Performance Management Mid-Year Review
Employee Process Overview

Want to make the most of your Mid-Year Review? Start here!

From **December 1 – January 31**, our Performance Management system opens for Mid-Year Review. Time flies, and Mid-Year Review provides us with an opportunity to reflect on the past few months. Think of all the progress you have made to date and use this time to re-align with your manager on priorities for the remainder of the fiscal year.

Preparing for the process

1. Review the goals you entered in the Performance Management system during the initial goal setting phase. Make a note of any changes you anticipate.
2. Enter in-line goal comments (using the 🗨 icon) for short updates, or **Progress Notes** for longer updates and file attachments.
3. Discuss with your manager when to expect your review; ongoing alignment between you and your manager will be critical to your success.

Preparing for the conversation

Once your manager has scheduled your Mid-Year Review, take time to reflect on the below questions. Use these insights to shape your conversation.

- Are you as far along as you anticipated you would be by this point in the year?
- Have there been any barriers to achieving your goals? Any unexpected wins?
- What can your manager do to help your goals along?
- Have you made progress on your development objectives? How will the goals set for this year help you in achieving your development objectives?

Arrive to the conversation with an open mind. You and your manager are on the same team – your success is theirs as well, and it is important to work together on best defining your annual goals!

Finalization

After your Mid-Year Review conversation, make the necessary updates in the Performance Management system using the **Edit** button, completing the Mid-Year Review Confirmation, and clicking **Submit for Approval** when complete.

Want to learn more about the system? [Click here for the Mid-Year Review System Guide for Employees](.).