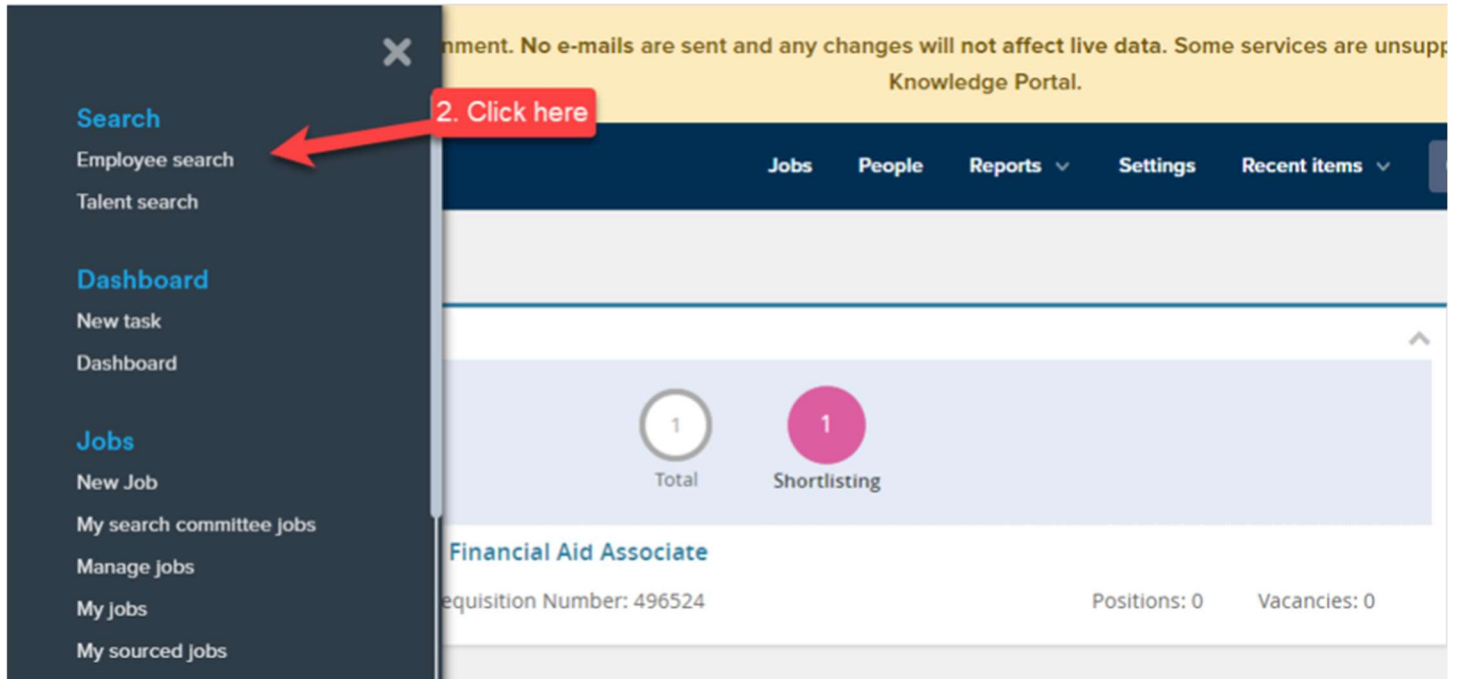
Once in the Recruitment Dashboard follow the below:

