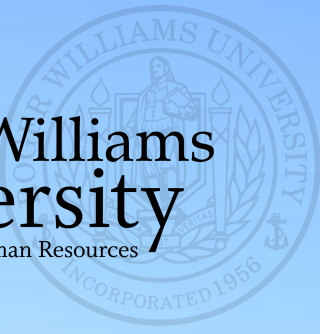


Roger Williams  
University

Department of Human Resources



2026 EDITION!

# The Online Performance Review Module at Roger Williams University & School of Law

## Instructions for Employees



# Performance Review Module Instructions for Employees

Interview Exchange is the same system used to post jobs and do PAFs. The Performance Review module is just another function of that system.

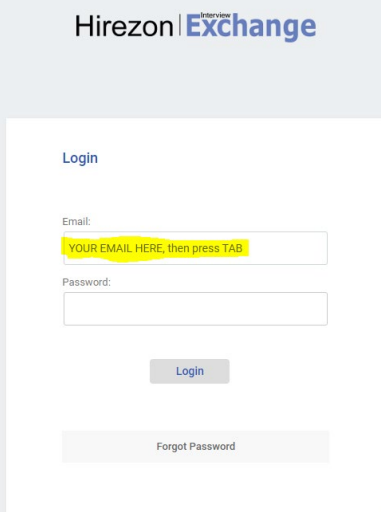
When your Supervisor creates your review in the system, they will send the Self-Evaluation to you, which will trigger a system email.

- There is a link in the email that will take you right to the Review.
- You can also go to Interview Exchange and open the Review module.
  - <https://www.interviewexchange.com/login.jsp>

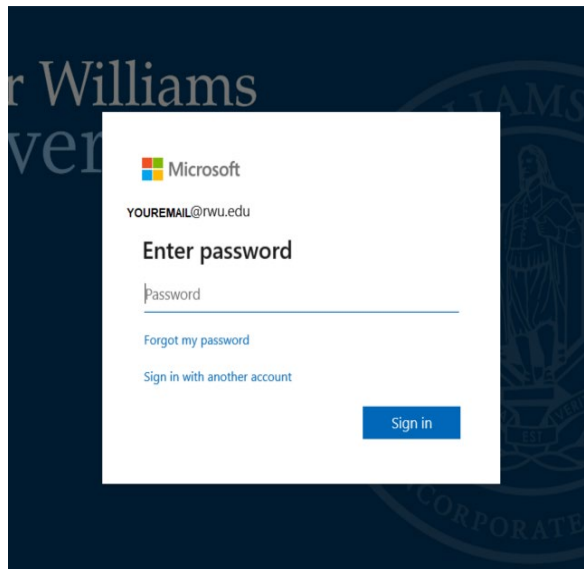
## The Hirezon/Interview Exchange login page uses Office 365 Single Sign-On.

1. Enter your email address and then TAB into the password line. It should redirect you to the Module page.
2. However, if you aren't signed in, you will need to put in your Office365 password.
  - Not necessarily the password to open your computer.
  - Make sure you are logged into Office as you, not your **Department**.
3. You will get a Duo Push for 2-step verification if you're signing in.
  - Otherwise you will go from Step 1 to the next page of this manual.

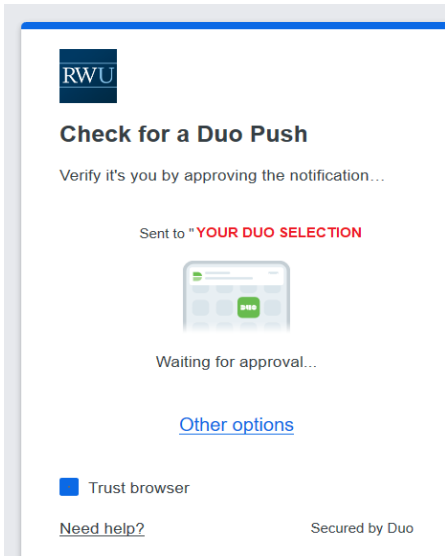
1.



