

Performance Management Mid-Year Review

Getting Started: Quick Guide

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 realign with your manager on priorities for the remainder of the fiscal year.

Mid-Year Review in 4 Simple Steps



1. Bookmark the [Performance Management system](#) for easy access.

Note: Be sure to sign in using Google Chrome, Firefox, or Safari; goal plans will not load on Internet Explorer or Microsoft Edge.



2. Login to access your goal plan. Review your inputs and reflect on your year-to-date progress.



3. Meet with your manager to realign on your goals for the balance of the year.



4. Update your goals in the system as needed, complete the Mid-Year Review Confirmation, and submit for approval!

Additional Resources



Visit the [Performance Management page](#) for tools and resources related to our performance management process.

[Mid-Year Review: User Tutorial Video](#) | [Mid-Year Review: Manager Tutorial Video](#)



Learn [performance management best practices](#) on LinkedIn Learning.



Further questions? Contact us at performancemanagement@hr.rutgers.edu.



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