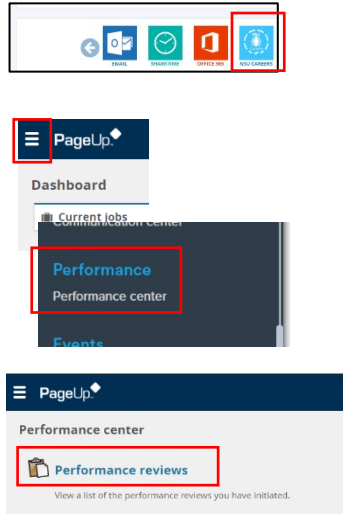


**Purpose:** Special access provided to HR Contacts to support their colleges/centers during the NSU Annual Performance Review process. **Activities include:** on-demand snapshot of all reviews assigned to staff and administrative faculty, status and managers; ability to change review step status; ability to change review manager; ability to generate an email to designated review participants; ability to download PDF of review.

Access NSU Careers through the Sharklink portal at sharklink.nova.edu. The preferred browser for Sharklink and NSU Careers is Google Chrome.

On the recruitment dashboard page, in the upper left-hand corner locate the menu icon (3 lines, also called the “hamburger” icon). Click on the icon to open the menu and scroll down to **Performance Center**. Click to open.

The **Performance Center** contains the page link to **Performance reviews**. Click to open.

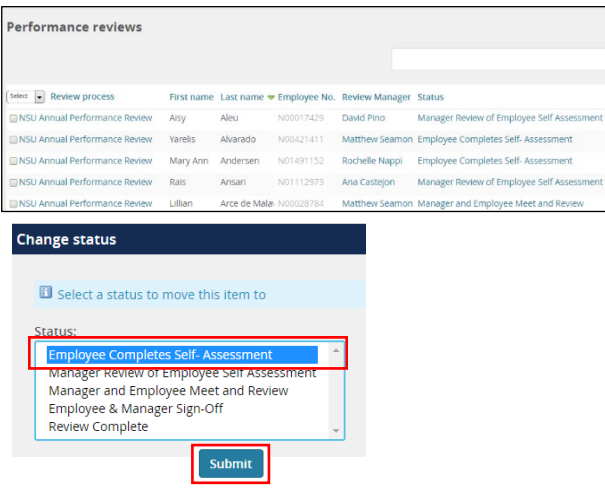


**I. STATUS VIEW**

The **Performance reviews** page displays a list of employees for the HR Contact’s college or center.

The display includes the type of review, employee name, employee NSUID, review manager, status, review start and end dates, current step entered, role (job title), college/center, department. Clicking on a column heading will sort the list in ascending or descending order.

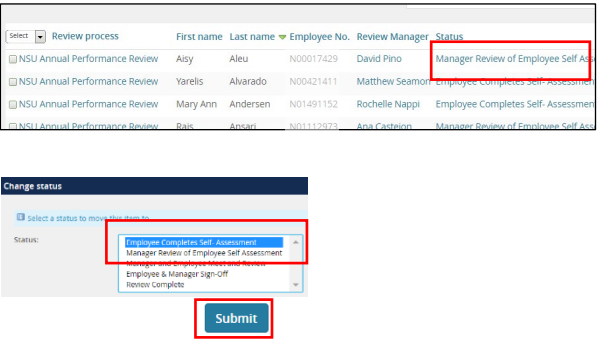
Terms in blue font are clickable links. On a specific row, clicking on the status will open the **Change status** window. Select a new status and click the **Submit button**.

