Performance Management: Mid-Year Review
Getting Started

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

[https://discover-uhr.rutgers.edu/performance-management/home](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 #2**  Ensure you are using 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**  Update your progress and 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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