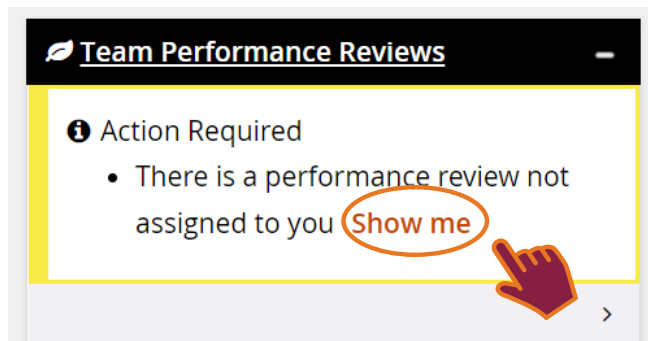




## STEPS TO CLAIM EMPLOYEE

Team Reviews widget shows alert that you have an employee to claim



### 1. Select **Show me**

### 2. Select **Action review**

**My team performance reviews**

**i** The following employees report to you, however their reviews are not assigned to you:  
**Hokie Bird** Planning Action review View report  
 Please refresh the page to see performance reviews that you have just taken ownership.

Employee first name:  Employee last name:  [Clear](#) [Search](#)

Level:  Status:

Review process step:  Role:  [Add](#) [Edit](#)

Employee	Review process	Review step	Role	Start date	Due date	
Frank Beamer	2023	Planning	Base Compliance - Staff	8 Nov 2022	13 Oct 2023	<input type="text" value="I want to..."/> <a href="#">Open review</a>

Page 1 of 1 Jump to page  Records 1 to 1 of 1

**Action review**

The review for **Addison Caldwell** is currently assigned **Bird, Hokie,** however **Addison** reports to you.

Please choose an action:

☒ Assign the review to me (take ownership)

☐ Keep the review assigned to Hokie Bird (no action)

[Submit](#) [Cancel](#)

Action review box will open

### 3. Select **Assign review to me (take ownership)**

# Note:

**Your employee should then show in your Team Performance Reviews widget.**

Contact Human Resources at [hrservicecenter@vt.edu](mailto:hrservicecenter@vt.edu) with any questions.