

## How to Use Stakeholder Comments

### *Performance Excellence Job Aid for Staff (Reviewees) and Stakeholders*

Launched in 2026, [Stakeholder Comments](#) is an optional feature in myHR Learn that allows staff (reviewees) to request feedback from faculty or staff(stakeholders) with whom they regularly interact as a part of their job responsibilities. This job aid shows staff and stakeholders how to use the stakeholder comments feature in myHRLearn.

#### Overview:

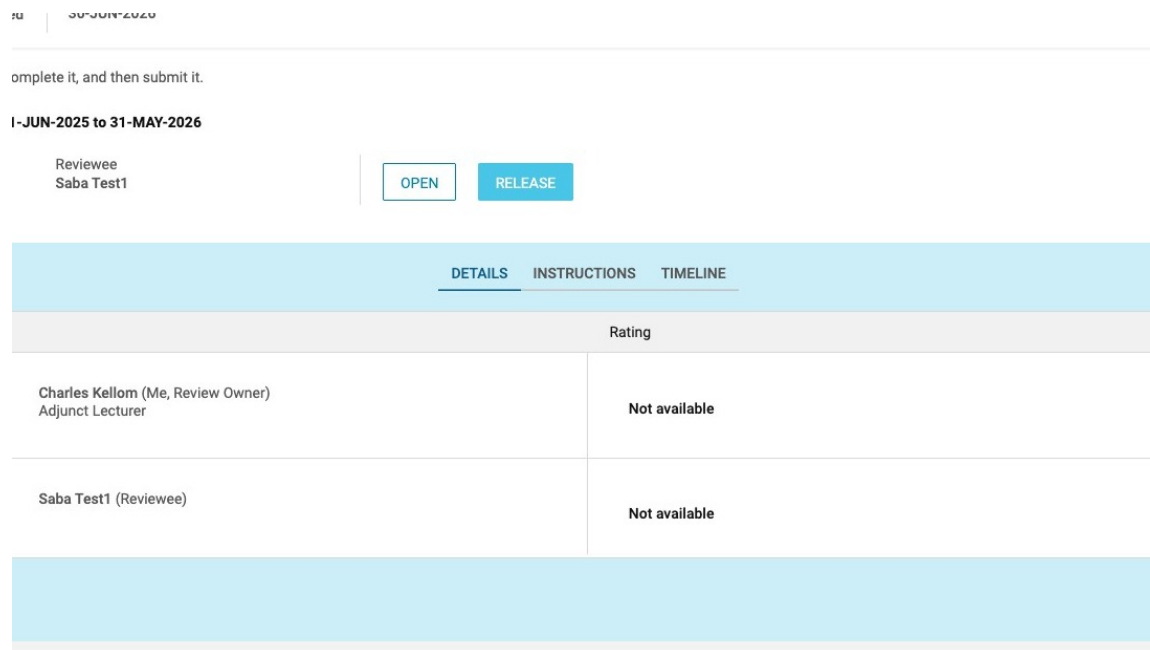
1. Reviewees can invite stakeholders to provide feedback/comments by adding stakeholders to their performance review using the **Participant** function in myHR Learn.
2. If the stakeholder provides feedback, it will be immediately visible to the Review Owner (usually the reviewee's direct supervisor).
3. Reviewees will not see the feedback/comments until the Review Owner releases the performance review. If no feedback is provided, the stakeholder comments section will remain blank.

**For questions not addressed in this job aid, email us at [askhr@northwestern.edu](mailto:askhr@northwestern.edu).**

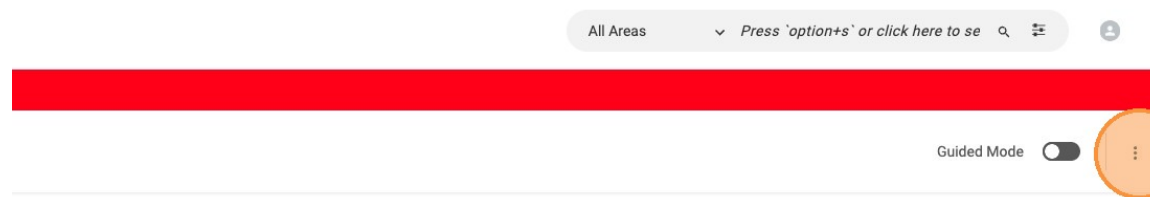
<b>FOR REVIEWEES: INVITE A STAKEHOLDER TO A PERFORMANCE REVIEW</b>	<b>2</b>
<b>FOR REVIEWEES: REMOVE A STAKEHOLDER FROM A PERFORMANCE REVIEW</b>	<b>5</b>
<b>FOR STAKEHOLDERS: HOW TO ADD COMMENTS</b>	<b>8</b>
<b>FOR REVIEW OWNERS &amp; PEX ADMINISTRATORS: REOPEN &amp; REMOVE STAKEHOLDERS</b>	<b>12</b>

## For Reviewees: Invite a Stakeholder to a Performance Review

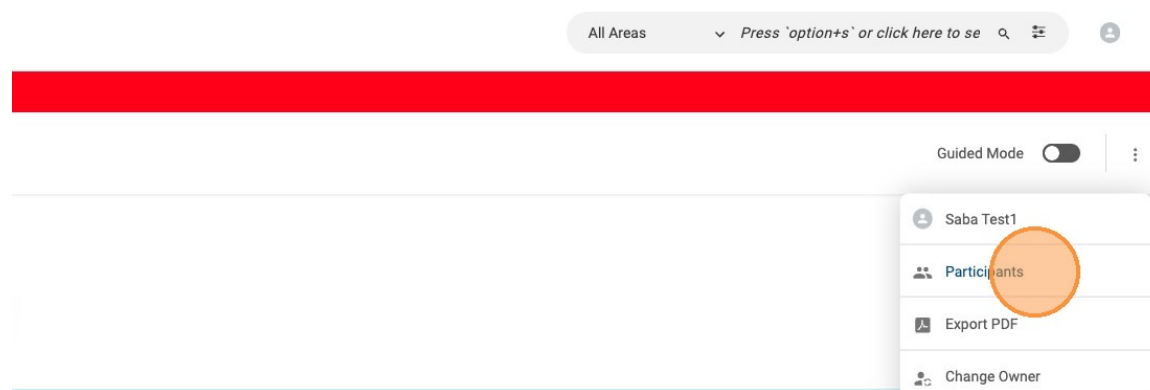
1. Open your Performance Review in [myHR Learn](#).



