Performance Management: Mid-Year Review
Getting Started

**Step #1**  Access the **Performance Management Website**

https://discover-uhr.rutgers.edu/performance-management/e-learning

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 #2**  Ensure you have the approved browser: **Chrome, Firefox or Safari**

**Step #3**  Access the **Performance Management Tool**: [https://Rutgerstalent.force.com](https://Rutgerstalent.force.com)

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

Click on the **BIG RED BOX** 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 #4**  **Meet with your manager.**

**Step #5**  Do any discussed Goal updates and **“Submitting for Approval”**

Support Contact: Performancemanagement@hr.rutgers.edu

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