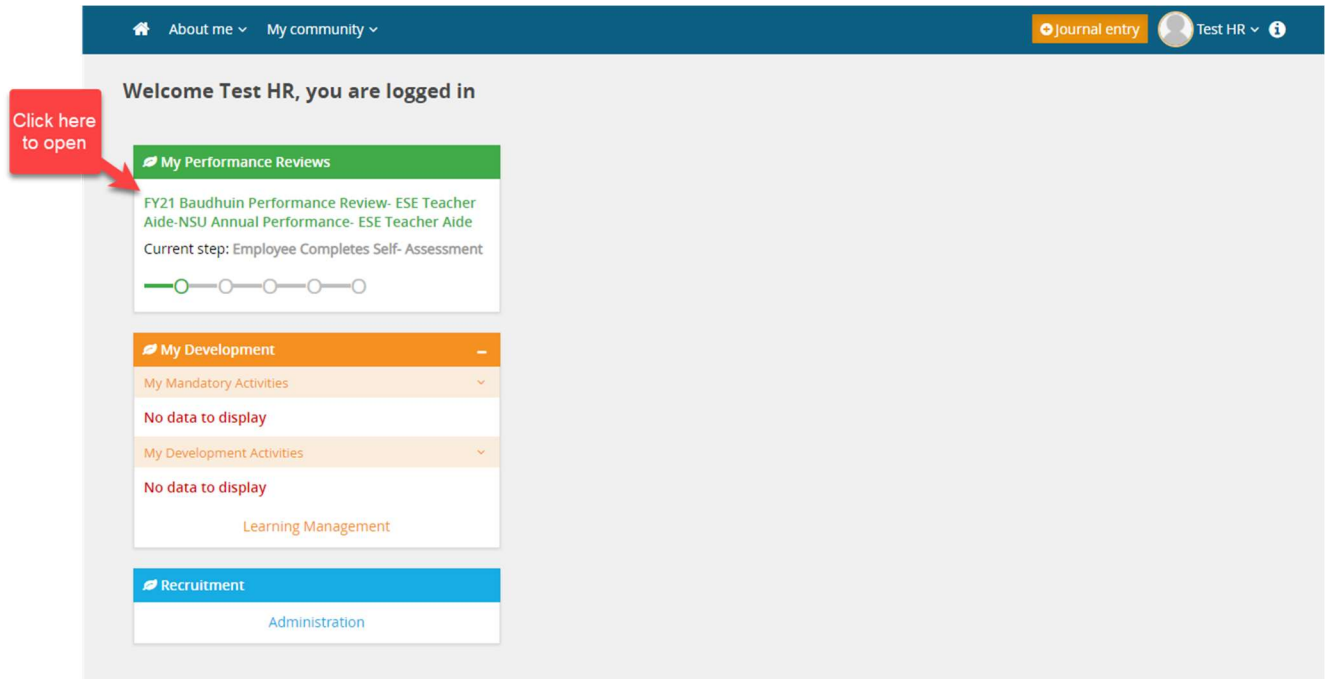
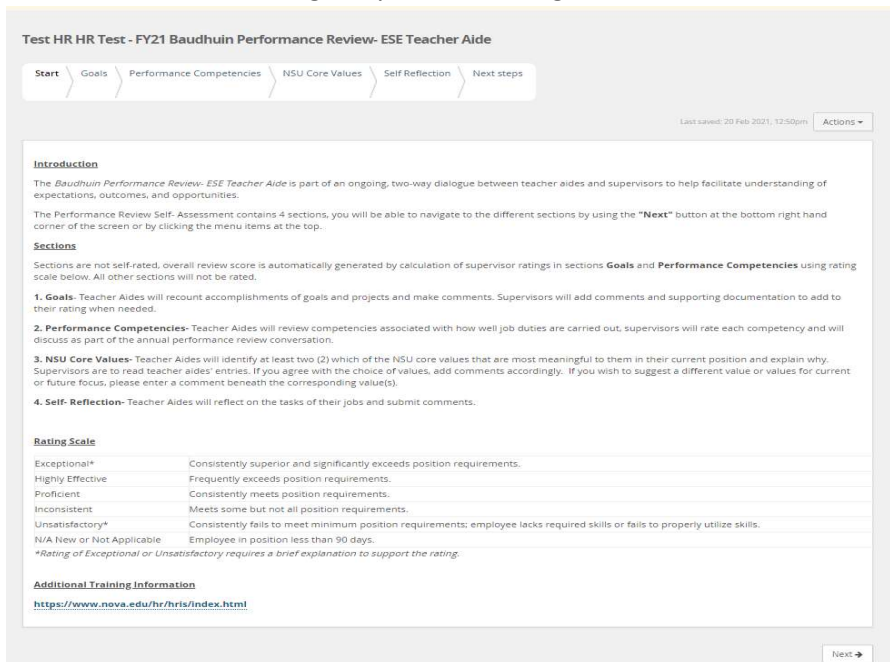