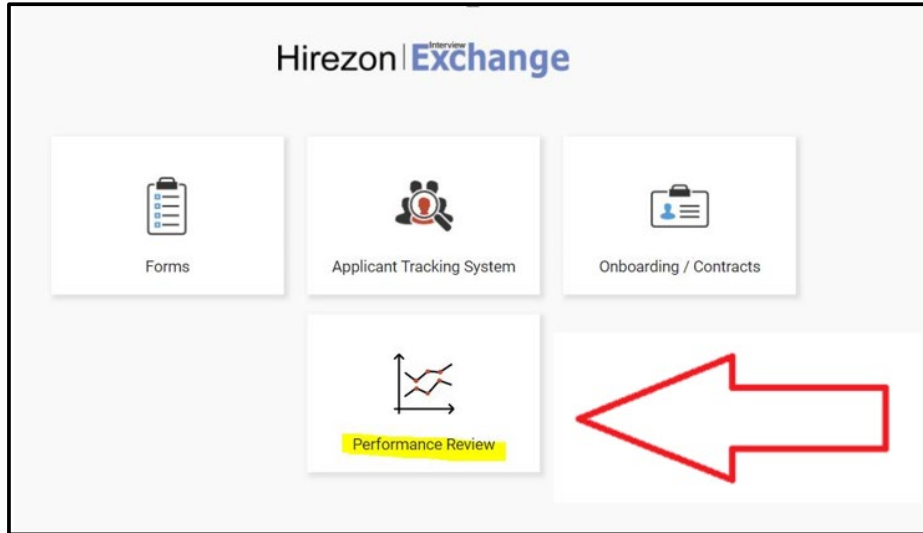
2.



3.



If you are directed to the Module page, select Performance Review:

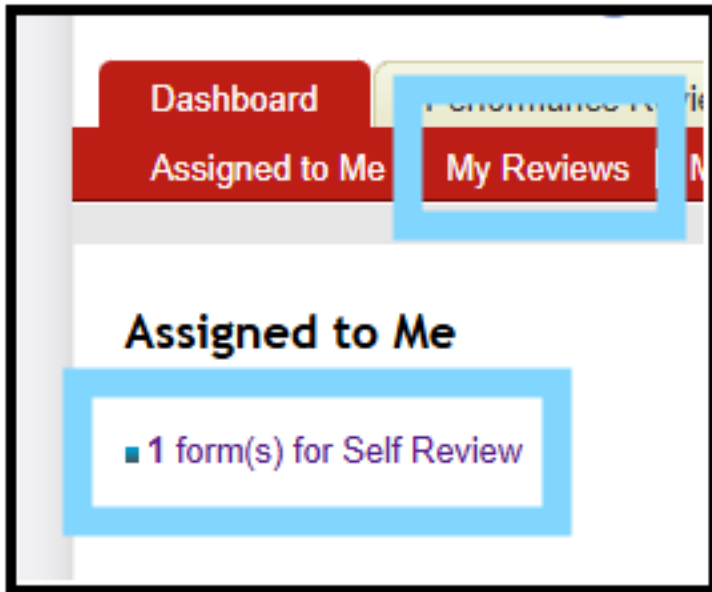


## THE PERFORMANCE REVIEW DASHBOARD

The Dashboard will show you the **Assigned to Me** tab.

To get to the Self-Evaluation:

STEP 1: Click on the **Form** or **My Reviews**.



### My Reviews

YEAR 2023

ANNUAL

YEAR 2024

YEAR 2025 - ATHLETICS

YEAR 2025

YEAR 2026

ACTION

SUPERVISOR



Your Supervisor's Name Here

STEP 2: Click on **YEAR 2026**,  
and the **Edit** icon to begin.

# THE SELF-EVALUATION

Once in the Self-Evaluation, use the “+” sign to expand each section and complete the content. The form will automatically save your responses as you work through it. You are able to complete as much or as little as you like and you can edit the form as many times as you need. This is your opportunity to ensure your supervisor knows all you’ve done and learned over the course of the year, as well as your future goals.