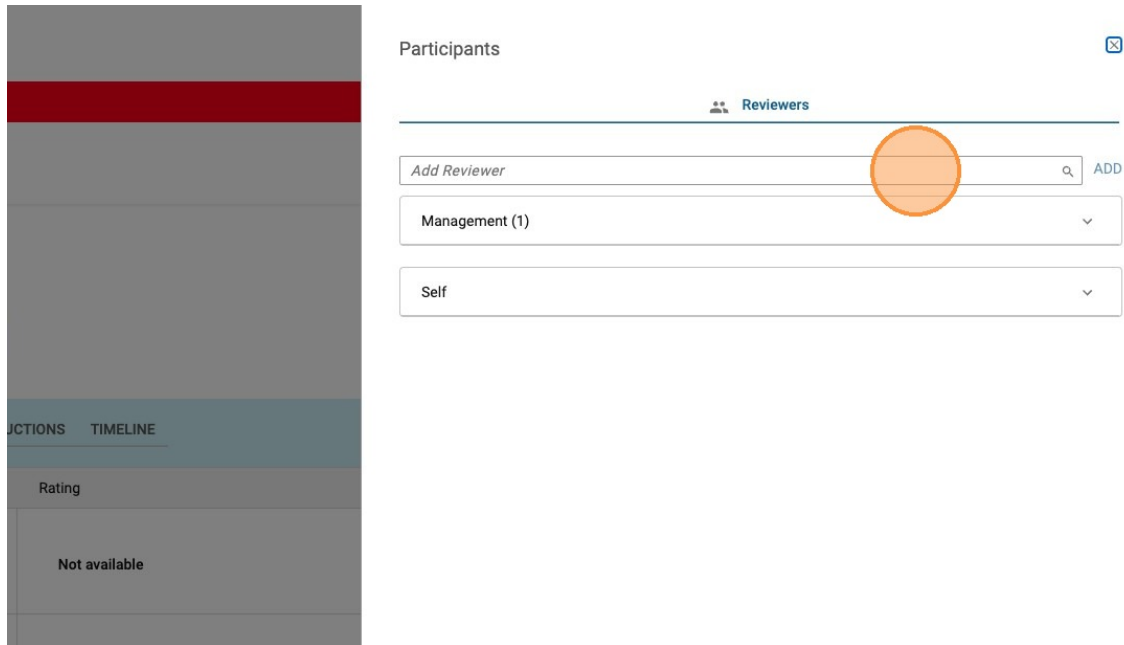
2. Click the three dots menu on the top right-hand corner.



3. Click **Participants**.



4. Click the **Add Reviewer** field and enter the person's name.



Participants ✕

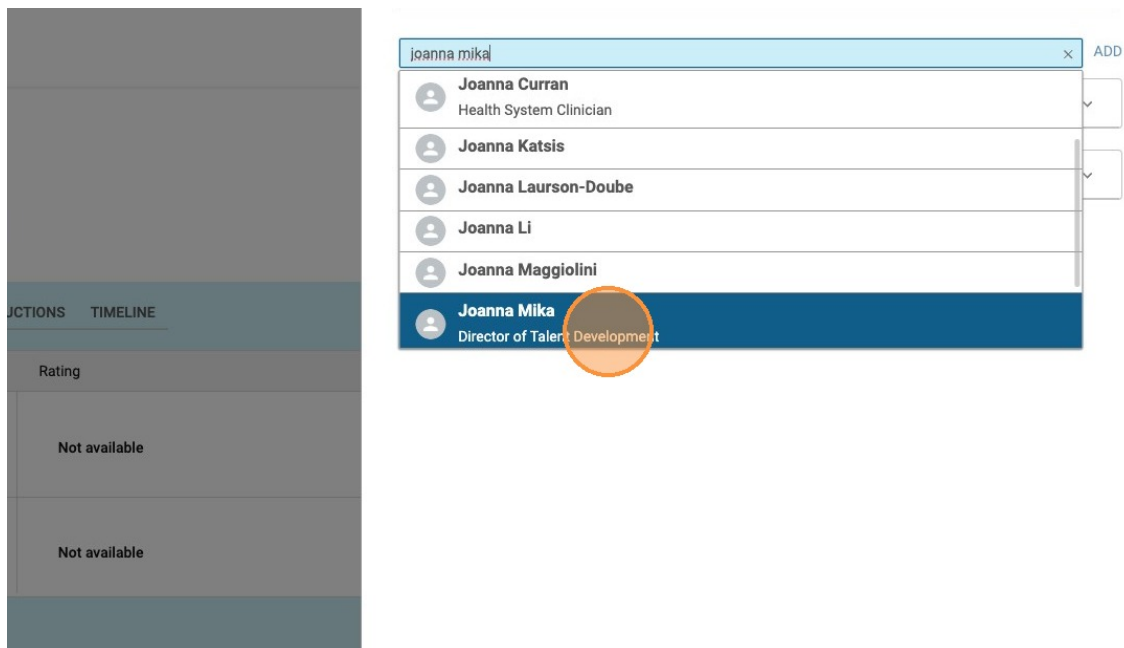
**Reviewers**

Add Reviewer

Management (1)

