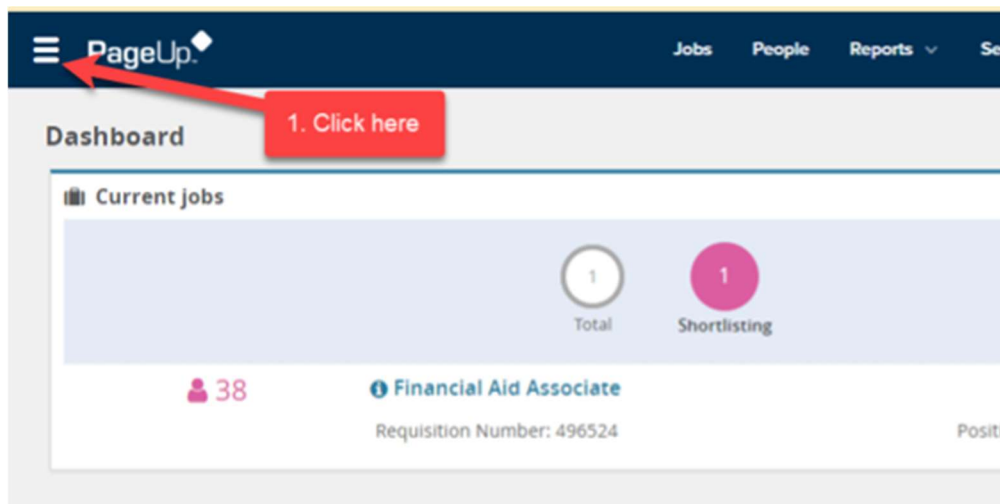Through NSU Career's organization chart in the Employee Dashboard, you can access the performance reviews of direct and indirect reports for an employee you are impersonating.