The screenshot shows the RWU Employee Self-Evaluation form. At the top, it displays the employee's information: Position (Position Title Here), Review Period (Year 2023), Supervisor (RWU Hiring Manager), and Department (Academic Programs, UC). Below this, a message explains the purpose of the form and provides instructions on how to expand sections. The main content area is divided into several sections, each with a yellow header and a plus sign to expand it. The first section, "Self Evaluation - Results of Previously Established Goals", is expanded, showing a text input field for listing goals and a text area for describing contributions. Below this are three collapsed sections: "Self Evaluation - Discussion Questions", "Self Evaluation - Performance", and "Self Evaluation - Future Goals & Objectives". A "Complete Form" button is located at the bottom of the form.

Once you have completed the Self-Evaluation, click on;

**Complete Form**

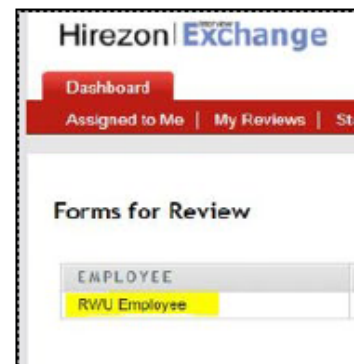
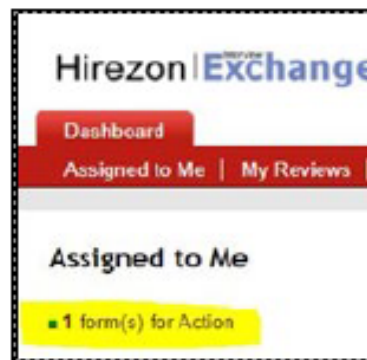
**This will send the Self-Evaluation to your supervisor.  
Everyone must complete this step.  
Even if the Form is blank.**

# After Your Supervisor Completes the Review

You will receive an email indicating the Form is awaiting your review.

Follow the link in the email to go back to your dashboard and the “Assigned to Me” tab and click on the Form that shows in there.

Then  
click on your name to open the form.



## Supervisor Review - Behavioral Summary

Question	Response
* Integrity - Gains the trust and confidence of others by interacting in a fair and honest manner.	Outstanding Performance
* Excellence - Produces high-quality work consistently, over time.	Strong Performance
* Respect - Demonstrates flexibility and open mindedness to others while exhibiting courtesy, caring, tact and positive regard.	Meets Expectations
* Initiative - Demonstrates drive, resourcefulness, independent thinking, and accepts responsibility for actions.	Not Meeting Expectations
* Team Work - Works effectively and supportively with others to achieve a common goal.	Outstanding Performance
* Innovation - Develops and applies new and innovative ideas and practices. Takes risks and looks for other right answers rather than sticking to the way it has always been done.	Outstanding Performance

The completed review will show your supervisor’s ratings and comments in the “Response” area in each section (green box).

## The In-Person Meeting & Finalizing Your Review

After the meeting, click on:

- **Acknowledge Receipt** if no further action is needed.
- **Return to Supervisor** if your Supervisor has agreed to change a part of the review.

**Acknowledge Receipt**

**Return to Supervisor**

- You are able to leave a General Comment at this point in the process, as a response to the review.
- Please keep in mind that clicking "Acknowledge Receipt" does not mean you agree with the review exactly how it's written, just that you have participated in the process.

Once you click "Acknowledge Receipt" then you know your review is complete.



**DO YOUR BEST.**

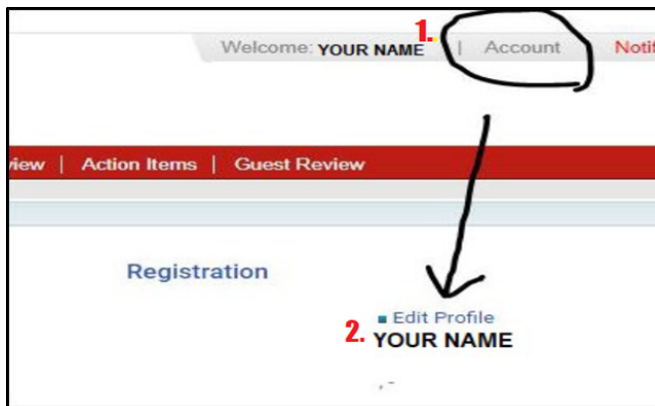
**IF YOU HAVE QUESTIONS PLEASE CALL HR.**

