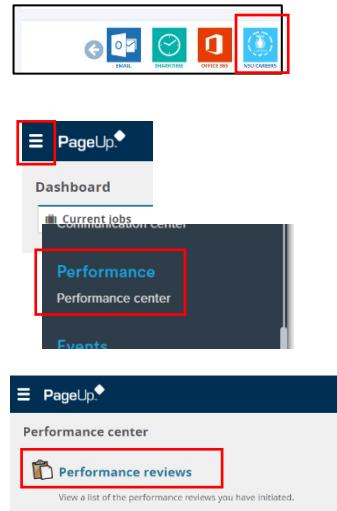


**Purpose:** Special access provided to HR Contacts to support their colleges/centers during the NSU Annual Performance Review process. Activities include: on-demand snapshot of all reviews assigned to staff and administrative faculty, status and managers; ability to change review step status; ability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

Select	Review process	First name	Last name	Employee No.	Review Manager	Status
<input type="checkbox"/>	NSU Annual Performance Review	Aisy	Aleu	N00017429	David Pino	Manager Review of Employee Self Assessment
<input type="checkbox"/>	NSU Annual Performance Review	Yarelli	Alvarado	N00421411	Matthew Seamon	Employee Completes Self-Assessment
<input type="checkbox"/>	NSU Annual Performance Review	Mary Ann	Andersen	N01491152	Rochelle Nappi	Employee Completes Self-Assessment
<input type="checkbox"/>	NSU Annual Performance Review	Rais	Ansari	N01112973	Ana Castejon	Manager Review of Employee Self Assessment
<input type="checkbox"/>	NSU Annual Performance Review	Lillian	Arce de Mala	N000238764	Matthew Seamon	Manager and Employee Meet and Review

**Change status**

Select a status to move this item to:

Status:

- Employee Completes Self-Assessment** (highlighted)
- Manager Review of Employee Self Assessment
- Manager and Employee Meet and Review
- Employee & Manager Sign-Off
- Review Complete

**Submit**

## 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**.

Select	Review process	First name	Last name	Employee No.	Review Manager	Status
<input type="checkbox"/>	NSU Annual Performance Review	Aisy	Aleu	N00017429	David Pino	Manager Review of Employee Self Assessment
<input type="checkbox"/>	NSU Annual Performance Review	Yarelli	Alvarado	N00421411	Matthew Seamon	Employee Completes Self-Assessment
<input type="checkbox"/>	NSU Annual Performance Review	Mary Ann	Andersen	N01491152	Rochelle Nappi	Employee Completes Self-Assessment
<input type="checkbox"/>	NSU Annual Performance Review	Rais	Ansari	N01112973	Ana Castejon	Manager Review of Employee Self Assessment

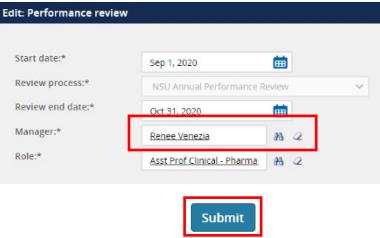
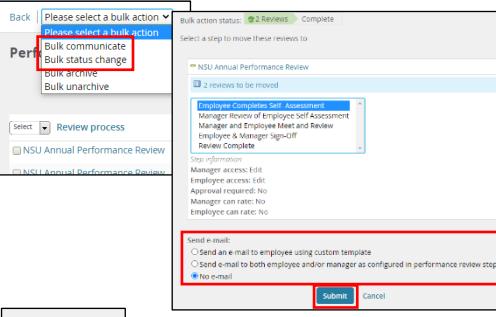
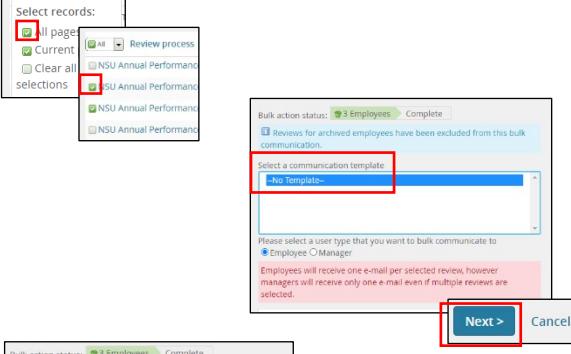
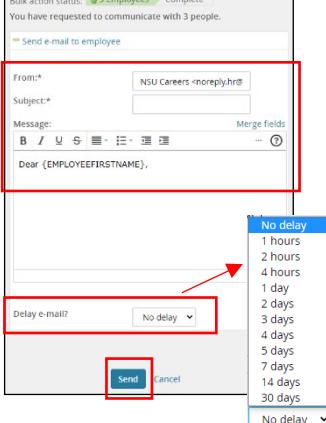
**Change status**

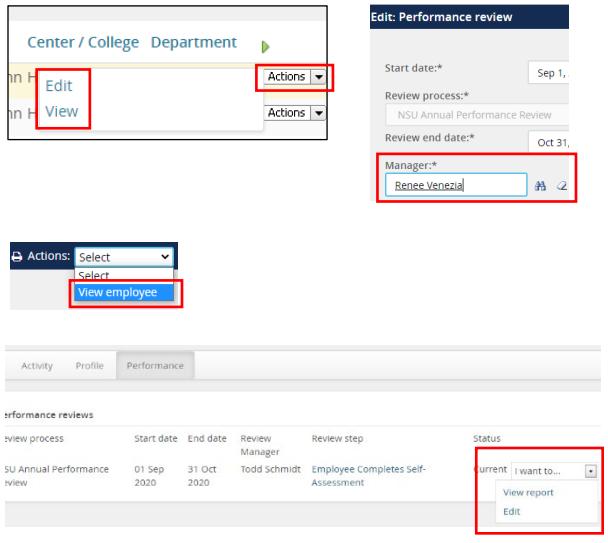
Select a status to move this item to:

Status:

- Employee Completes Self-Assessment** (highlighted)
- Manager Review of Employee Self Assessment
- Manager and Employee Meet and Review
- Employee & Manager Sign-Off
- Review Complete

**Submit**

<b>III. CHANGE REVIEW MANAGER</b> <p>The review manager can be reassigned. Click on one of the dates (<i>Start date</i>, <i>Review end date</i>, <i>Current step entered date</i>, or <i>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>	
<b>IV. BULK ACTIONS (STATUS CHANGE AND COMMUNICATE)</b> <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>	  

<p><b>V: ACTIONS BUTTON</b></p> <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>	 <p>The screenshot shows the 'Edit: Performance review' window. At the top, there are fields for 'Start date:' (Sep 1, 2020), 'Review process:' (NSU Annual Performance Review), and 'Review end date:' (Oct 31, 2020). A 'Manager:' field is set to 'Renee Venezia'. Below this, a dropdown menu under 'Actions' is open, showing 'Select' and 'View employee' (which is highlighted with a red box). The main area displays a table of performance reviews. One row is selected, showing details like 'Start date: 01 Sep 2020', 'End date: 31 Oct 2020', 'Review Manager: Todd Schmidt', 'Review step: Employee Completes Self-Assessment', and 'Status: Current'. Under the 'Actions' column for this row, there is a dropdown menu with 'View report' and 'Edit' options, both of which are highlighted with red boxes.</p>
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