Self

5. Click the **Person's Name** and check their **Job Title** to confirm your selection.

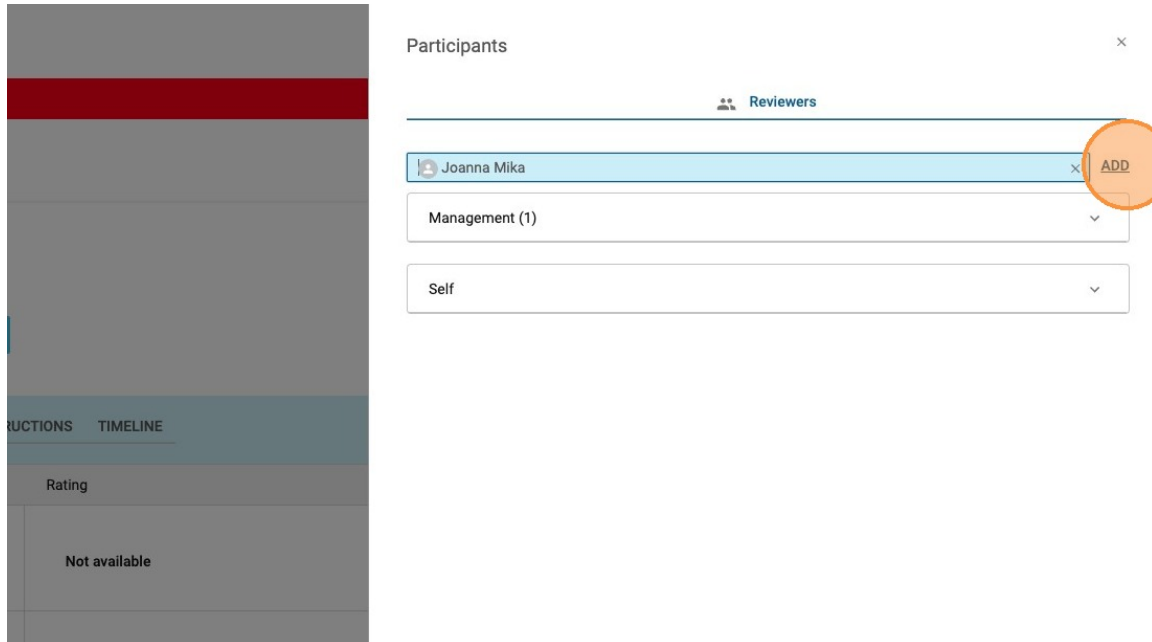


joanna mika

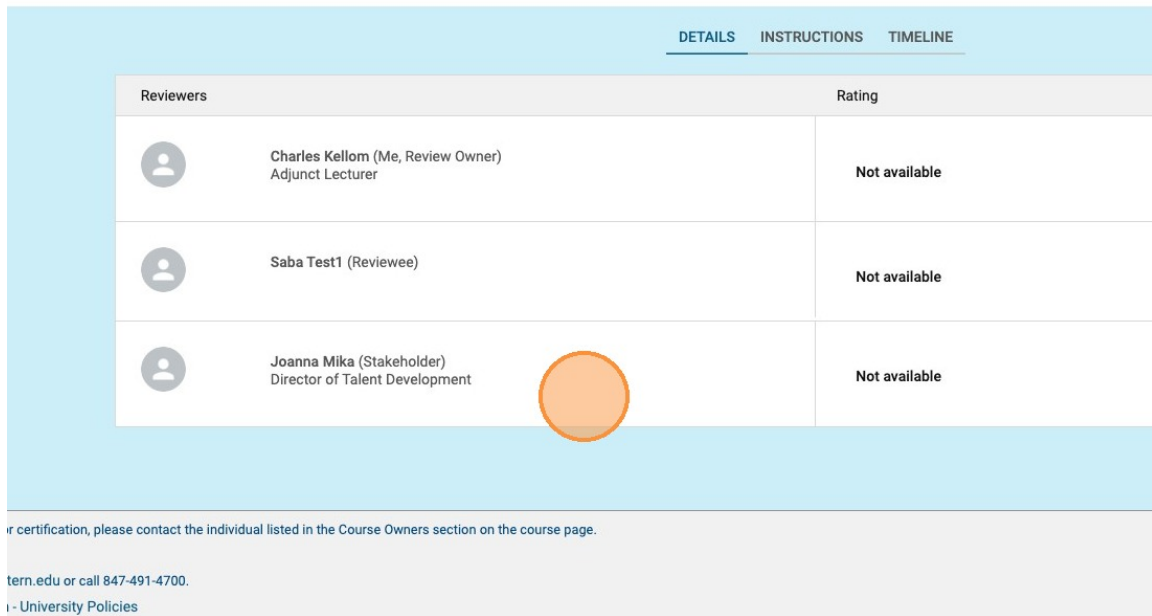
<input type="checkbox"/>	<b>Joanna Curran</b> Health System Clinician
<input type="checkbox"/>	<b>Joanna Katsis</b>
<input type="checkbox"/>	<b>Joanna Laurson-Doube</b>
<input type="checkbox"/>	<b>Joanna Li</b>
<input type="checkbox"/>	<b>Joanna Maggiolini</b>
<input checked="" type="checkbox"/>	<b>Joanna Mika</b> Director of Talent Development

6. Click **Add**.

Please note, myHR Learn will automatically send the person an email informing them of the invitation with the subject line “You have been invited to provide feedback on the Performance Review for (reviewee’s name).”



7. The person's name will now appear as a Reviewer on your Performance Review form, with the title **Stakeholder** in parentheses next to their name.



## For Reviewees: Remove a Stakeholder from a Performance Review

1. Open your Performance Review form in [myHR Learn](#).

complete it, and then submit it.

