

## Accessing Prior Performance Reviews in the Feinberg Faculty Portal

Last updated 10/26/2022

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.

The screenshot shows the Feinberg Faculty Portal interface. The left navigation menu has 'Vitas & Biosketches' highlighted. The main content area shows a search for 'performance' under the 'Vita Admin' section. A table lists search results with columns for Name, Description, Unit, View, and Actions. Two results are shown, both with eye icons in the View column.

Name	Description	Unit	View	Actions
Neuroscience Performance Review Summary Form	This form is reviewed by leadership in the Department of Neuroscience during the faculty performance review process.	Neuroscience		
Performance Review: Narrative Summary	This document shows only performance review narratives (i.e., self-evaluation and Chair/Chief feedback). The Feinberg Faculty Portal was first used for performance review in 2019 (though most departments adopted in 2020), so if you wish to see all narratives recorded in the system, choose a date range that begins with January 2019.	Northwestern University (Feinberg)		

- 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.

## Vitas & Biosketches

View Vita

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Vita Options

Type\*  Institutional  Personal

Neuroscience Performance Review Summary Form (Neuroscience) ▼

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Date range\*  All  Custom

Begin\* End\*

January 2019 October 2022

Hide date range in vita output

Note: date range only applies to items from activity input

Refresh Vita Export/Share ▼ Print

## 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**.

Feinberg Faculty Portal

Northwestern University Feinberg School of Medicine >

## Forms & Reports

▼ Forms

Custom Input Forms - None Available

Printable Classification Forms - None Available

▼ Initiated Activity Input Forms

Initiated process	Status
None	

▼ Reports

Prior Activity Input Forms

"My Activities" Reporting

- 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.

# Forms & Reports

Prior Input Forms

Quicklinks ▾

**i** Prior activity input forms are available upon administrative approval.

Title	Start Month	End Month	Input Form	Date Submitted	Date Last Approved	Actions
2021 Performance Review for Department of Neuroscience	January 2021	December 2021	Performance Review: Feinberg v1 (effective 9/2019)	2022-01-21 9:53AM	2022-04-29 3:18PM	
2020 Performance Review for Department of Physiology	January 2020	December 2020	Performance Review: Feinberg v1 (effective 9/2019)	2021-01-15 4:58PM	2021-01-27 1:43PM	
2019 Performance Review for Department of Physiology	January 2019	December 2019	Performance Review: Feinberg v1 (effective 9/2019)	2019-12-19 4:03PM	2020-06-01 10:44AM	