

Performance – Reopening employee self-review



UNIVERSITY of
ROCHESTER

MyPath

The purpose of this job aid is to provide managers with instructions on how to reopen their employees self-review.

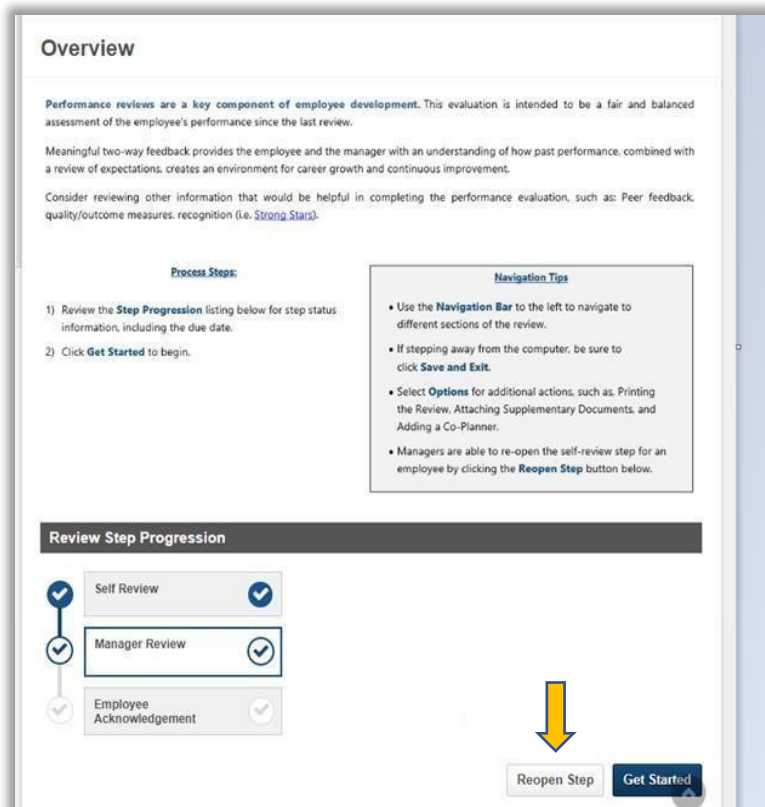
Reopen Step

1. Under your **Performance Tasks Box**, click the employee's performance review.
*Please Note: if you are not seeing a review click **View All**. The performance task box will only display 8 due reviews.*



2. In the bottom-right corner of the employee's overview page, click the button labeled **Reopen Step**.

Please Note: If you do not see the reopen step button, the review may have already been reopened or the specific review does not have the reopen feature.



An email is sent to the employee, informing them that their self-review has been reopened.