**-JUN-2025 to 31-MAY-2026**

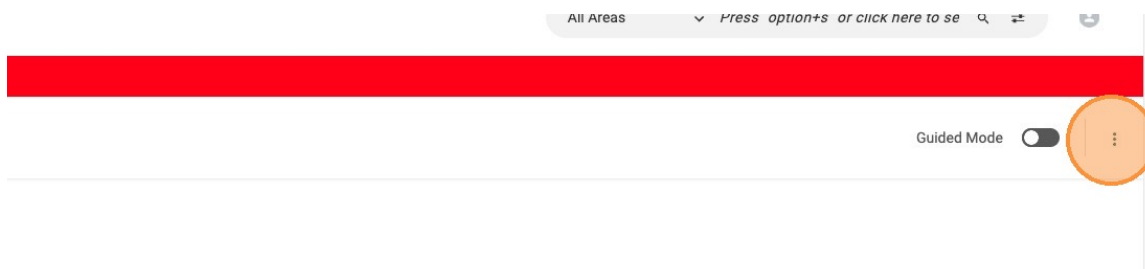
Reviewee  
Saba Test1

OPEN

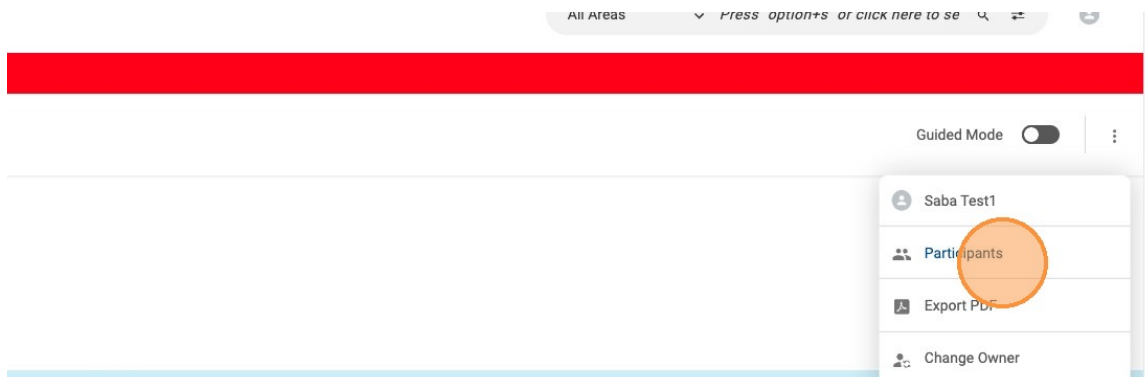
RELEASE

DETAILS INSTRUCTIONS TIMELINE	
Rating	
Charles Kellom (Me, Review Owner) Adjunct Lecturer	Not available
Saba Test1 (Reviewee)	Not available
Joanna Mika (Stakeholder) Director of Talent Development	Not available

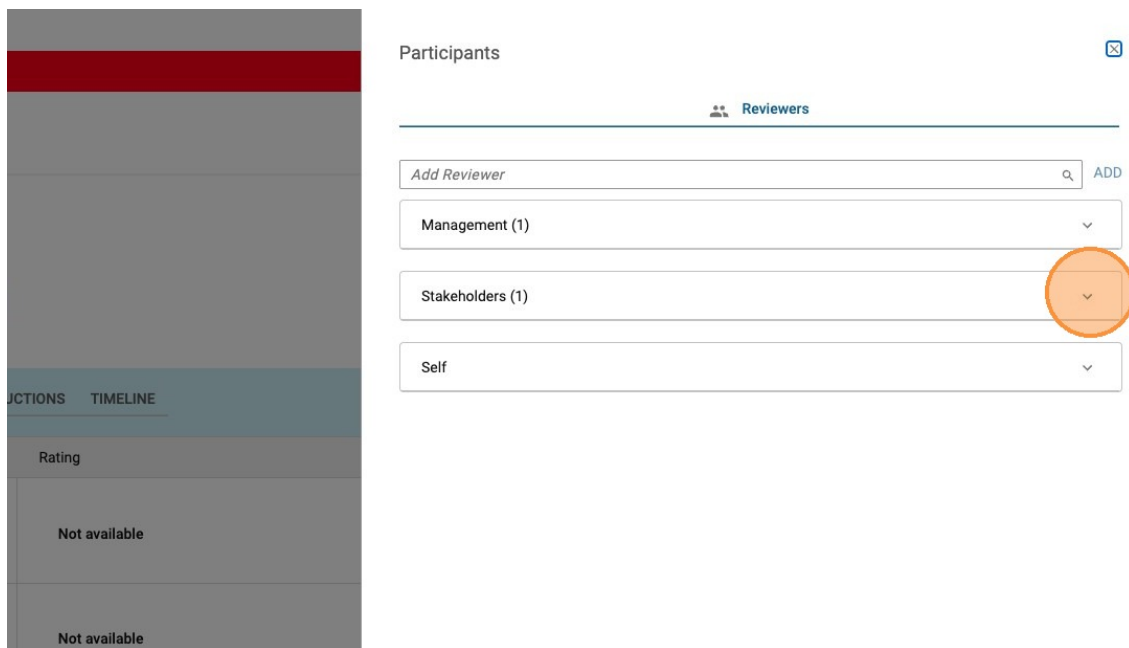
2. Click the **three dots menu** in the top right-hand corner.



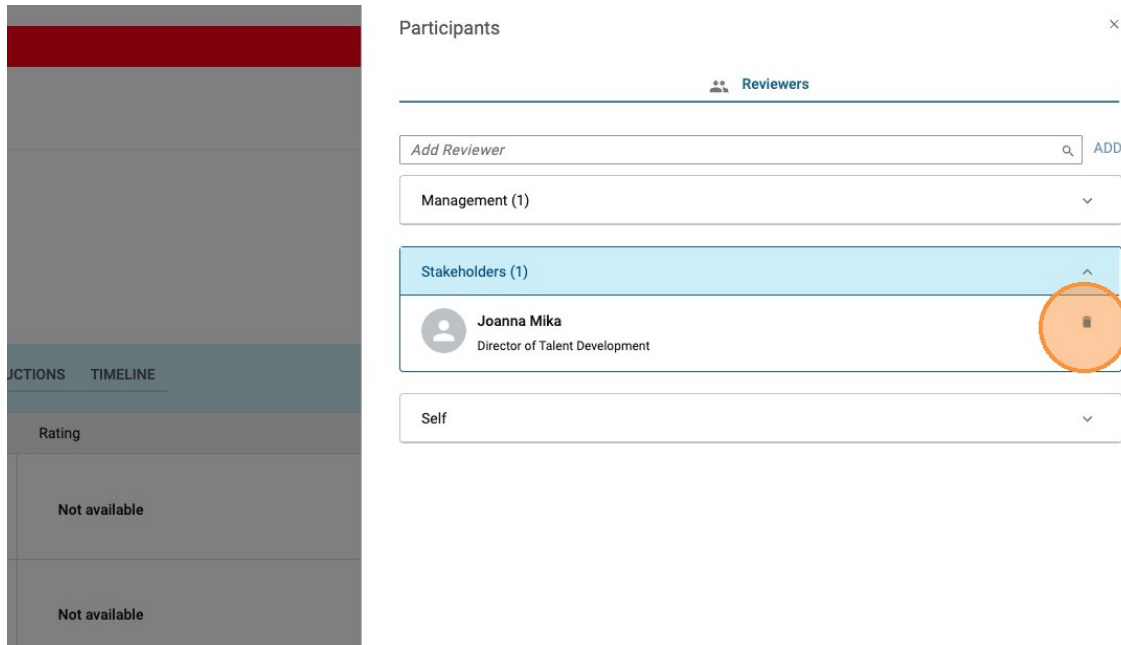
3. Click **Participants**.



