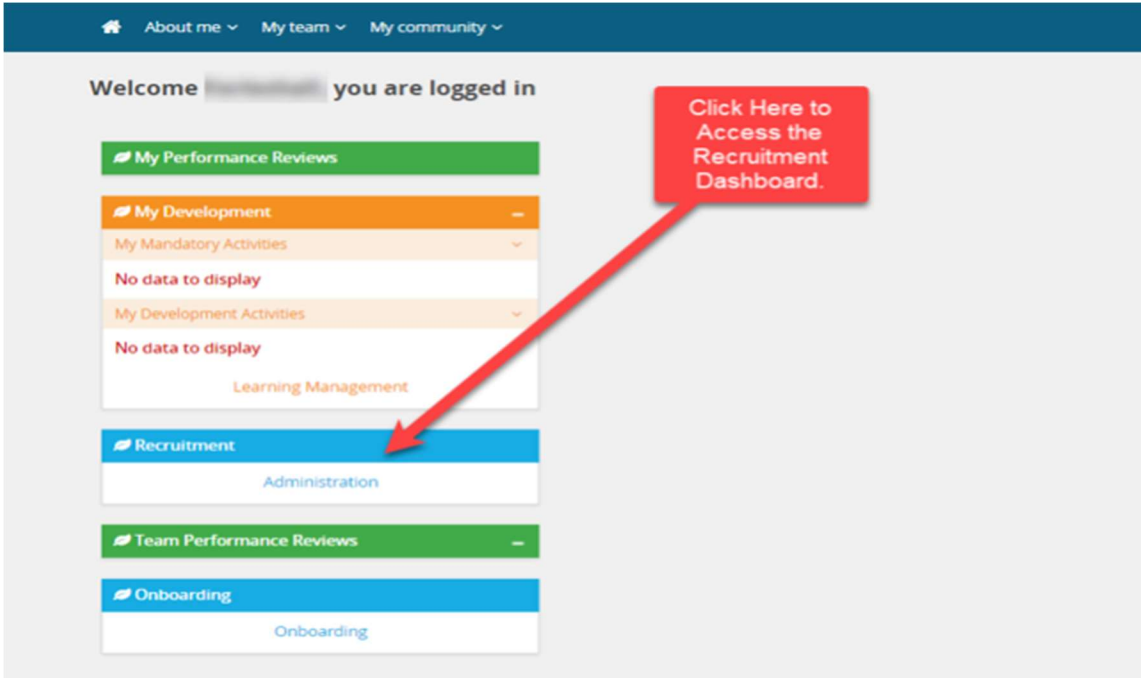
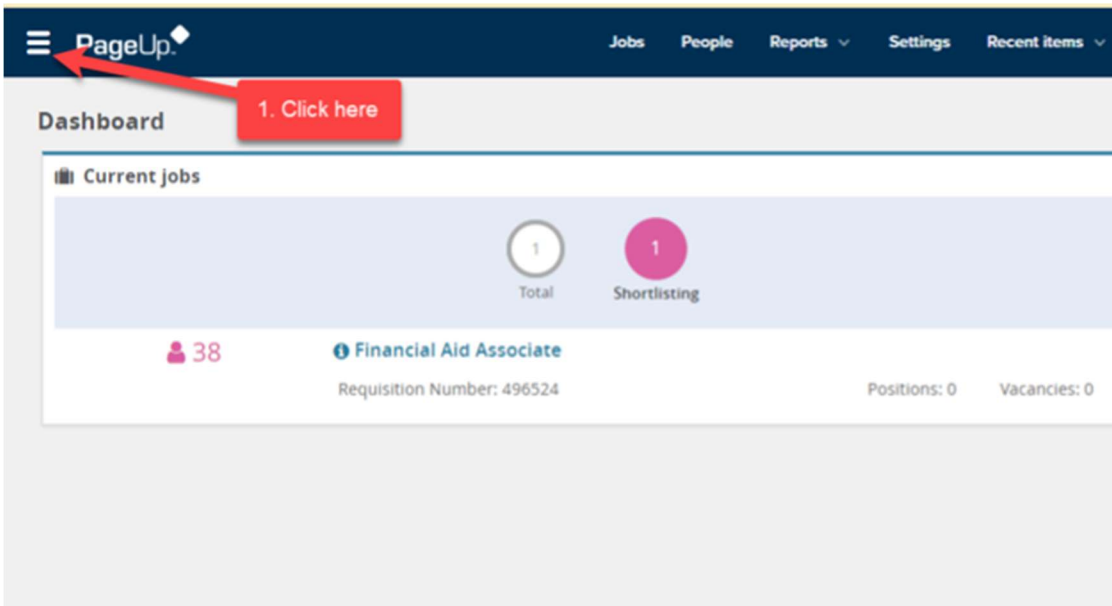


