Update Your Progress Notes

Login: https://rutgerstalent.force.com

*Alert your manager once you have this step complete*

Note: Well written goal statements should make clear your level of accomplishment, so there should be no surprises of your goal ratings.
Employee Notification to Review

Your Manager has made year end updates to your goal plan. Click the link below to access your goal plan.

https://pmdev-pmdev-rutgerstalent.cs70.force.com/s/goal-plan/a0E3D000000n60o

Should you have any questions, work directly with your manager.

Sincerely,
Rutgers University HR Team

**Note:** Your rating should be no surprise. Development Goals are not rated. The Performance Goal’s level of accomplishment is reflected in your progress note. The Performance Goal Ratings include: **Base, Median, High and Did not Meet Threshold** An overall total rating is averaged from all your Performance Goal ratings.
The Performance Review

Translating the Overall Ratings

**HIGH:** Achieved the highest level on all agreed upon performance measures

**MEDIAN:** Achieved more than agreed upon performance measures

**BASE:** Achieved agreed upon performance measures

**DID NOT MEET THRESHOLD**

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<th>Performance Review</th>
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| 1  | Meet with your manager and be prepared to discuss:  
  - The ratings on all the goals  
  - The overall rating  
  - Your ongoing development |
| 2  | Discuss the next year’s SMART goals. |
| 3  | Plan and agree to have the Goals Entered, Submitted and Approved during the Goal-Setting phase (July 1 to August 30) |
End of Year Review Attestation

Log into [https://rutgers Talent.force.com](https://rutgers Talent.force.com)

1. Click Edit on the End of Year Review.
2. Answer the questions using the drop down, leave a comment, if desired.
3. Click SAVE.
4. At the top, click Submit for Approval and on the next screen Finish.
Preparing for Goal Setting

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<tr>
<td>1</td>
<td>Take time to review how to create good SMART goals, online resources can be helpful. Review the Worksheet under the Goal Setting section on the website.</td>
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<td>2</td>
<td>Ensure your goals are written SMART and that Performance Goals show progression of completion activities or measurable levels of accomplishment.</td>
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Note: Your main goal statement for a Performance Goal is duplicated as the Base Goal Statement. This is you doing a good job. Median Goal Statement is the challenge level of accomplishment. High Goal Statement is the true stretch goal.
Performance Goal Statement: Answers the departmental phone, provides canned answers from FAQ list.

**BASE:** Answers the departmental phone, provides canned answers from FAQ list.

**MEDIAN:** Answers the phone with good customer service, answers questions and directs the caller to the correct resources.

**HIGH:** Answers the phone and anticipates the caller’s needs without prompting and accomplish Single-Call-Resolution 95% of the time.

Review the SMART Goal Worksheet on the Performance Website under Goal Setting and check out our Rutgers free access to LinkedIn Learning for a deeper review.