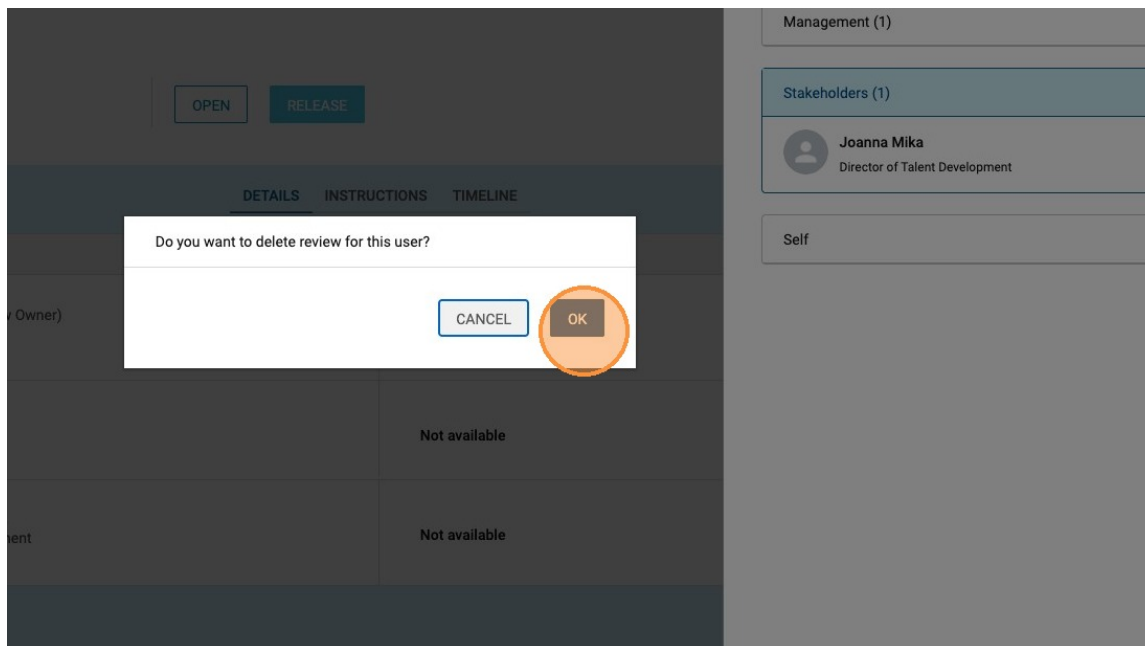
4. Click the **dropdown arrow** next to the word **Stakeholders**.



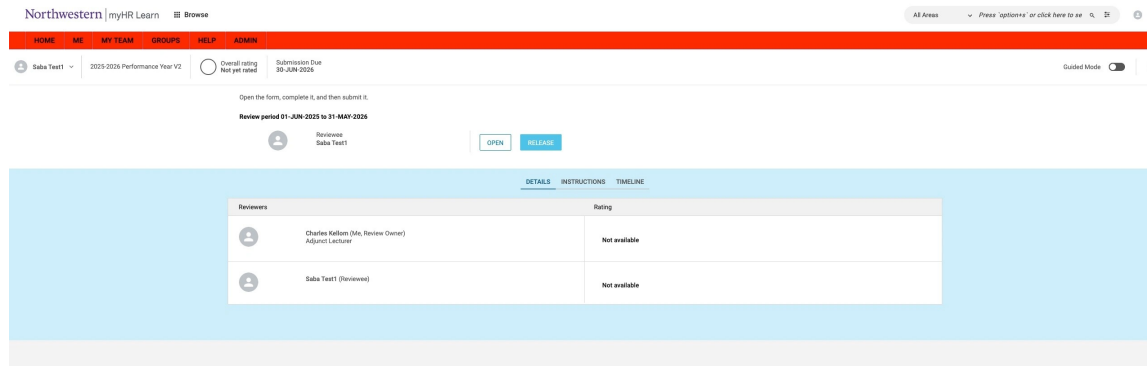
5. Click the **trash can icon** next to the name of the Stakeholder you'd like to remove.



6. Click **Ok**. This action their comments from your Review.



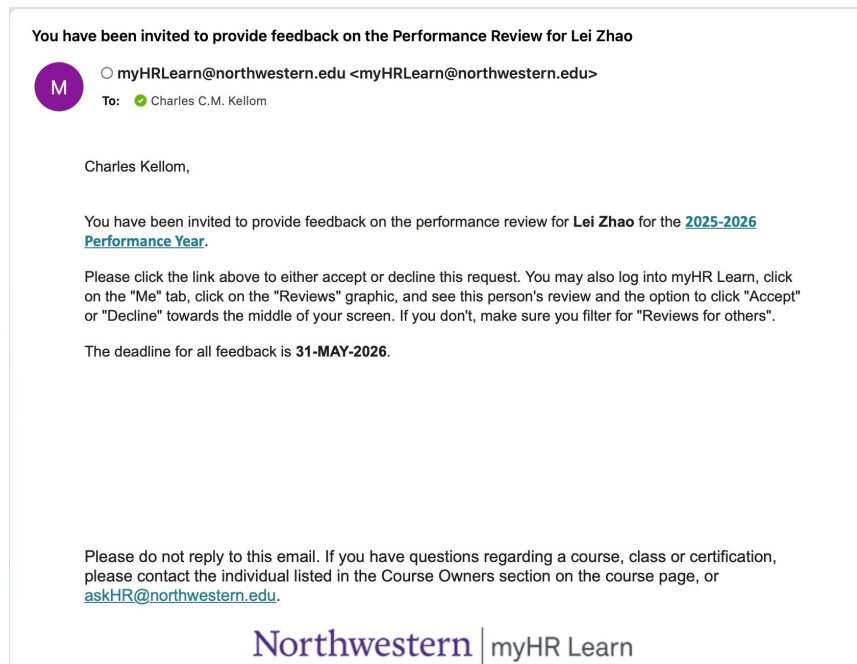
7. When you open your Performance Review, the person's name should no longer appear.