Log into NSU Careers → Access the Recruitment Dashboard

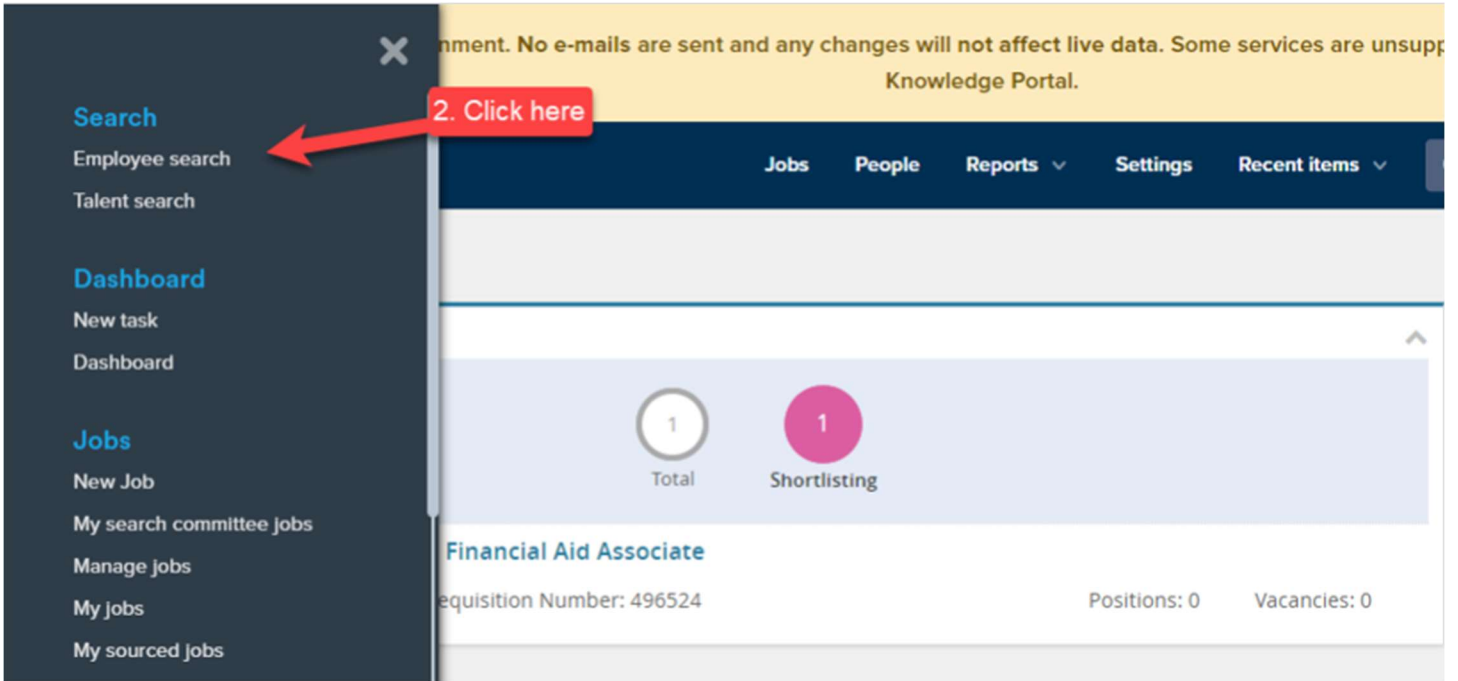


Once in the Recruitment Dashboard follow the below:

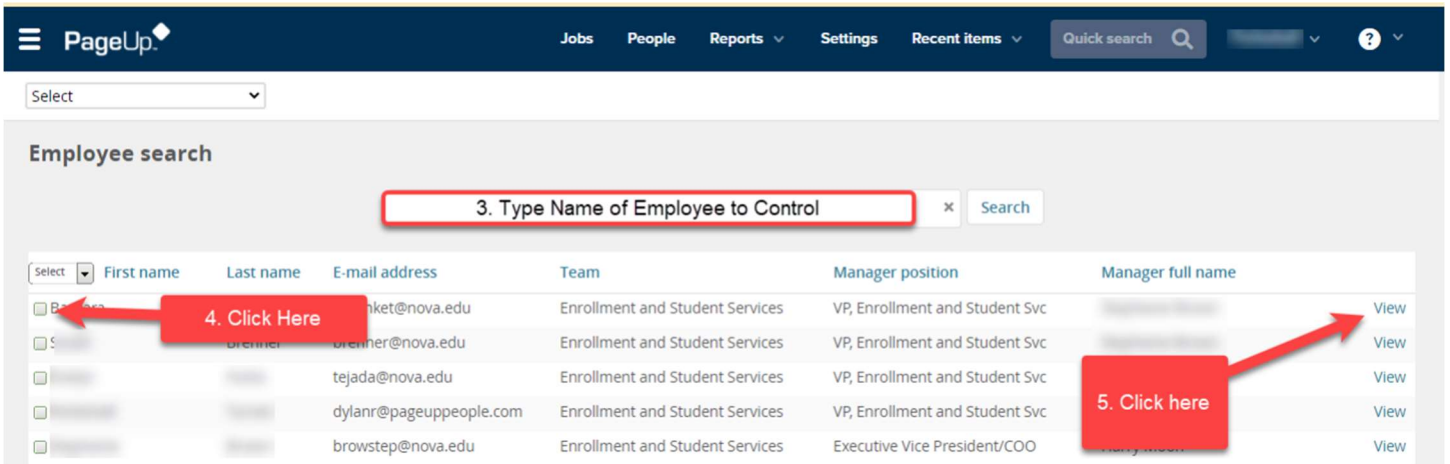
1. Click on the hamburger menu



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. The employee card will appear. In the middle of the employee card, under Performance reviews click on the review Status.
7. A Change status box will open, select the step status in which you need the review moved to.
8. Click Submit.

NSU CAREERS QUICK GUIDE: HR CONTACT- SEND REVIEW TO ANOTHER STEP IN THE REVIEW PROCESS

The screenshot displays a web interface for managing performance reviews. A modal dialog titled "Change status" is open, prompting the user to "Select a status to move this item to". The dialog contains a dropdown menu with the following options: "Employee Completes Self- Assessment", "Manager Review of Employee Self Assessment", "Manager and Employee Meet and Review", "Employee & Manager Sign-Off", and "Review Complete". A red arrow labeled "7. Select the status this performance review needs to be moved to." points to this dropdown. Below the dialog, a table lists performance reviews with columns for "Status" and "User". A red arrow labeled "6. Click Here" points to the "Actions" dropdown in the table. Another red arrow labeled "8. Click Here" points to the "Submit" button in the dialog. The table data is as follows:

	Status	User
	Employee & Manager Sign-Off	(Actions)
	Approved	EH
	Approved	EH
	Approved	EH