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 \rightarrow Access the Recruitment Dashboard

🖶 About me 🗸 My team 🗸 My community 🗸	
Welcome you are logged in	Click Here to Access the
My Performance Reviews	Recruitment Dashboard.
# My Development _	
My Mandatory Activities	
No data to display	
My Development Activities ~	
No data to display	
Learning Management	
Recruitment	
Administration	
P Team Performance Reviews -	
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Onboarding	

Once in the Recruitment Dashboard follow the below:

1. Click on the hamburger menu

⊒_Page Up.			Jobs	People	Reports 🗸	Se
Dashboard	1. Click here					
🛍 Current jobs						
		1 Total	1 Shortli	sting		
å 38	Financial Requisition N	Aid Associate				Positi

2. Click Employee search

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Search	2. Click here					
Employee search			Jobs	People	Reports 🗸	Settings
Talent search						
Dashboard						
New task						
Dashboard						
Jobs New Job	Т	1 Dtal	1 Shortlis	ting		
My search committee jobs						
Manage jobs	Financial Aid Associ	ate				
My jobs	equisition Number: 496	524				Positions: 0
My sourced jobs						

- 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.

This is a training/testing envir	onment. No e-mails are sent and any changes will not affect live dat	ta. Some services are unsupported - for more information, ple	ease see the Knowledge Portal.
≡ PageUp.		Jobs People Reports V Settings	Recent items v Quick search Q Dylan v ? Y
Select 👻			
Employee search			
	3. Enter name of Employee	× Search	
Select 💽 First name Last name E-mail address	Team Manager position	Manager full name	
4. Select	Enrollment and Student Services VP, Enrollment and Student Svc		View
E Employee	Enrollment and Student Services VP, Enrollment and Student Svc		View

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

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			6. Click ↔ Actions: "Control employee"	ielect ielect Add note Add docum	ent	
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	E-mail: Position:	Executive Dir - Enrollment Svc	Cell No.: Center / College:			
	Department:		Department			

7. The employee's dashboard you are impersonating will appear, click on "My Team" and select "Organization Chart".

WARNING: You are controlling an employee. Message will appear on the top of screen	
About me 🗸 My team 🗸 My community 🗸	O journal entry
Welcome y u are logged in	
MyF 7. Click here and select "Organizational 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.

	WARNING: You are control	lling an employee.	
	👫 About me 🗸 My tear	n 🗸 My community 🗸	O journal er
	My team		
	VP, Enrollment and Stu Position: VP, Enrollment and Incumbent:	i dent Svc Student Svc	You have the ability to open reviews for direct reports of the employee you are logged in as, if they are in progress.
		Dir of Rsrch,Analysis,& Assmnt Employee: Performance: Employee & Manager Sign-C Learning: Development plan View of View profile: Ardetails	Flags • Off Open review surrent and upcoming learning
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8. For Direct Reports click on view details.

WARNING: You are controlling an em

My team		
VP, Enrollment and Studen Position: VP, Enrollment and Stud Incumbent:	et Svc lent Svc 8. Click here	
	Dir of Rsrch, Analysis, & Assmnt Employee: Performance: Employee & Manger Sign-Off Open review Learning: Development plan View current and upcoming learni	Flags 🕶

- 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.

performance" tab	Employee ity Profile	Revelopment	and perforr	nance		
Developm	ent plan					View development plan
Status Complete Complete	Development a Return of the Sl Gramm-Leach-f	ctivity harks Bliley Act (GLB	A) Training	Intend	ed completion date	Actual completion date 29 Jul 2020 26 Mar 2018
Performar	nce reviews			10.	Click the down arro	w
Review pro NSU Annua Review	ocess al Performance	Start date 01 Sep 2020	End date 31 Oct 2020	Review Manager	Review step Employee & Manager Sign Off	Status - Current I want to • Open
ion to click on nai one	me and move step	review		Done		view report
performance review to previ	ous step ance Review m the current step 'Employee	e & Manager Sign		Yo	u should see option or view report	to open
ing Save vall move this review back from						

*View of indirect report view of employee card

,		INDIRECT REPORT
VP, Enrollment and Student Sv	Executive Dir - Enrollme	ent Svc
Executive Dir - Eprollma	ent Svc	
Position: Executive Dir - Enro Incumbent:	liment Svc	To view pdf of