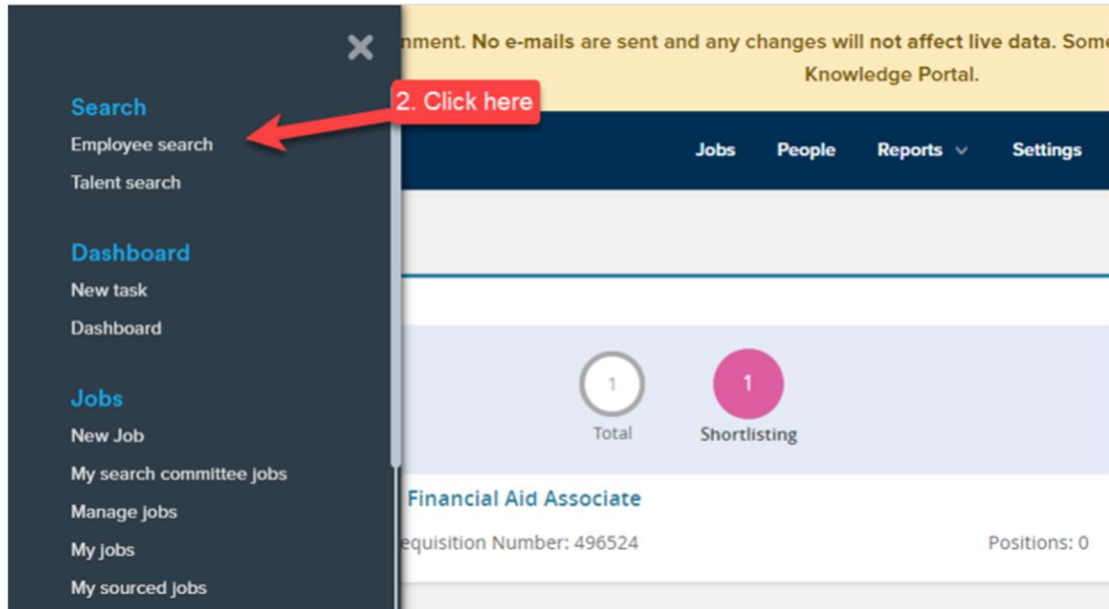Log into NSU Careers → Access the Recruitment Dashboard
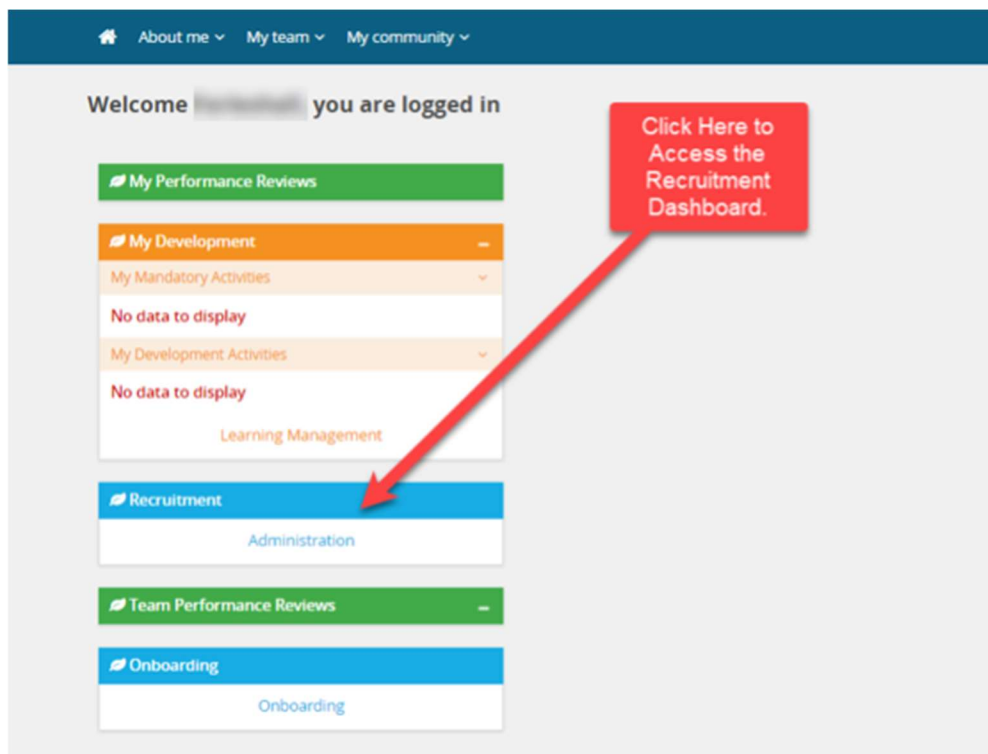
Once in the Recruitment Dashboard follow the below:
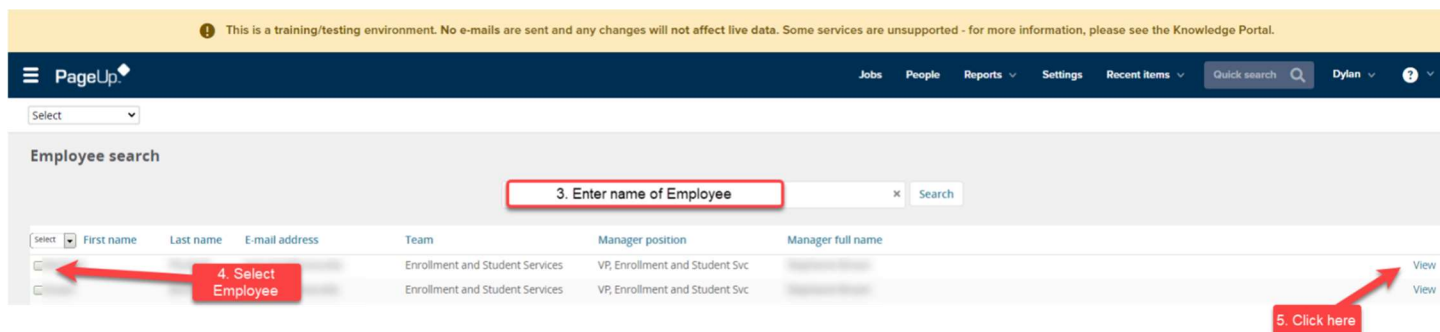
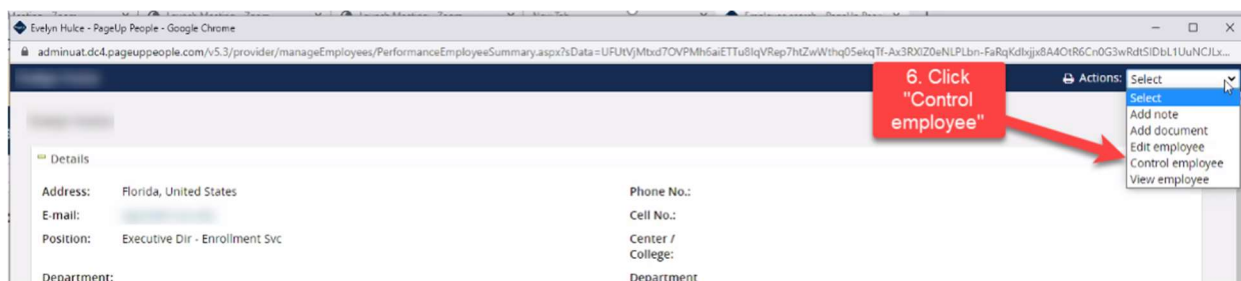1. Click on the hamburger menu

