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