

EMPLOYEES - 2024 & You

Performance Review Module – *Tips & FAQ's Answered*

(Interview Exchange) <https://www.interviewexchange.com/login.jsp>

EMPLOYEES – The Process

- You will receive an email that your SELF-EVALUATION is ready.
 - Click COMPLETE FORM when finished.
- When your Supervisor has completed the review, you will receive an email from the system.
- In the Dashboard you can see your active Forms.
- Once your review is completed, you will click ACKNOWLEDGE RECEIPT to end the process.
- Click MY REVIEW to see reviews, starting with 2023.

EMPLOYEES – Tips to Remember

- You have to click on COMPLETE FORM in the Self-Evaluation, even if you do not participate.
- The Self-Evaluation is your chance to tell your Supervisor all you've accomplished over the year. Don't assume they know everything you do, or what you want out of your career.
- You can (and should) approach your Supervisor in-person if you have a question, are seeking clarification, or just plain disagree on something in your Review.
- **The END of the process.** You must click on ACKNOWLEDGE RECEIPT at the end of the process to send the completed review to Human Resources and end the process.
- ACKNOWLEDGE RECEIPT does not mean you agree with everything on the review. Just that you have participated in the review process and have received the review.
- **If your job title is incorrect in Interview Exchange:**
 - Go into the Performance Review module and click on ACCOUNT.
 - That will open a pop-up window. Click on EDIT PROFILE above your name to open up your profile and make any necessary changes (ex. Job Title, Name, Prefix).
 - Be sure to use your official title on the Directory <https://www.rwu.edu/directory>

EMPLOYEES – FAQ's Answered

- **If you do not see your review in the system**, or haven't received the email, chances are your Supervisor has not created it and sent the Self-Evaluation yet.
Also, be sure to check your Outlook Clutter and Junk Mail Folders.
- **If the Interview Exchange system says you do not have access to the module**, it may be the result of the Single-Sign On. Log out of Office365 to make sure you aren't logged in as someone else (or a Department). Follow the link in the email and let the system prompt you to log into Office365. If your email address has ever changed that might be the issue. Call HR and we can help you get in.
- **If you do not see the Performance Review module**, please reach out to HR. You may need to have the module manually added to your profile.
- The **Self-Evaluation** is Voluntary, but **you do have to click on the "Complete Form" button** when finished.