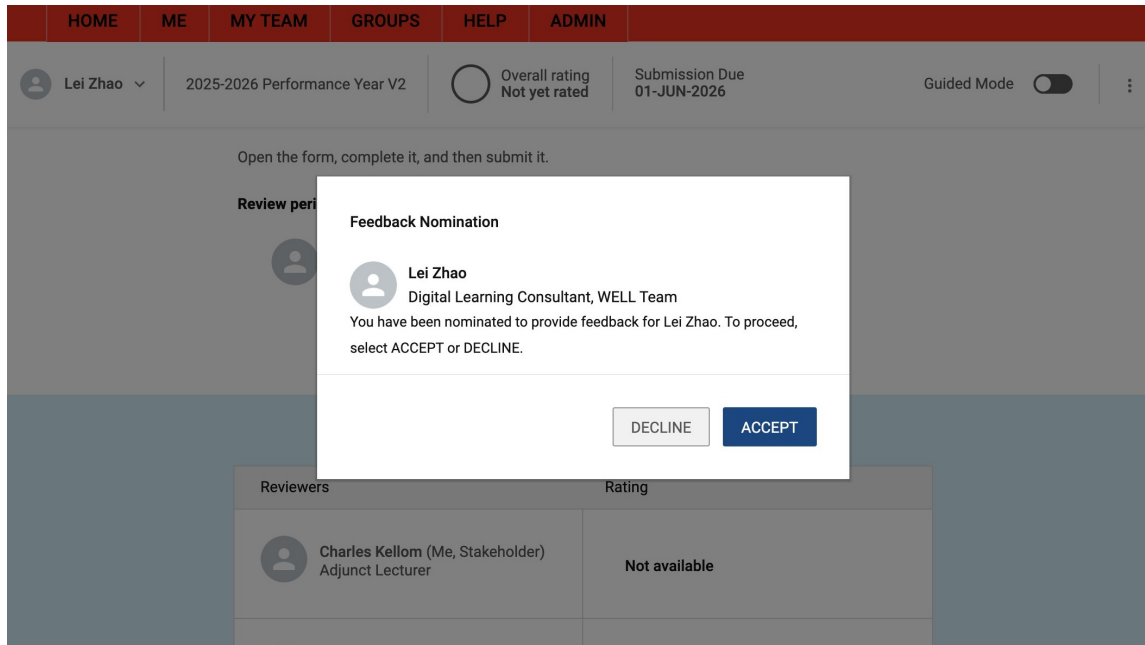
## For Stakeholders: How to Add Comments

In the following example, Lei Zhao (reviewee) has invited Charles Kellom to be a stakeholder in her PEX review.

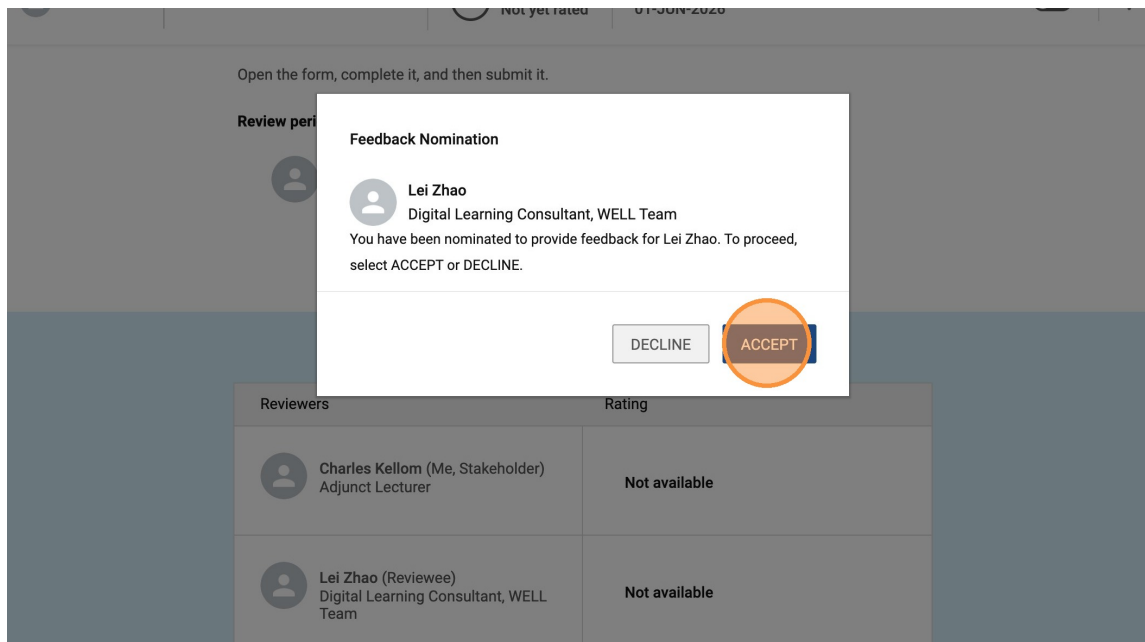
1. As a Stakeholder, you will receive an automated email from [myHRLearn@northwestern.edu](mailto:myHRLearn@northwestern.edu) that includes a link to the Stakeholder Comments section.



2. Log into [myHR Learn](#), you will see a pop-up notification asking you to **accept** or **decline** the feedback invitation.



3. Click **Accept**.



## 4. Click **Open**.

Northwestern | myHR Learn ☰ Browse All Areas Press 'option+s' or c 🔍 👤

**HOME** **ME** **MY TEAM** **GROUPS** **HELP** **ADMIN**

Lei Zhao ▼ | 2025-2026 Performance Year V2 | ○ Overall rating Not yet rated | Submission Due 01-JUN-2026 | Guided Mode 🔴 | ⋮

Open the form, complete it, and then submit it.