2. Click Employee search

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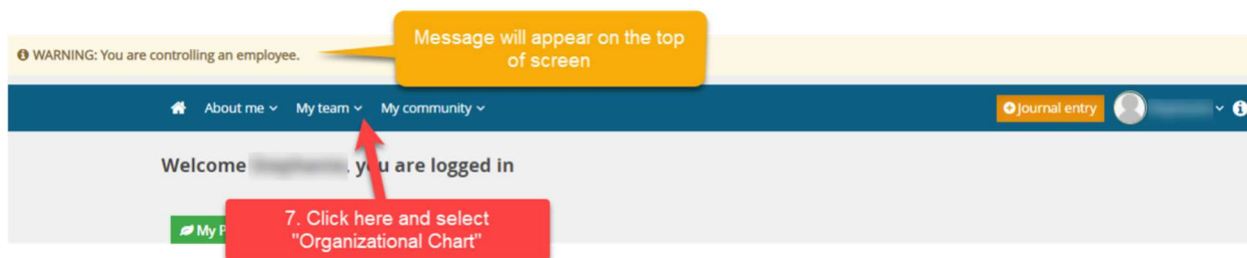5. Click view.

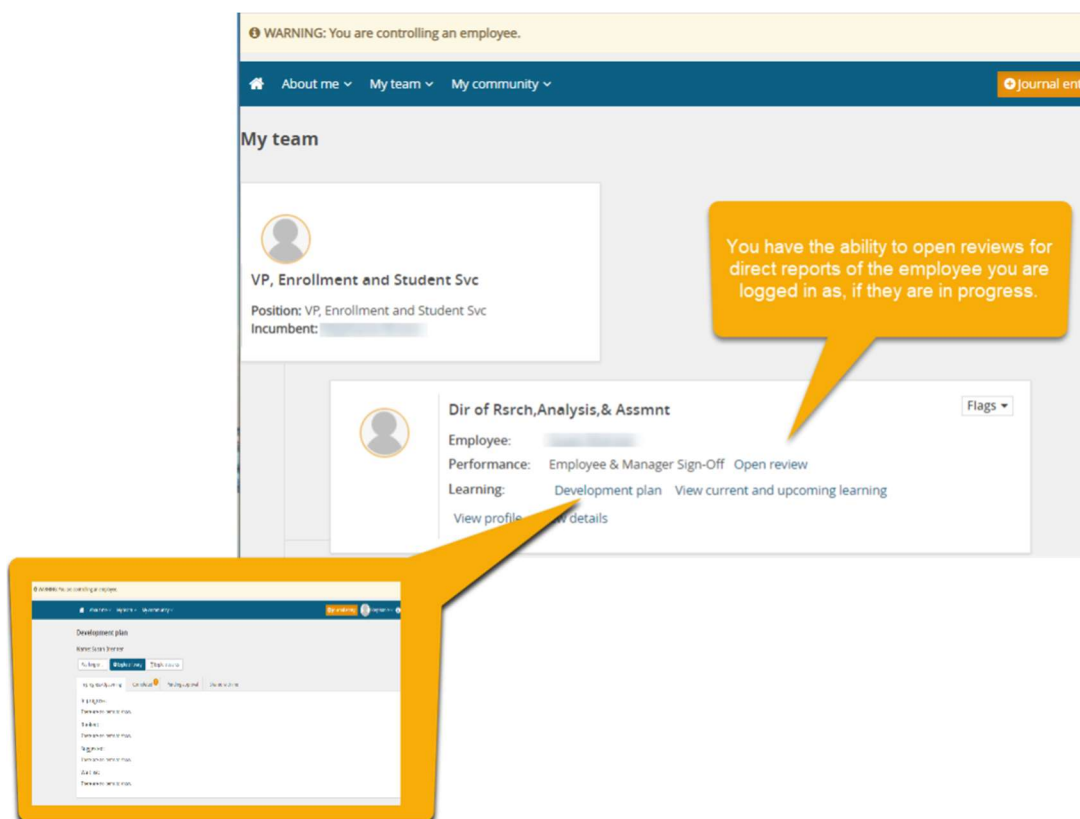6. On the upper right-hand corner, click "Control employee".

