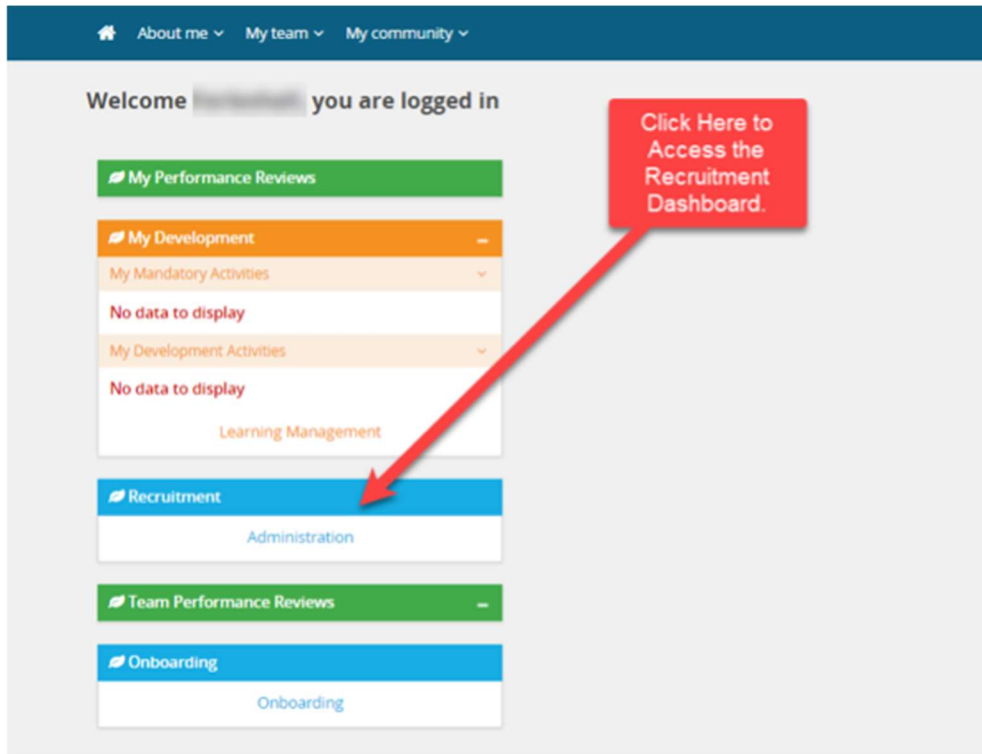
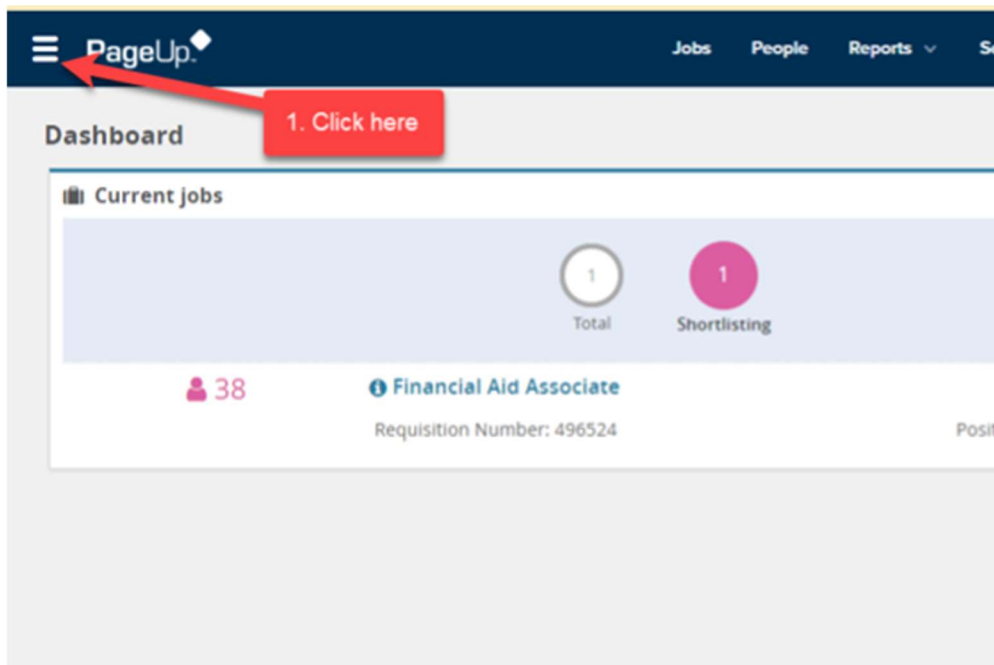


Log into NSU Careers → Access the Recruitment Dashboard

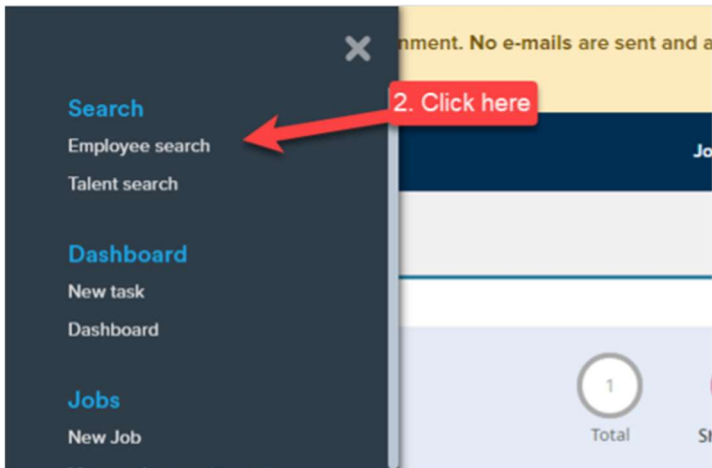


Once in the Recruitment Dashboard follow the below:

