

# EMPLOYEES

## Performance Review Module – *Tips & FAQ's Answered*

(WEBSITE) [RWU>Human Resources> Performance Management](#)

### EMPLOYEES – The Process

- You will receive an email that your SELF-EVALUATION is ready.
  - Click COMPLETE FORM when finished.
- When your Supervisor has completed the review, you will receive an email from the system.
- In the Dashboard you can see your active Forms.
- After the in-person meeting you will click ACKNOWLEDGE RECEIPT to end the process.
- Click MY REVIEW to see reviews, starting with 2023.

### EMPLOYEES – Tips to Remember

- You have to click on COMPLETE FORM in the Self-Evaluation, even if you do not participate.
- The Self-Evaluation is your chance to tell your Supervisor all you've accomplished over the year. Don't assume they know everything you do, or what you want out of your career.
- You can (and should) approach your Supervisor in-person if you have a question, are seeking clarification, or just plain disagree on something. Discussions are merely a way to get a comment on the form. They do not replace an in-person discussion.
- ACKNOWLEDGE RECEIPT does not mean you agree with everything on the review. Just that you have participated in the review process and have received the review.
- RETURN TO SUPERVISOR is for scoring changes only. Not Discussion responses.

## EMPLOYEES – FAQ's Answered

- If you do not see your review in the system, or haven't received the email, chances are your Supervisor has not created it and sent the Self-Evaluation yet.  
Also, be sure to check your Outlook Clutter and Junk Mail Folders.
- If the Interview Exchange system says you do not have access to the module, it may be the result of the Single-Sign On. Log out of Office365 to make sure you aren't logged in as some else (or a Department). Follow the link in the email and let the system prompt you to log into Office365. If your email address has ever changed that might be the issue. Call HR and we can help you get in.
- If you do not see the Performance Review module, please reach out to HR. You may need to have the module manually added to your profile.
- The Self-Evaluation is Voluntary, but you do have to click on the "Complete Form" button when finished.
- If your job title is incorrect,
  - Go into the Performance Review module and click on **ACCOUNT**.
  - That will open a pop-up window. Click on **EDIT PROFILE** above your name to open up your profile and make any necessary changes (ex. Job Title, Name Prefix).
  - Be sure to use your official title on the Directory <https://www.rwu.edu/directory>