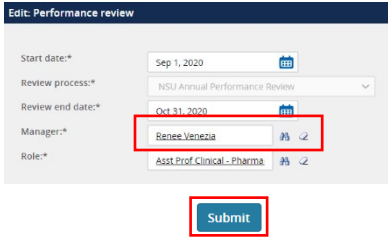
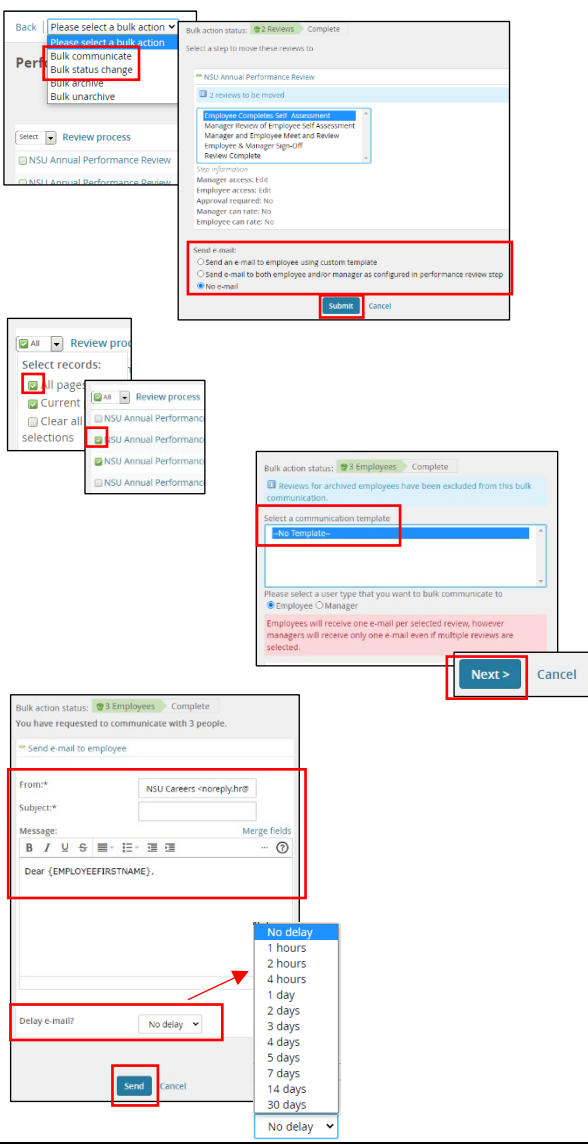


**II. CHANGE REVIEW STEP STATUS**

On a specific row, clicking on the review step status will open the **Change status** window. Select a new status and click the **Submit button**.

The most frequent request is to send the review back to the employee which is the first step, **Employee Completes Self Assessment**.



<p><b>III. CHANGE REVIEW MANAGER</b></p>	
<p>The review manager can be reassigned. Click on one of the dates (<i>Start date, Review end date, Current step entered date, or Action: Edit</i>) and the <b>Edit: Performance review</b> window displays. The binoculars icon enables searching for the manager name. Enter the name or search for the new review manager, then click on <b>Submit</b>. Entering a new manager name will remove the review from the view of the prior manager and place it in the view of the newly identified manager.</p>	
<p><b>IV. BULK ACTIONS (STATUS CHANGE AND COMMUNICATE)</b></p>	
<p>HR Contacts can change the step status of multiple reviews simultaneously by using bulk action <b>Bulk status change</b> found at the top of the <b>Performance reviews</b> page.</p> <p>Select the new status step, then select an e-mail option (send custom or no e-mail), click on <b>Submit</b> button.</p> <p>To use <b>Bulk communicate</b>: Select records (all, by page, or individually) and click <b>Bulk communicate</b>.</p> <p>In the <b>Bulk communicate</b> window:</p> <ul style="list-style-type: none"> <li>- click on <b>-No Template</b></li> <li>- select the <i>user type</i> who will receive the email, either <b>employee</b> or <b>manager</b></li> <li>- click the <b>Next</b> button.</li> </ul> <p>The next screen will display an email creation box:</p> <ul style="list-style-type: none"> <li>- <i>From*</i> address defaults to <a href="mailto:noreply.hr@nova.edu">noreply.hr@nova.edu</a> or a specific user address can be entered</li> <li>- enter the email <i>Subject*</i></li> <li>- enter the body of the email message</li> </ul> <p>The <b>Delay e-mail?</b> drop down menu allows selection of no delay for immediate sending of email or delay in hours or days.</p>	

V: ACTIONS BUTTON	
<p>At the far right of each row is an <b>Action</b> drop down button.</p> <p><b>Edit</b> opens the <b>Edit: Performance review</b> window (same as section III.) which is where the review manager can be changed.</p> <p><b>View</b> opens a window with name and position title, along with another <b>Actions</b> drop down menu.</p> <p><b>Actions: View employee</b> opens the employee profile window. Select <i>Performance</i> and the current review with blue performance step and another action box labeled <i>I want to...</i></p> <p>Under <i>I want to...</i></p> <ul style="list-style-type: none"> <li>-<b>View report:</b> Opens the performance review in the print view. The review can be downloaded as a PDF.</li> <li>-<b>Edit:</b> Opens the <i>Edit: Performance review</i> window where the review manager can be changed (same as noted in section III.)</li> </ul>	