Performance Management Process
Getting Started

Step #1  Access the Performance Management Website

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

Click on Tutorials – Watch “Getting Started” and “Self-Assessment” video clips which cover browser requirements, and instructions on how to complete your goal plan (6 minutes).

Step #2  Ensure you have the approved browser: Chrome, Firefox or Safari (remember to set it as your default, so notifications will work properly).

Step #3  Access the Performance Management Tool: https://Rutgerstalent.force.com

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

Click on the BIG RED BOX labelled “Goal Setting”

If you are a manager accessing the site for the first time, please review the additional Manager Tutorial Videos (8 minutes). Complete “Request your Team” first, so your staff can “Approve” and share their goal plans.

Staff: When the email request comes from your manager to join the team, be sure to follow the link and select “Approve”

Step #4  Meet with your manager.

Step #5  Review the “Submitting for Approval” and “Tracking Progress” videos (4 minutes)

Support Contact: Performancemanagement@hr.rutgers.edu or 732-235-9505