**Review period 01-JUN-2025 to 31-MAY-2026**

👤 Reviewee  
Lei Zhao  
Digital Learning  
Consultant, WELL  
Team

SUBMIT **OPEN** RELEASE

**DETAILS** **INSTRUCTIONS** **TIMELINE**

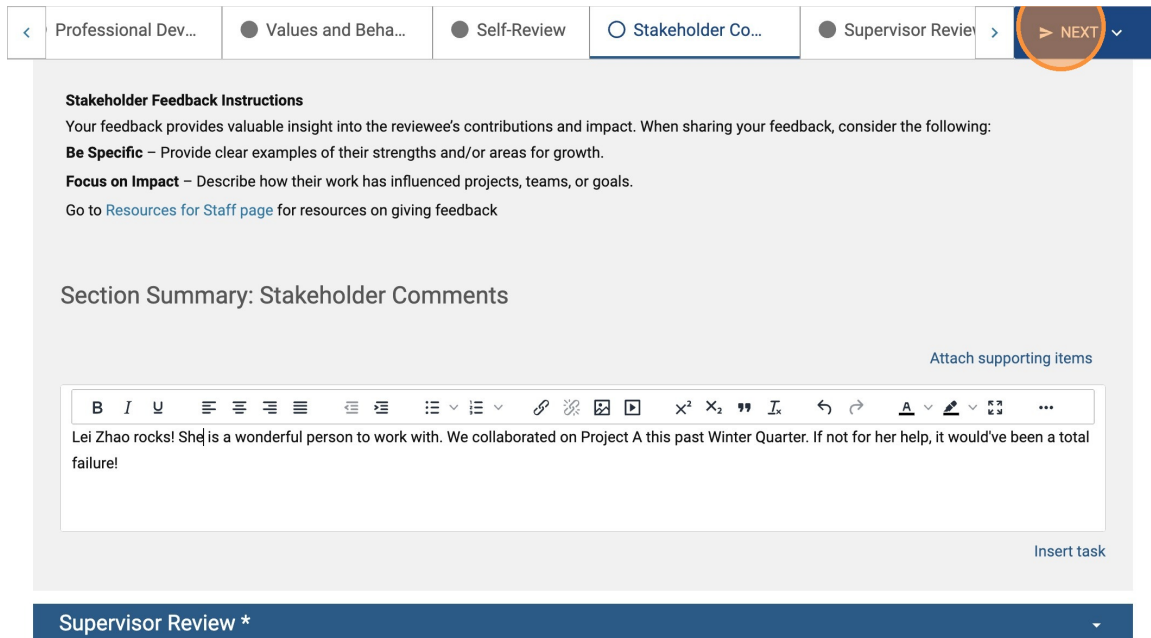
Reviewers	Rating
<span>👤</span> Charles Kellom (Me, Stakeholder) Adjunct Lecturer	Not available

5. Click **Stakeholder Comments** to open and view the section.





6. **Add your feedback**, once you are finished click **Next**.

myHRLearn automatically saves everything typed into the form. You can use the link from your email to return to the form anytime.

A screenshot of the myHRLearn feedback form. At the top, there is a navigation bar with tabs: 'Professional Dev...', 'Values and Beha...', 'Self-Review', 'Stakeholder Co...', and 'Supervisor Review'. The 'Stakeholder Co...' tab is selected and highlighted. To the right of the tabs is a 'NEXT' button with a right-pointing arrow and a dropdown arrow, which is circled in orange. Below the navigation bar, the main content area has a heading 'Stakeholder Feedback Instructions' followed by a paragraph of text. Below that is a 'Section Summary: Stakeholder Comments' section. At the bottom of this section is a rich text editor with a toolbar containing various icons for bold, italic, underline, list, link, etc. The text in the editor reads: 'Lei Zhao rocks! She is a wonderful person to work with. We collaborated on Project A this past Winter Quarter. If not for her help, it would've been a total failure!'. To the right of the text editor is an 'Attach supporting items' link. At the bottom right of the form is an 'Insert task' link. At the very bottom of the page is a dark blue bar with the text 'Supervisor Review \*' and a dropdown arrow.

7. When you're finished submitting feedback, click **SUBMIT**. The comments are immediately visible to the Review Owner, usually the reviewee's direct supervisor.

< Back  Lei Zhao ▾ | 2025-2026 Performance Year V2 |  My overall rating  
Not yet rated | Submission Due 01-JUN-2026 | Guided Mode  | ⋮

< Professional Dev... ● Values and Beha... ● Self-Review ● Stakeholder Co... ● Supervisor Review > **> NEXT** ▾

Your feedback provides valuable insight into the reviewee's contributions and impact. When sharing your feedback, consider the following:  
**Be Specific** – Provide clear examples of their strengths and/or areas for growth.  
**Focus on Impact** – Describe how their work has influenced projects, teams, or goals.  
Go to [Resources for Staff page](#) for resources on giving feedback

**SUBMIT**  
RELEASE

Section Summary: Stakeholder Comments

Attach supporting items

Lei Zhao rocks! She is a wonderful person to work with. We collaborated on Project A this past Winter Quarter. If not for her help, it would've been a total failure!

Insert task

Supervisor Review \*

## For Review Owners & PEX Administrators: Reopen & Remove Stakeholders

1. **Open** the Review Form in [myHR Learn](#). In this example, we are reopening a Review for a fictional employee named Saba Test1 (reviewee), Lei Zhao has been invited as a Stakeholder.

Saba Test1 | 2025-2026 Performance Year V2 | Overall rating Not yet rated | Submission Due 30-JUN-2026 | Guided Mode

Review period 01-JUN-2025 to 31-MAY-2026

Reviewee Saba Test1 | OPEN | RELEASE

Reviewers	Rating
Charles Kellom (Me, Review Owner) Adjunct Lecturer	Not available
Saba Test1 (Reviewee)	Not available
Ishrat Fatima (Stakeholder) Systems Analyst Lead	Not visible

2. **Click Participants.**

Saba Test1 | 2025-2026 Performance Year V2 | Overall rating Not yet rated | Submission Due 30-JUN-2026 | Guided Mode

Review period 01-JUN-2025 to 31-MAY-2026

Reviewee Saba Test1 | OPEN | RELEASE

Reviewers	Rating
Charles Kellom (Me, Review Owner) Adjunct Lecturer	Not available
Saba Test1 (Reviewee)	Not available
Ishrat Fatima (Stakeholder) Systems Analyst Lead	Not visible

- Saba Test1
- Participants**
- Export PDF
- Change Owner
- Complete offline
- Attachments
- Past Reviews
- Past Check-Ins
- Audit Trail
- Calibration

3. Click the dropdown arrow next to **Stakeholders**.

The screenshot shows the myHR Learn interface for a review period from 01-JUN-2025 to 31-MAY-2026. The Reviewers table is displayed with the following data:

Reviewers	Rating
Charles Kellom (Me, Review Owner) Adjunct Lecturer	Not available
Saba Test1 (Reviewee)	Not available
Ishrat Fatima (Stakeholder) Systems Analyst Lead	Not visible

On the right, the Stakeholders dropdown menu is open, showing a list of participants: Management (1), Stakeholders (3), and Self. The dropdown arrow next to Stakeholders (3) is circled in orange.

4. To reopen the Stakeholder Comments section for a specific person (Lei Zhao), **click the curved arrow** next to that person's name.

