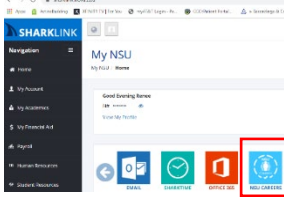
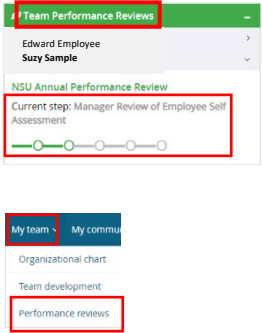
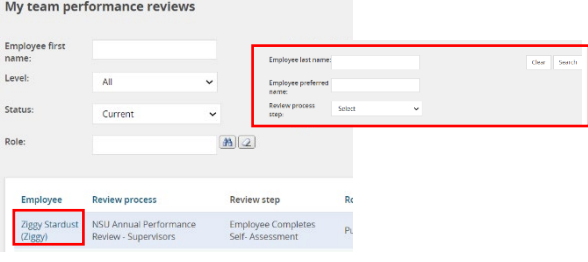
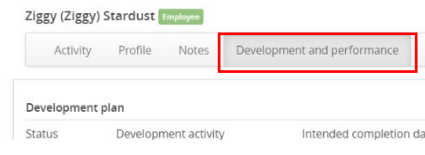
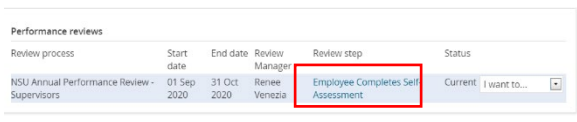
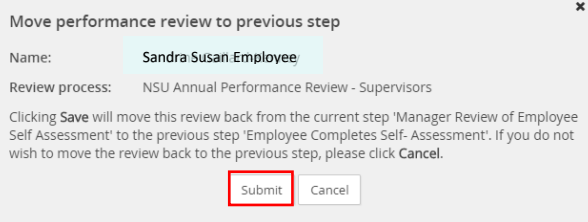


NSU Careers QuickGuide: Supervisor Send Back Review to Employee

Purpose: This *Quick Guide* includes steps for a supervisor to send a performance review back to a previous step in the process, such as to return the review to the employee to update.

Hint: Within NSU Careers, words shown in *blue* are links to another step.

Step	Page
<p>Log into sharklink.nova.edu and select the <i>NSU Careers</i> icon.</p>	
<p>On the <i>NSU Careers</i> homepage, locate the green Team Performance Review box.</p> <p>In this example, Suzy Sample's review is at the <i>Manager Review</i> step. To send it back to Suzy for update, click on the box label Team Performance Review.</p> <p>OR, at the top of the homepage use the menu My Team > Performance reviews.</p>	
<p>On the new page labeled My team performance reviews, search fields may be used to find a specific employee or to return a list of all reviews at a specific step in the process. Click the Search box to the right to launch the search.</p> <p>Or, from the list of employees, click on a specific employee's name.</p>	
<p>On the new window that opens, click under the employee's name on the tab labeled Development and performance.</p>	
<p>Under the Development Plan, locate the Performance Reviews box.</p> <p>In the column Review step, click on the blue step.</p>	
<p>Another window will display with the instruction to click the button to move the review back one step from <i>Manager Review of Employee Self Assessment</i> to the previous step <i>Employee Completes Self-Assessment</i>. Click on the Submit button.</p> <p>Note: The instructions reflect the word <i>Save</i> however the button actually shows the word Submit.</p>	

NSU Careers *QuickGuide*: Supervisor Send Back Review to Employee

Back on the homepage, the Performance Review box will reflect the status at the prior step in the process.