7. The employee's dashboard you are impersonating will appear, click on "My Team" and select "Organization Chart".
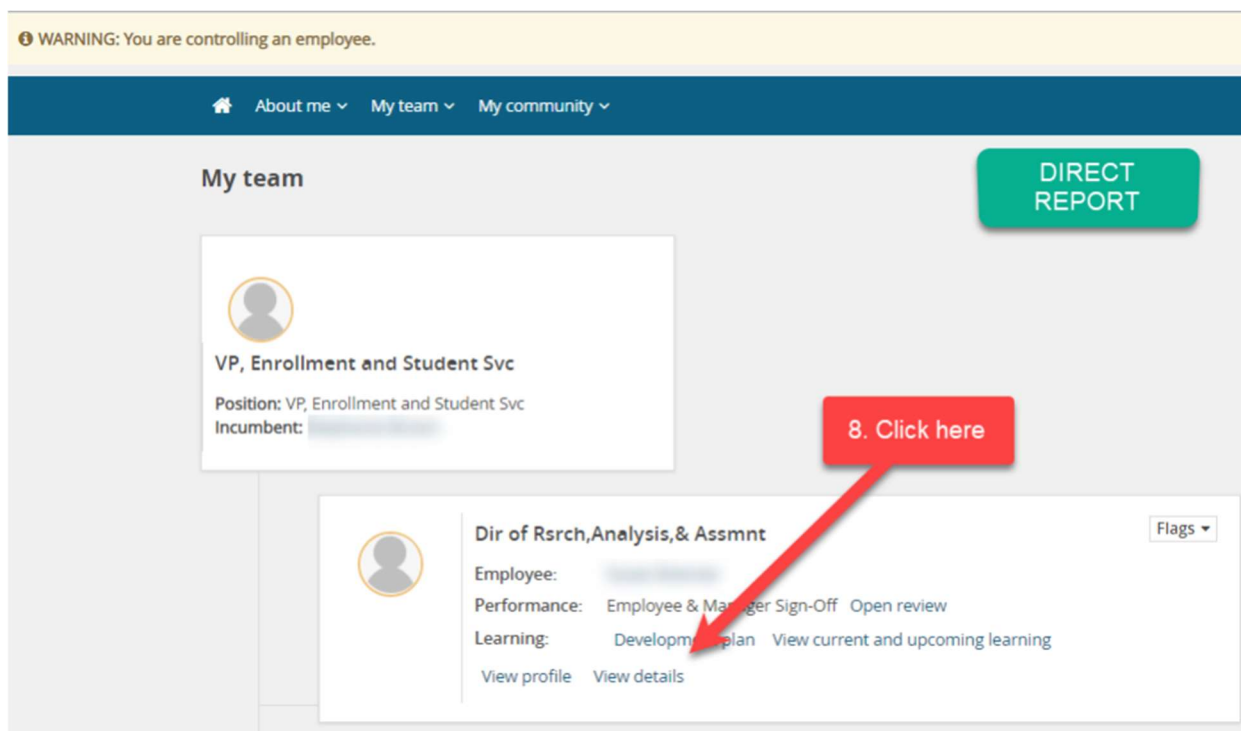
The Organization Chart will open, here for direct reports of the employee you are impersonating you will be able to: Open a review in progress, view their development information.