1. Click on the hamburger menu

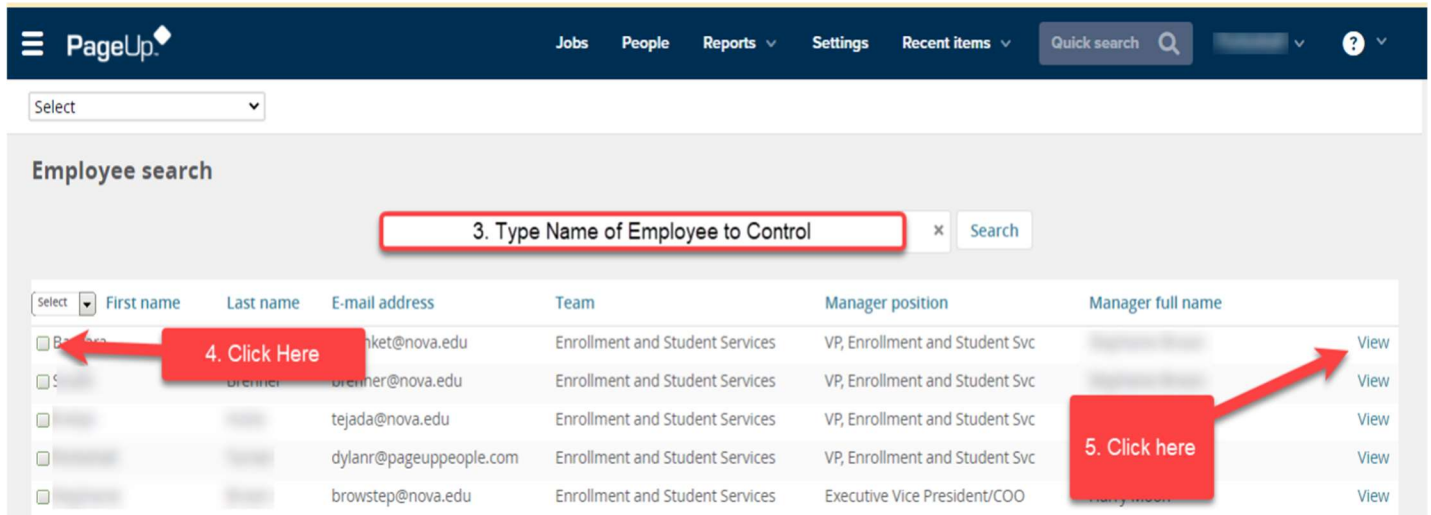


2. Click Employee search

NSU CAREERS QUICK GUIDE: HR CONTACT- LOG IN AS ANOTHER EMPLOYEE TO ACCESS DIRECT REPORTS' PERFORMANCE REVIEW INFORMATION

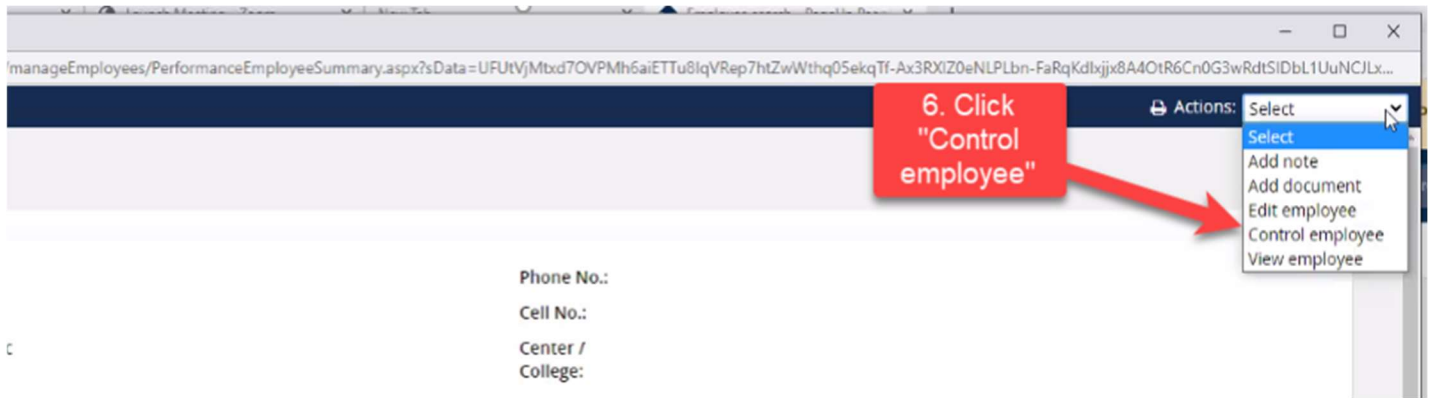


- 3. Type the name of the employee you are trying to impersonate
- 4. Click on the box next to the employee name.
- 5. Click view.

