

#	The End of Year Workflow Overview and Notes
1.	<i>Just like at Mid-Year, start by updating your accomplishments in the progress notes. Your Manager will review the goals and assign ratings. The ratings should not be a surprise as you will have updated your notes in relationship to the performance goal statements. Once the ratings are assigned and reviewed, the Manager will make the ratings visible, and an email will alert you to follow the link to review. You and your will Manager meet, and then you complete the End of Year attestation, click save and click submit for approval. The Manager receives a notification of the submission, reviews, and approves.</i>
2.	<b><i>The importance of updating your progress and having a Manager/Employee review cannot be understated.</i></b> <i>It will streamline the conversation when the Employee and Manager meet. This meeting is important to review the progress and plan for the next year’s goals.</i>
3.	<b><i>“Catching Up”</i></b> <i>For users recently joining the Goal Setting process, complete the Goal Setting process with an approval from your Manager, then you will be able to join the Year-end process.</i>

#	USER: Updating Progress Notes Review
	<b>Login:</b> <a href="https://rutgerstalent.force.com">https://rutgerstalent.force.com</a>
1.	From the top <b>Global Navigation</b> bar click <b>Progress Notes</b> .
2.	In the <b>New Progress Note</b> box, select the <b>End of Year Review</b> from the drop-down, give it a Title, and add your Description. Click Next.
3.	If you have a file to upload, click Upload and select the file to load. This may be a PDF of a proposal or certificate of completion. Anything that supports the progress note just posted.

#	PROCESS: Employee Notification to Review
1.	Your Manager will review your Goal Plan and add ratings based on your updated progress notes. Once the Manager level approvals have signed off on your Goal Plan, work with your Manager to schedule your review.
2.	Your Manager will make the Goal Plan visible to you, and <b>an email</b> will arrive, notifying you to review your ratings, follow <b>the link</b> .

#	USER/MANAGER MEET: Performance Review
1.	Meet with your Manager and be prepared to discuss: <ul style="list-style-type: none"> <li>○ <i>The ratings on all the goals</i></li> <li>○ <i>The overall rating</i></li> <li>○ <i>Your ongoing development</i></li> </ul>
2.	Discuss the next year’s SMART goals. <ul style="list-style-type: none"> <li>○ <i>Take time to review how to create good <b>SMART</b> goals; online resources can be helpful.</i></li> <li>○ <i>Ensure your goals are written <b>SMART</b> and that Performance Goals show the progression of completion activities or measurable levels of accomplishment.</i></li> </ul>
3.	Plan and agree to have the goals entered, Submitted and Approved during the upcoming Goal Setting phase (July 1 to August 31)

#	USER: Doing the Attestation and Submitting for Approval
1.	Complete the two attestation questions, add a comment if you choose. <b>Click Save.</b>
2.	Notice the red X at the End of Year is now a Green check. You can now click <b>Submit for Approval.</b> Submitting for approval locks the Goal Plan.
3.	Reject will unlock it to re-open the plan for revision with a comment from the Manager. The plan will need to be modified and re-submitted to be approved.

#	Rutgers has partnered with LinkedIn Learning
1.	Previously known as Lynda.com to provide a free online resource for all Faculty, Staff, and Students.
2.	<a href="http://www.linkedin.com">www.linkedin.com</a> Follow these directions: Click Sign in Box Click the words “Sign in with your organization account” Enter your work email, Enter your NetID and Password, Search titles using keywords of interest.

## Resources

Performance Management Website Visit:

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

Or click “Help” on the Navigation bar

Application URL: <https://rutgerstalent.force.com/>

## Assistance:

Email: [performancemanagement@hr.rutgers.edu](mailto:performancemanagement@hr.rutgers.edu)