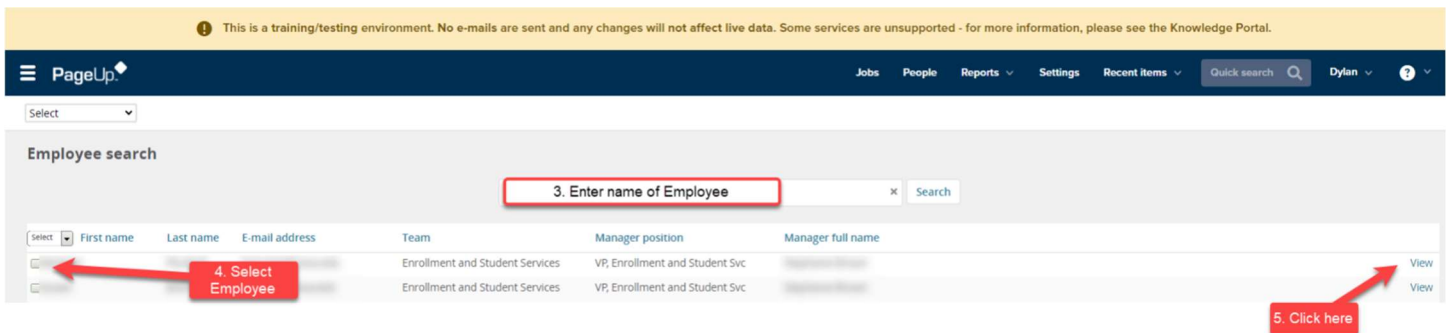
1. Click on the hamburger menu



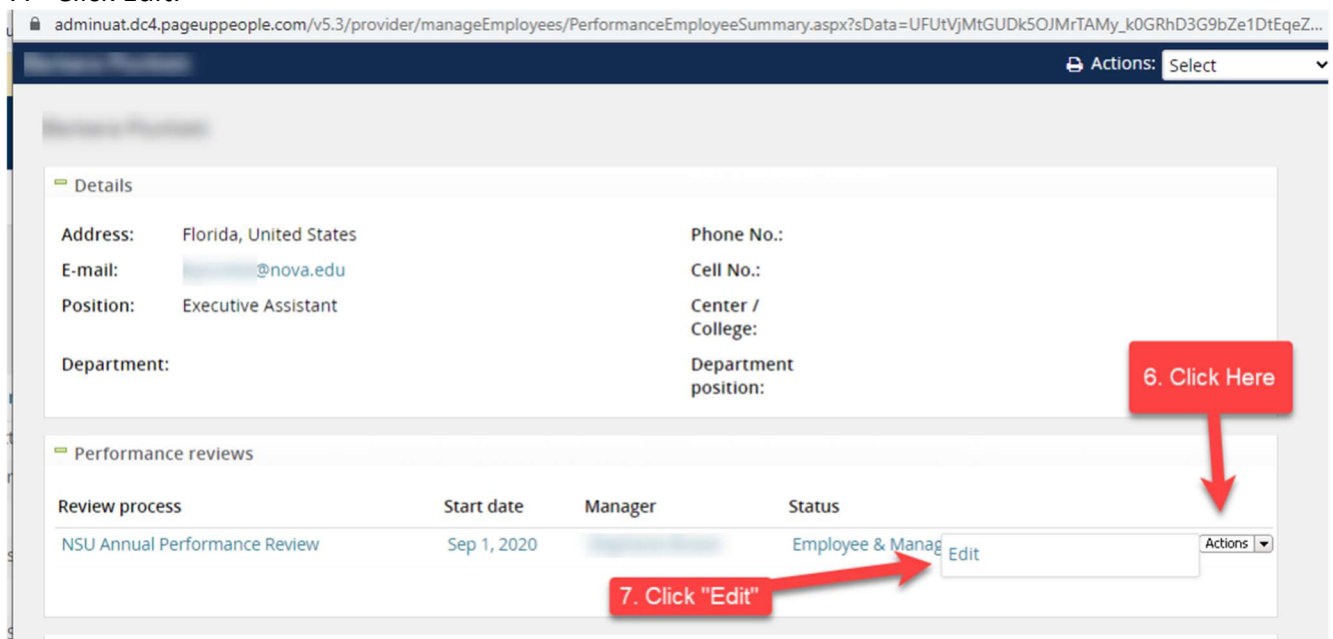
2. Click Employee search



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. Employee card will appear, under the Performance reviews section click on Actions.
7. Click Edit.



8. The Edit: Performance review box will appear. Under Manager, update the manager name and click on the binoculars.
9. Click Submit.

Barbara Plunkett - PageUp People - Google Chrome

adminuat.dc4.pageuppeople.com/v5.3/

adminuat.dc4.pageuppeople.com/v5.3/provider/managePerformanceR...

Edit: Performance review

ⓘ Based on the minimum duration for the selected review process, there is not enough time left to complete the review.

Start date:* Sep 1, 2020

Review process:* NSU Annual Performance Review

Review end date:* Oct 31, 2020

Manager:*

Submit Cancel

8. Enter the manager name and click on the binoculars.