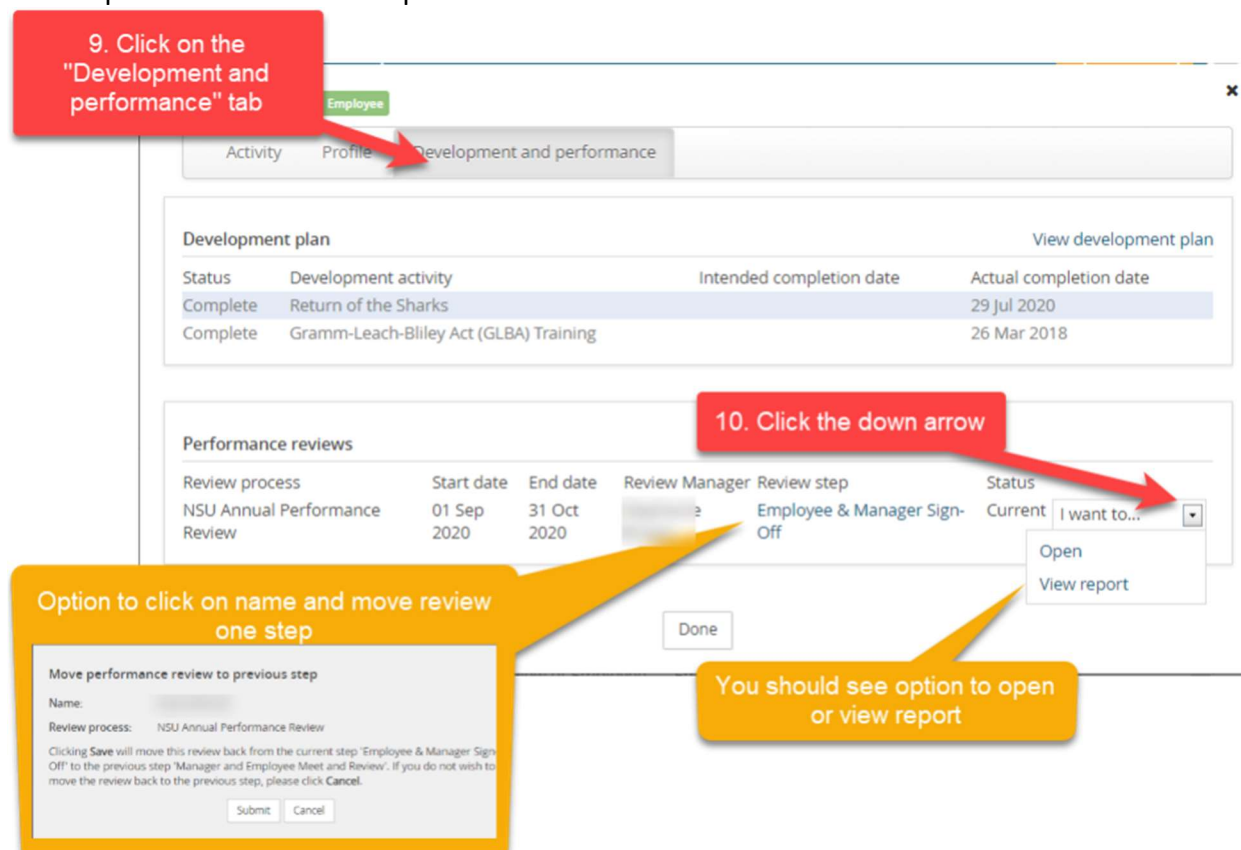

8. For Direct Reports click on view details.

9. Click on the Development and performance tab. On this tab you are able to move the review back one step.
10. Click the down arrow on the bottom right to open a review in progress or view a pdf copy of the performance review report.

*View of indirect report view of employee card