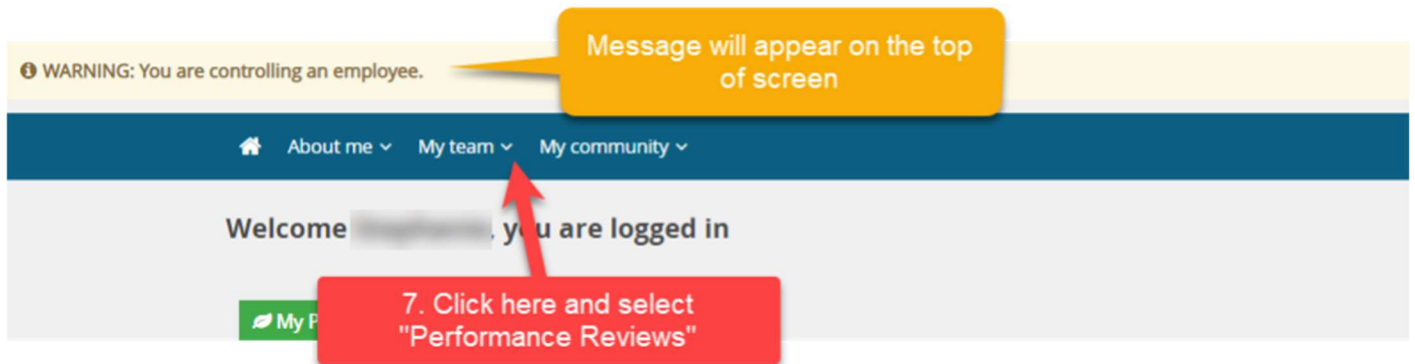


NSU CAREERS QUICK GUIDE: HR CONTACT- LOG IN AS ANOTHER EMPLOYEE TO ACCESS DIRECT REPORTS' PERFORMANCE REVIEW INFORMATION

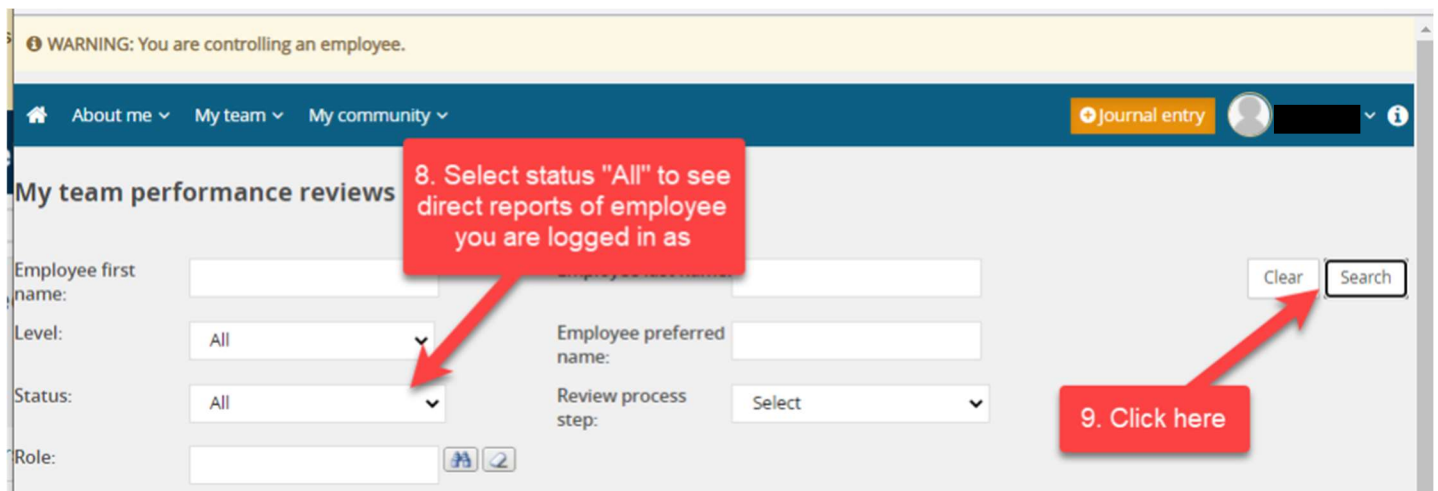
- The employee card will appear, at the top right hand corner of the employee card select "Control employee".



- The employee's dashboard you are impersonating will appear> Click My Team and select "Performance Reviews"



- Under Status choose "All" or "Current" to see open performance reviews.
- Click Search



NSU CAREERS QUICK GUIDE: HR CONTACT- LOG IN AS ANOTHER EMPLOYEE TO ACCESS DIRECT REPORTS' PERFORMANCE REVIEW INFORMATION

10. Look for the employee needed and click the down arrow.

- You will see that, at this point you have the option to view the performance review report in pdf, view the progress report, the review process, and the employee's development plan.
- Next to the drop down arrow if the review is open you will be able to select "Open review", if closed you will see "view report"

10. Click the down arrow

You should see the following options

Employee	Review process	Review step	Role	Start date	Due date	Actions
[Employee Name]	NSU Annual Performance Review	Review Complete	Execut Assis	2020	31 Oct 2020	I want to... View the report View progress report View the review process View the development plan
[Employee Name]	NSU Annual Performance Review - Supervisors	Employee & Manager Sign-Off	Execut Enroll	2020	31 Oct 2020	Open review
[Employee Name]	NSU Annual Performance Review	Employee & Manager Sign-Off	Data A	2020	31 Oct 2020	Open review