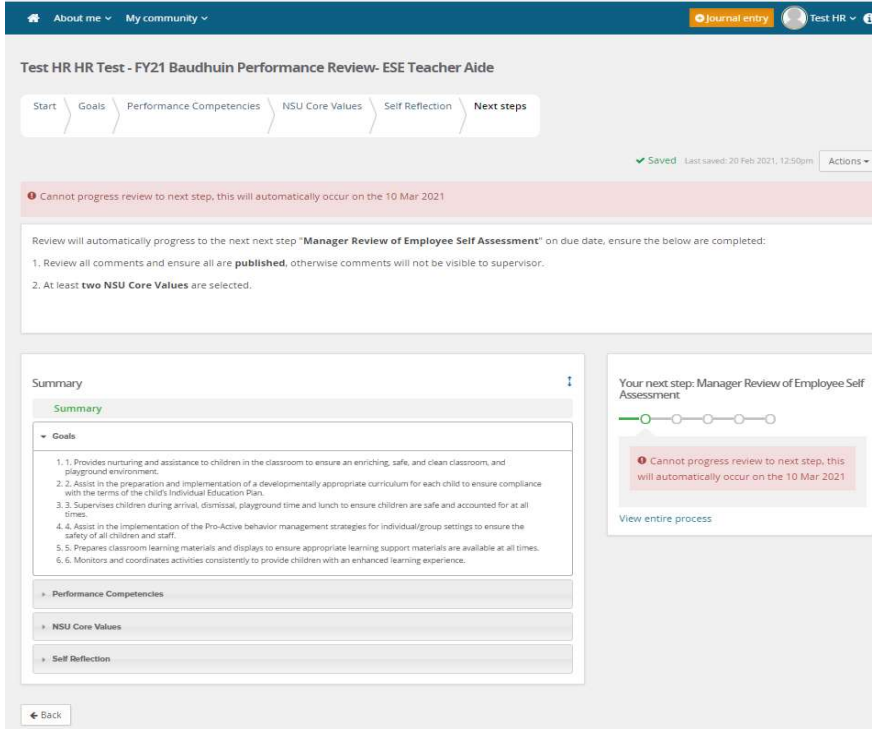
1. Open your Performance Review from your NSU Careers Employee Dashboard, by clicking on the name of the review.



2. Your review will open on the **Start** section. This **Start** section is the landing page for each step of the review. You will see this information change as you move along to the different sections of the review.



- The Last section of the review is the **Next Steps** section. The **Next Steps** section summarizes any changes completed in the review thus far and will change as you move along to the different steps. **Next Steps** is also where you will go to move the review to the next step, unless prompted that system will automatically progress to the next step.



- There are 2 ways to navigate the review: 1. click on the tabs across the top of the review, or 2. to click the button labeled **Next** on the bottom right of the page.

