

Performance Management: Mid-Year Review Getting Started

Access the **Performance Management Website**

<https://discover-uhr.rutgers.edu/performance-management/home>

Click on **Tutorials** – Watch the “**Mid-Year Tutorial**” video clip which is a quick reminder on how to update your goals and instructions on do the attestation and submit (4 minutes).

Managers: please review the **Manager Tutorial Video** (4 minutes)

Step #1 Ensure you are using the approved browser: **Chrome, Firefox or Safari**

Step #2 Access the **Performance Management Tool:** <https://Rutgerstalent.force.com>

Log in as you normally would with your NetID and password.

Click on the **Your Name – this Fiscal Year** labelled “**Mid-Year Review**”

* If you are accessing the site for the first time or did not complete the approval process in Goal Setting, you will need your manager’s approval to “catch-up” and the next day you will move into Mid-Year. If you need assistance, contact your Performance Management Support.

Step #3 **Create a Mid-Year Progress Note**

Step #4 **Have an Update Conversation with your Manager.**

Step #5 Make any discussed Goal Plan updates (these for your End of Year Review) and
“Submitting for Approval”

Support Contact: Performancemanagement@hr.rutgers.edu