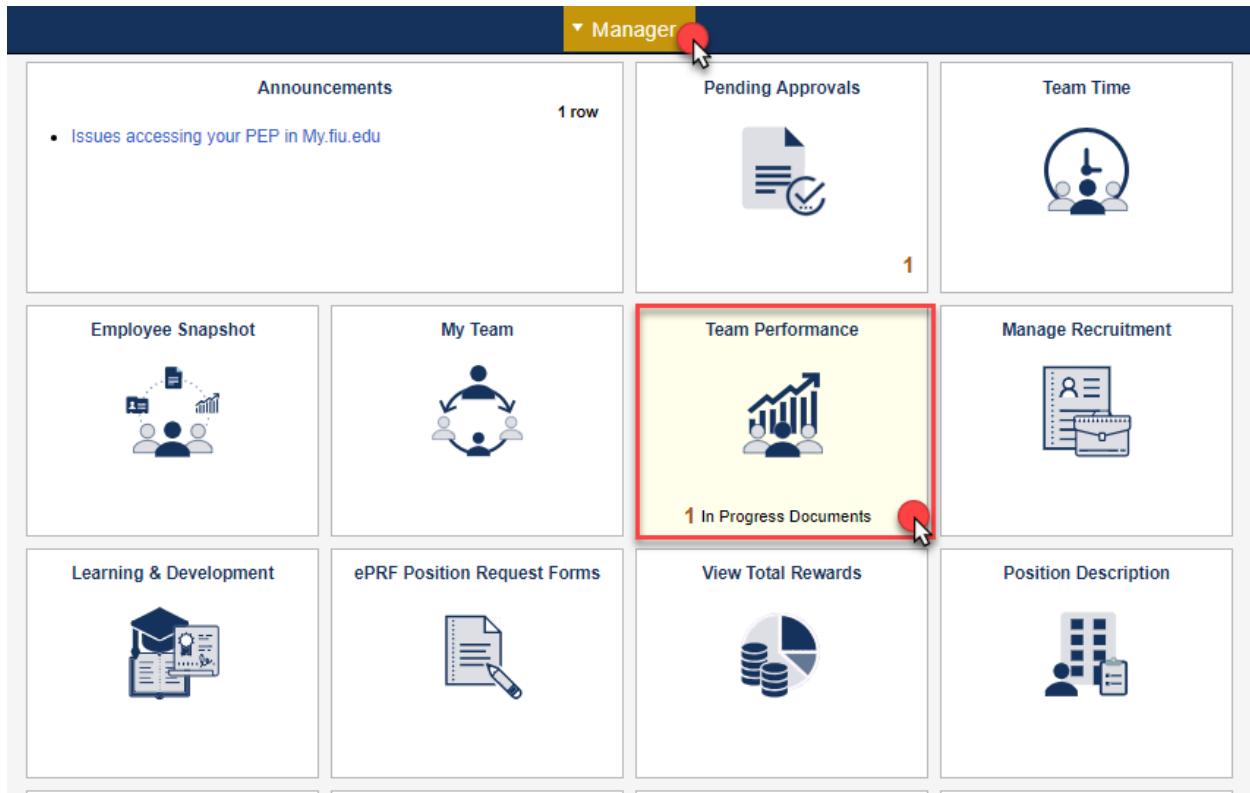


PEP Reopen Self-Evaluation Instructions

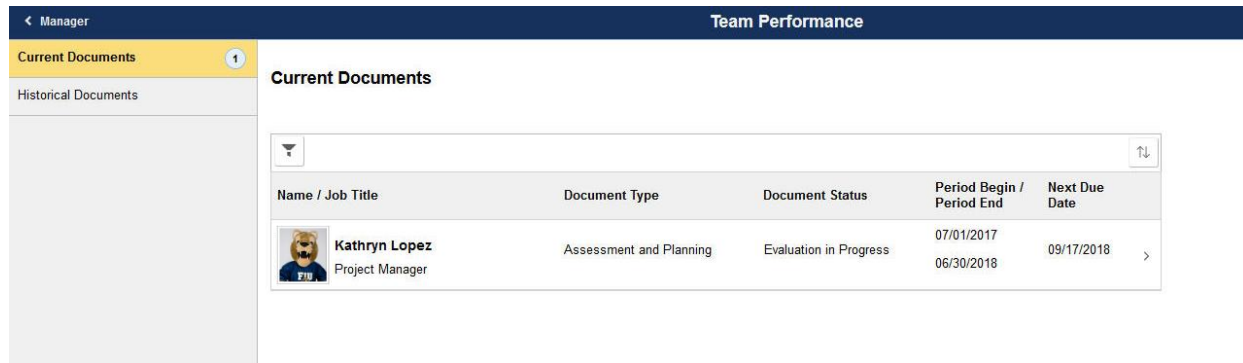
Step 1: Go to [MyHR.FIU.edu](https://myhr.fiu.edu) and login using your My Accounts credentials.




Step 2: Access your document by using the Team Performance tile from your [MyHR.FIU.edu](https://myhr.fiu.edu) Manager Home Page.



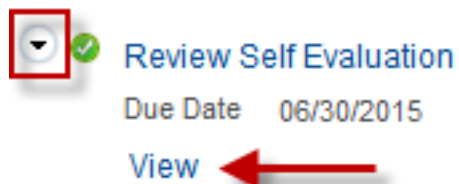
Step 3: Select the PEP document by clicking on the box shown below.



The screenshot shows a web interface with a dark blue header containing '< Manager' and 'Team Performance'. Below the header is a sidebar with 'Current Documents' (highlighted in yellow with a '1' badge) and 'Historical Documents'. The main content area is titled 'Current Documents' and contains a table with the following data:

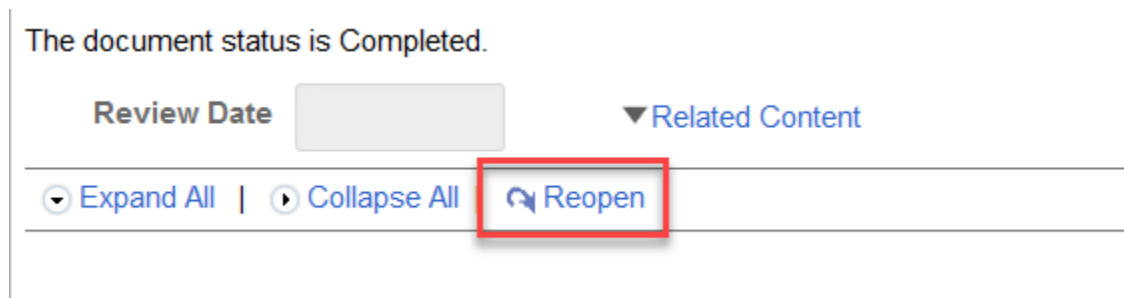
Name / Job Title	Document Type	Document Status	Period Begin / Period End	Next Due Date	
 Kathryn Lopez Project Manager	Assessment and Planning	Evaluation in Progress	07/01/2017 06/30/2018	09/17/2018	>

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)



The screenshot shows a document card for 'Review Self Evaluation' with a green checkmark icon. Below the title, it displays 'Due Date 06/30/2015' and a blue 'View' hyperlink. A red arrow points to the 'View' link.

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



The screenshot shows a document status summary with the text 'The document status is Completed.' Below this, there is a 'Review Date' field, a 'Related Content' dropdown, and a navigation bar containing 'Expand All', 'Collapse All', and 'Reopen' (highlighted with a red box).

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.

⋮

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.