## A QUICK SIDE NOTE: HOW TO CHECK & UPDATE YOUR JOB TITLE

\*\*\*Please always use your official job title according to the RWU Directory <https://www.rwu.edu/directory> \*\*\*

### The 5 Easy Steps to Editing your profile in Interview Exchange

In the Performance Review Module:



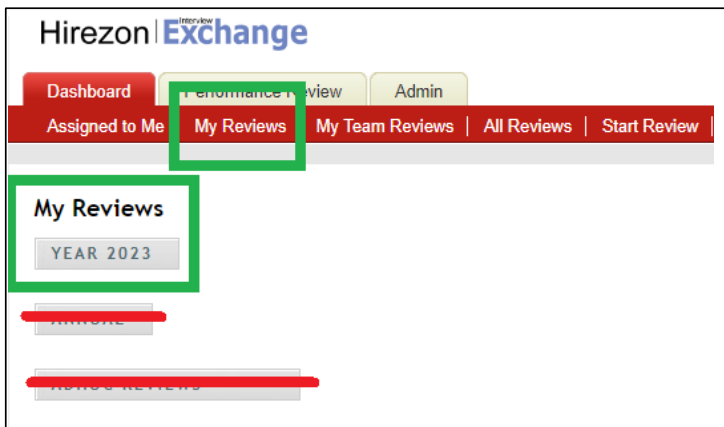
1. Click on Account.
2. Click on Edit Profile above your Name.
3. Verify and/or update your Job Title.
  - a. As it appears in the Directory.
4. Check off the Terms & Conditions box.
5. Click on Next.

A screenshot of the profile editing form. The form contains the following fields: Prefix (\*), First Name (\*), Last Name (\*), Title (\*), Street Address (\*), Address Line 2, City (\*), State (\*), Country (\*), Postal Code (\*), Office Phone (\*), Mobile, Fax, Login Information, E-mail (\*), and SSO Enabled. The 'Title' field is highlighted with a blue box and a red '3.'. The 'Terms and Conditions' checkbox is checked and highlighted with a blue circle and a red '4.'. The 'Next' button is highlighted with a blue arrow and a red '5.'. The form also includes a dropdown menu for 'Mr.', text input fields for 'Jared Smith', '1 Old Ferry Road', 'Bristol', 'Rhode Island', 'United States', '02809', '4012543190', and '+1', and a dropdown menu for 'Compensation and Benefits Assoc'.

## A SECOND QUICK SIDE NOTE: HOW TO SEE ALL REVIEWS, PAST & PRESENT

To see your Reviews at any time:

1. Click on the My Reviews tab, and the year you want to see (left).
2. For previous years, click on the icon of the person to see the complete review (right).
  - The magnifying glass is just the self-evaluation from that year.



## SOME FREQUENTLY ASKED QUESTIONS

If you try to log into Interview Exchange and it says you don't have access in red letters, you are most likely logged in with a different Office account than the one the email was sent to. Many times it's folks logged in as their department. You can log out of Office and then Interview Exchange to be sure.

If you want to go back to your Self-Evaluation after you have clicked on Complete Form, talk to your Supervisor about these two options:

- Your Supervisor can send it back you by clicking "Re-Send For Self-Review" if the review is still being edited.
- Can also click "Return to Supervisor" and re-open the review.

## Performance Rating Descriptions

**O = Outstanding Performance.** Reserved for individuals who regularly, consistently and substantially exceed overall expectations. These individuals work with little or no supervision and produce work that is exceptionally high in quality with an outstanding additional contribution that deserves special recognition.

**E = Exceeds Expectations.** Results achieved occasionally exceed performance expectations regarding this goal, project or behavior. Demonstrates high level of effectiveness and judgement. Contributes to the overall objectives of the department.

**M = Meets Expectations.** Results demonstrate effective performance. Performance is reflective of a fully qualified and experienced individual in this position. Viewed as someone who gets the job done and effectively prioritizes work.

**N = Not Meeting Expectations.** Regularly has difficulty meeting expected quality, quantity, customer service goals, behaviors and/or timeliness standards.