This guide describes how to access past performance reviews in the Feinberg Faculty Portal:

- Feinberg departments adopted the Feinberg Faculty Portal for performance review in a staged manner during 2019-2020, so no reviews conducted earlier than 2019 are available in this system. For most departments, the earliest performance review will date to 2020.
- There are two options for accessing your performance review, described below. Due to nuances related to data entry at time of completing the performance review, the two options may not display the same results. Option 1 is the more reliable path for accessing all data entered in the system.
- If you are an administrator with access to the Feinberg Faculty Portal, you will first need to emulate a faculty member before using the instructions below.

Option 1: Vitas & Biosketches (recommended)

1. Click on Vitas & Biosketches in the left navigation.
2. Then search for “performance” to see available document formats related to performance review.
3. Click the icon in the View column for the report format you wish to see.

- You can adjust the date range to select the period you wish to view, but the performance review narrative responses (i.e., self-evaluation and Chair/Chief feedback) that display are dependent on the month they were tagged with at the time of data entry. If you wish to see all reviews recorded in the system, use a date range that begins with January 2019; no department adopted use of the Feinberg Faculty Portal for performance review prior to 2019 (most adopted in 2020). Press Refresh Vita after adjusting the date.
- Use the Export/Share button to export the report in a desired format.
Option 2: Forms & Reports

Alert: If there was human error in manually entering the Month at the time the narrative self-evaluation or Chair/Chief feedback was recorded, this method may not show all performance reviews or the review could appear blank even if data were entered. Additionally, the reviews stored on this page are snapshots of what was entered at the time the supervisor pressed “approve.” If edits were made after pressing approve, the snapshot would not be updated unless the reviewer remembered to press approve again. Option #1 above better ensures that all data in the system will be displayed to the user and that the data as currently entered appear (option #1 displays the data as entered in the system now, not a snapshot from a past time point).

- Press Forms & Reports in the left navigation, and then select Prior Activity Input Forms.
You will see a list containing snapshots of your prior reviews and can select one to view. These snapshots only contain responses to the narrative performance review questions (i.e., self-evaluation and Chair/Chief feedback). If reviews appear missing or blank, see the alert at the beginning of this section and try using Option #1 to access the data.