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 \rightarrow Access the Recruitment Dashboard

ommunity v My team v My community v	
Welcome you are logged in	Click Here to
# My Performance Reviews	Recruitment Dashboard.
A My Development	
My Mandatory Activities 🗸 🗸	
No data to display	
My Development Activities v	
No data to display	
Learning Management	
Recruitment	
Administration	
Team Performance Reviews _	
Ø Onboarding	
Onboarding	

Once in the Recruitment Dashboard follow the below:

1. Click on the hamburger menu

⊒ Page Up.		Jobs	People	Reports 🗸
Dashboard	1. Click here			
🛍 Current jobs				
	1 Total	1 Shortli	sting	
≗ 38	Financial Aid Associate Requisition Number: 496524			

2. Click Employee search

Search	2. Click here		Know	ledge Portal.			
Employee search		Jobs	People	Reports 🗸	Settings	Recent items v	
Talent search							
Dashboard							
New task							_
Dashboard							
Jobs							
New Job	Total	Short	isting				
Manage jobs	Financial Aid Associate	•					
	an utrition Number 106501				Desitions: 0	Vacancias: 0	

- 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.

Ξ Page Up.			Jobs	People	Reports 🗸	Settings	Recent items 🗸	Quick search	Q	~	• •
Select	~										
Employee search	n										
		3. Туре	Name	of Emplo	evee to Contro	bl	× Search				
Select 👻 First name	Last name	E-mail address	Team			Manager	position	Manager	full name	2	
C Barloro	4. Click Here	nket@nova.edu	Enrolln	nent and Stu	ident Services	VP, Enrollr	ment and Student Svo				View
•	Dictilici	orenner@nova.edu	Enrolln	nent and Stu	ident Services	VP, Enrollr	ment and Student Svo	1000	-		View
		tejada@nova.edu	Enrolln	nent and Stu	ident Services	VP, Enrollr	ment and Student Svo				View
		dylanr@pageuppeople.com	Enrolln	nent and Stu	ident Services	VP, Enrollr	ment and Student Svo	5. Click	here		View
		browstep@nova.edu	Enrolln	nent and Stu	ident Services	Executive	Vice President/COO				View

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

V A Londo Martine Trees		and Decally Decal M I		-		×
manageEmployees/PerformanceEmployeeSum	nmary.aspx?sData=UFUtVjMtxd7OVPMh6aiETTu8lqVRep7h	tZwWthq05ekqTf-Ax3RXIZ0eNLPLbn-FaRqKdl	xjjx8A4OtR6Cn0G3v	RdtSIDbL	UuNCJL	x
		6. Click "Control employee"	Actions:	Select Select Add note Add door Edit emp Control e	e ument loyee employee	2 2
c	Phone No.: Cell No.: Center / College:			View em	ployee	

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

WARNING: You are controlling an employee. Message will appear of scree	ar on the top en
🖀 About me 🗸 My team 🗸 My community 🗸	
Welcome , you are logged in	
7. Click here and select "Performance Reviews"	

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

WARNING: You a	re controlling an employee						
🔥 About me 🗸	My team ~ My commu	nity ~				Journal entry	~ 3
My team perf	ormance reviews	8. Select status direct reports o you are logg	All" to see f employee ged in as				
Employee first name:		_	,				Clear Search
Level:	All	Emp nam	loyee preferred e:				
Status:	All	 Reviews step: 	ew process	Select	~	9. Click here	
Role:		*					

- 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"

WARNING: You	are controlling an employee.								
🐔 About me 🗸	My team 🗸 My commun	ity ~				● journal	entry	0	~ 1
My team per	formance reviews								
Employee first name:		Em	ployee last name:					Clear Se	earch
Level:	All	✓ Em nar	ployee preferred me:						
Status:	All	✓ Rev ste	view process p:	Select		~			
Role:		M 2							
		10	0. Click the d	own arrow					
Employee	Review process	Review step	Role	Start	date	date			
100	NSU Annual Performance Review	Review Complete	Exect Assis	You should	020	31 Oct 2020 I want to.	•	View repor	rt
	NSU Annual Performance Review - Supervisors	Employee & Mana Sign-Off	iger Exect Enroll	see the following		31 O View progress report View the review progress	t	Open review	
	NSU Annual Performance Review	Employee & Mana Sign-Off	ger Data /	options	020	31 O View the developme	nt plan	Open review	

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

WARNING: You	u are controlling an employee.					
🖀 About me	∽ My team ∽ My communi	ity ~				
My team pe	rformance reviews					
Employee first name:			Employee last	name:		
Level:	All	~	Employee pre name:	ferred		
Status:	All	~	Review proces step:	ss Selec	t	~
Role:						
	1	1. Click em	oloyee nam	ne		
Employee	Review proc	Review step		Role	Start date	Due date
	NSU Annual Performance Review	Review Comp	lete	Executive Assistant I	1 Sep 2020	31 Oct 202

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, a 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 perform review.

