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. Page Step Log into sharklink.nova.edu and select the NSU 0 Careers icon. My NSU n On the NSU Careers homepage, locate the green Team Performance Review box. Edward Employee Suzy Sample NSU Annual Performance Review In this example, Suzy Sample's review is at the Current step: Manager Review of Employ Manager Review step. To send it back to Suzy for update, click on the box label **Team Performance** Review. OR, at the top of the homepage use the menu **My** Performance reviews Team > Performance reviews. On the new page labeled **My team performance** My team performance reviews reviews, search fields may be used to find a specific Emple employee or to return a list of all reviews at a Level: All specific step in the process. Click the **Search** box to Current Role: # 2 the right to launch the search. Or, from the list of employees, click on a specific employee's name. On the new window that opens, click under the Ziggy (Ziggy) Stardust Employ employee's name on the tab labeled **Development** Activity Profile Notes Development and performance and performance. Development plan Status Development activity Intended completion da Under the Development Plan, locate the Performance review Performance Reviews box. Review process End date R Status SU Annual Perf Current Ly In the column **Review step**, click on the blue step. Another window will display with the instruction to × Move performance review to previous step click the button to move the review back one step Name: Sandra Susan Employee from Manager Review of Employee Self Assessment Review process: NSU Annual Performance Review - Supervisors to the previous step *Employee Completes Self*-Clicking Save will move this review back from the current step 'Manager Review of Employee Self Assessment' to the previous step 'Employee Completes Self- Assessment'. If you do not Assessment. Click on the **Submit** button. wish to move the review back to the previous step, please click Cancel. Submit Cancel Note: The instructions reflect the word *Save* however the button actually shows the word Submit.

Back on the homepage, the Performance Review box will reflect the status at the prior step in the process.	NSU Annual Performance Review Current step: Employee Completes Self- Assee Current step: Employee Completes Self- Assee Current step: Employee Completes Self- Assessment