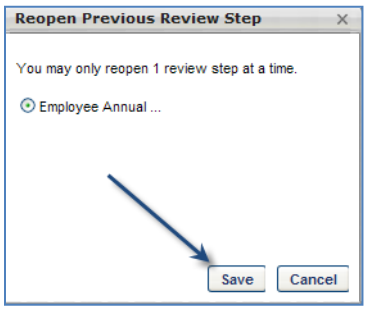
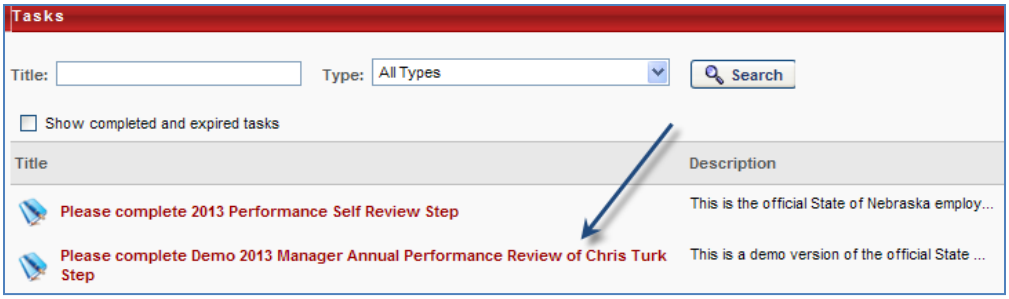
Manager Reopen Steps – Send Self Review Back to Employee

Introduction:

As a manager, if you receive the performance review step and your employee has not completed their self-review or you disagree with his/her review, and you want to send the step sent back to the employee, complete the following steps:

1. From the **Home Page**, under **My Performance Tasks** widget, click the link for the employee for whom you wish to return the review.

2. On the first screen (**Overview**), at the bottom of the page, click **Reopen Steps.**
3. You will receive a pop-up box to **Reopen Previous Review Step**, click **Save.**
   - **NOTE:** If you are an indirect manager, you can reopen the steps to either the Manager or the Employee.



4. The process has been completed when the **Reopen Step** is no longer visible on your screen, which indicates it was sent back to your employee.
   - **NOTE:** Your employee will not receive an email indicating that the step has been reopened, so you will need to communicate this with your employee.
   - **NOTE:** Once you reopen the performance review, it will not populate in the **My Performance Tasks** widget for the employee. He/she will need to click **My Performance Tasks (click here for full list)** to view the self-review. The self-review will be visible under the **My Scheduled Tasks.**
   - **NOTE:** To view completed and expired performance reviews, check the box for **Show completed and expired tasks**.