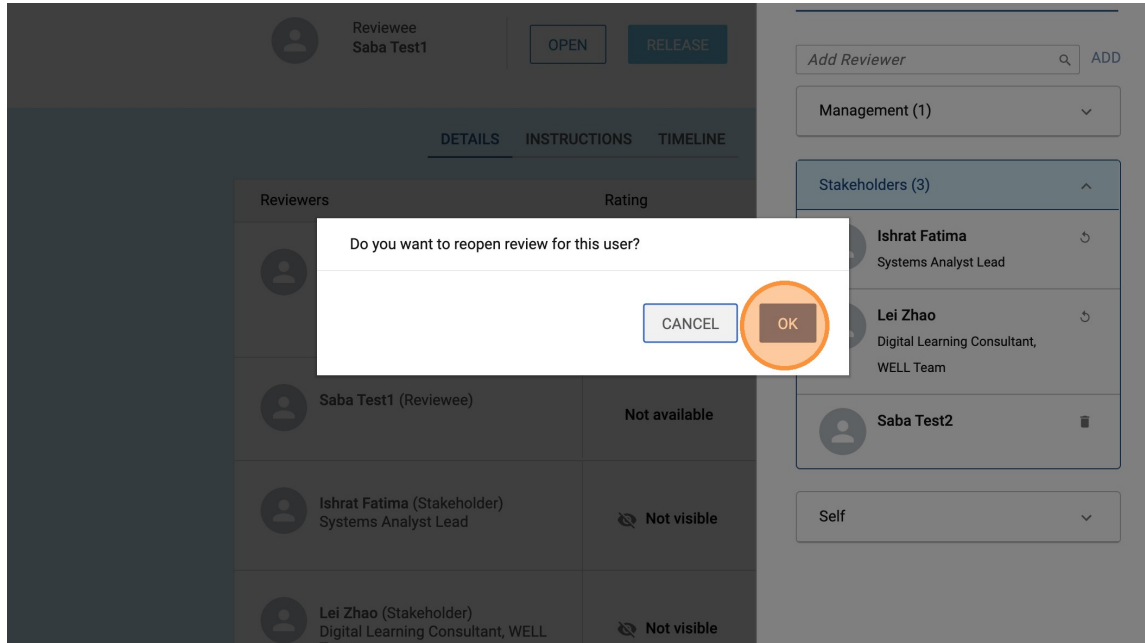
Please note, if the stakeholder has submitted comments, you will see a curved arrow, if they have not submitted comments, you will see a trash can icon.

The screenshot shows the myHR Learn interface for a review period from 01-JUN-2025 to 31-MAY-2026. The Reviewers table is displayed with the following data:

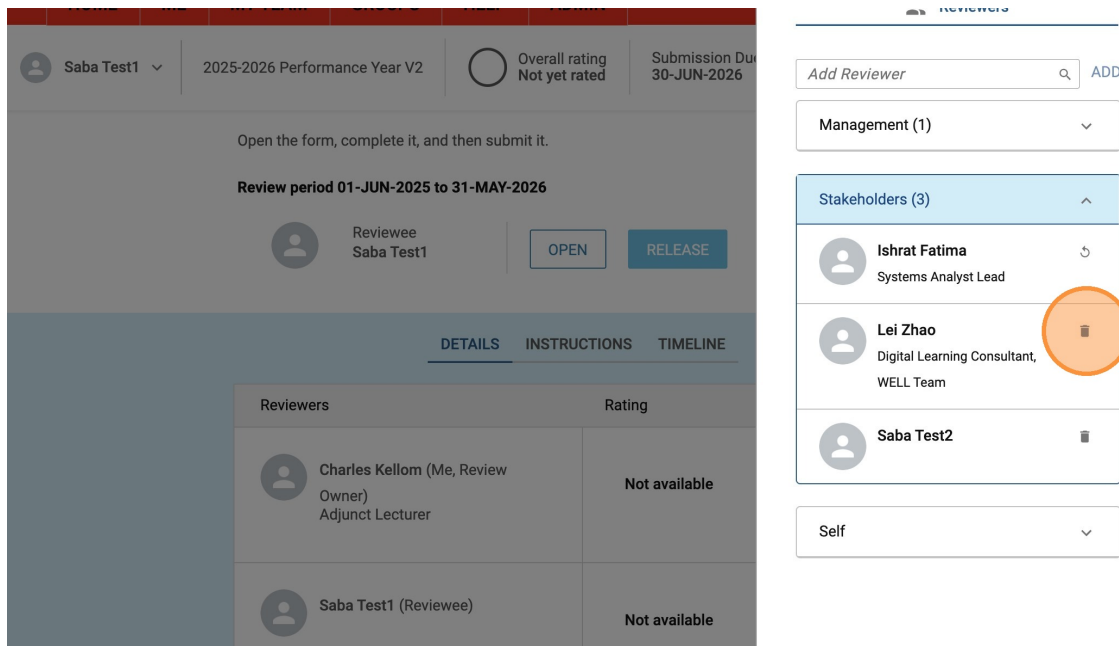
Reviewers	Rating
Charles Kellom (Me, Review Owner) Adjunct Lecturer	Not available
Saba Test1 (Reviewee)	Not available
Ishrat Fatima (Stakeholder) Systems Analyst Lead	Not visible
Lei Zhao (Stakeholder) Digital Learning Consultant, WELL	Not visible

On the right, the Stakeholders dropdown menu is open, showing a list of participants: Management (1), Stakeholders (3), and Self. The Stakeholders (3) section is expanded, showing a list of stakeholders: Ishrat Fatima (Systems Analyst Lead), Lei Zhao (Digital Learning Consultant, WELL Team), and Saba Test2. A curved arrow next to Lei Zhao's name is circled in orange.

5. Click **Ok**.



6. To remove a stakeholder that has not submitted comments, repeat Steps 1-4, and click the **trash can icon** next to the person's name.



7. Click **Ok**.

The screenshot shows a performance review interface. At the top, it displays the reviewer's name 'Saba Test1', the review period '2025-2026 Performance Year V2', and the overall rating 'Not yet rated'. Below this, there is a table of reviewers and their ratings. A dialog box is overlaid on the screen, asking 'Do you want to delete review for this user?' with 'CANCEL' and 'OK' buttons. The 'OK' button is highlighted with an orange circle. The background interface includes a list of stakeholders and a 'Self' dropdown menu.

Reviewers	Rating
Charles Kellom (Me, Review Owner) Adjunct Lecturer	Not available
Saba Test1 (Reviewee)	Not available