

Supervisor Instructions to Print a Performance Review

Step 1: Log in to NSU Careers to view your Welcome Screen.

The screenshot shows the NSU Careers user interface. At the top, there is a navigation bar with 'About me', 'My team', and 'My community' dropdown menus. On the right, there is a 'Journal entry' button and a user profile for 'Jaime'. Below the navigation bar, the main content area is titled 'Welcome Jaime, you are logged in'. On the left, there are two blue panels: 'Recruitment' with 'Administration' and 'Onboarding' with 'Onboarding'. In the center, there is an orange 'My Development' panel with a dropdown menu for 'My Mandatory Activities' (showing 'No data to display') and 'My Development Activities'. Below this is a table of course activities:

Course name	STATUS
NSU Careers Performance Review Training via Zoom 8/26/2020 1:00PM	In progress
NSU Careers Performance Review Training via Zoom 9/02/2020 1:00PM	In progress
NSU Careers Performance Review Training via Zoom 8/27/2020 1:00PM	In progress

At the bottom of this panel is a 'Learning Management' link. On the right, there are two green panels: 'My Performance Reviews' for 'NSU Annual Performance Review - Supervisors' and 'Team Performance Reviews' for 'Rina Robles'. Both panels show progress indicators for the current step.

Step 2: Go to the header “My team”, select “Performance Reviews.”

This screenshot shows the same NSU Careers interface as the previous one, but with the 'My team' dropdown menu open. The 'My team' dropdown is circled in red, and a red arrow points to the 'Performance reviews' option. The 'Performance reviews' option is highlighted in blue. The rest of the interface remains the same as in the previous screenshot.

Step 3: Your teams performance reviews will appear. On the employee row, go to “I want to...” and select “View the Report.”

My team performance reviews

Employee first name: Employee last name: Clear

Level: Employee preferred name:

Status: Review process step:

Role:

Employee	Review process	Review step	Role	Start date	Due date		
Rina Robles	NSU Annual Performance Review	Manager Review of Employee Self Assessment	Executive Assistant I	1 Sep 2020	31 Oct 2020	I want to...	Open review

Page 1 of 1 Jump to page

- Open review
- View the report
- View progress report
- View the review process
- View the development plan

Step 4: Once the review has opened, in the top right-hand corner of the screen you will see the three icons listed below. Select the first icon to “View PDF” or the last icon for the “Printable Version”.



View PDF takes a minute to open but creates a link that appears on the bottom of the window.

Printable version opens a print dialogue window to print or save as a PDF.