1. **Log in to the Feinberg Faculty Portal**
   Open your web browser and log in at this link using your netID and password:
   https://iam-api.interfolio.com/users/sso_redirect?tenant_id=29056&redirect_url=https://home.interfolio.com/29056

2. **Review/update the Profile and Activities pages** (accessible from the left navigation)
   For the purpose of performance review, it is only necessary to enter/update activities that occurred during the activity period of the performance review. For example, if the performance review specifies an activity period of September 2019 to August 2020, then faculty only need to update activities for that time period. Faculty who keep their data up to date in the Feinberg Faculty Portal throughout the year won't need to edit much in this step.

3. **Complete narrative self-evaluation questions**
   On your **Home** screen, under **My Tasks**, click on the link to your performance review. The link appears here if your performance review is required and you have not yet submitted your self-evaluation.
   a. Complete the section called **Performance Review: Feinberg Faculty Self-Evaluation**.
   b. If it appears, complete the section called **Performance Review: [Department] Supplemental Questions** (not all departments ask supplemental questions).

   > **Important Tips!**
   >
   > - When you encounter a **Month** field in the narrative section(s), report the **end month** of the activity period. This causes your response to appear on the Performance Review Summary Form reviewed by your department leadership.
   > - The system times out after 45 minutes and does not automatically save your work. When writing lengthy narratives, type them in a word processing program first. Then copy and paste them into the data entry form to ensure you don't lose your work.
   > - Hint: If you write a lengthy narrative response, add a line of space at the end. This will result in better formatting when your response is output on the Performance Review Summary Form.

4. **Preview your Performance Review Summary Form**
   At the top of the screen containing the narrative questions, press the **Preview** button to generate a performance review summary form that includes your narrative responses as well as the accomplishments you recorded on the Profile and Activities pages. The summary you preview defaults to the dates of this review period, which is what your department leadership will review. The sections included in the performance review summary form are determined by your department leadership.

   > **Hint**: If you entered performance review narratives, but the section appears blank, you may have entered a month in the narrative section that fell outside the date range of the activity period for your performance review. Return to the data entry section, press **View All** (this reveals all responses in that section, regardless of date), and edit the month for the appropriate row so that it matches the end month of the activity period for the current performance review.

5. **Submit for review**
   Once you are satisfied that the performance review summary form reflects your accomplishments for the activity period, press **Submit for Review** to advance your evaluation to your department leadership for review. Thereafter, the link to your performance review will disappear from your home screen, though it will still be accessible through the Forms & Reports page in the left navigation menu.