11. You can also access this information by clicking on the employee name.

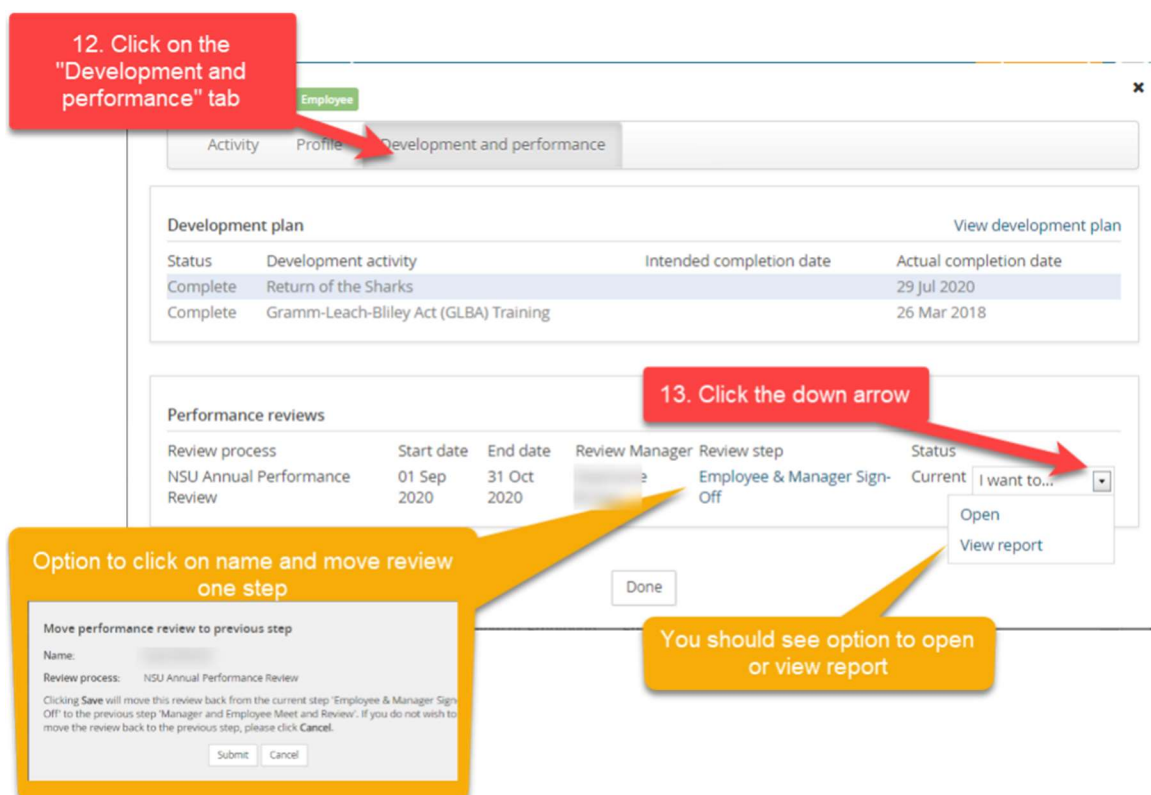
11. Click employee name

Employee	Review process	Review step	Role	Start date	Due date
[Employee Name]	NSU Annual Performance Review	Review Complete	Executive Assistant I	1 Sep 2020	31 Oct 2020

Below steps will differ depending on the Review Step the employee is on.

For reviews in progress:

12. Click on the “Development and performance” tab, from here you can see the employee’s development plan, activity, and the employee’ listing of Performance reviews.
13. Click the down arrow next to the performance review and click view report to see a pdf version of the performance review OR click open to open the employee’s current review.
14. On this screen you can also move the review back one step, by clicking on the Review step and when the box opens clicking submit.



For reviews in "Review Complete Step":

1. Click on the “Development and performance” tab, from here you can see the employee’s development plan, activity, and the employee’ listing of Performance reviews.
2. Click the down arrow next to the performance review and click view report to see a pdf version of the performance review.

NSU CAREERS QUICK GUIDE: HR CONTACT- LOG IN AS ANOTHER EMPLOYEE TO ACCESS DIRECT REPORTS' PERFORMANCE REVIEW INFORMATION

12. Click on the "Development and performance" tab

Employee

Activity Profile **Development and performance**

Development plan View development plan

Status	Development activity	Intended completion date	Actual completion date
Booked	Project Management Simplified		
Booked	Time Management Tips: Following Through		
Complete	Return of the Sharks		27 Jul 2020
Complete	Gramm-Leach-Bliley Act (GLBA) Training		06 Nov 2018

Performance reviews

Review process	Start date	End date	Review Manager	Review step	Status	
NSU Annual Performance Review	01 Sep 2020	31 Oct 2020	Stephanie Brown	Review Complete	Complete	I want to... View report

13. Click the down arrow

You should see the "view report" option to view a pdf report of review