PEP Reopen Self-Evaluation Instructions

Step 1: Go to MyHR.FIU.edu and login using your My Accounts credentials.

Step 2: Access your document by using the Team Performance tile from your MyHR.FIU.edu Manager Home Page.
Step 3: Select the PEP document by clicking on the box shown below.

Step 4: Click on the drop down arrow next to “Review Self Evaluation” and then click the “View” hyperlink. (Note: It will open in a new tab. Ensure pop ups are not blocked)

Step 5: Click the “Reopen” hyperlink that is above Section 1.
Confirm the action.

Reopen Evaluation

You have chosen to reopen this document. Select confirm to have the document status set back to Evaluation In Progress.

Confirm  Cancel

Note: If the Manager Evaluation is past the In Progress step, you must complete Step 5 on the Manager Evaluation before proceeding to the Self Evaluation.

If you have any further questions or feedback please contact the Department of Talent Acquisition and Management at tam@fiu.edu or 305-348-3206.