Performance Management: Mid-Year Review
Getting Started

Access the Performance Management Website

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

Click on Tutorials – Watch the “Mid-Year Tutorial” video clip which is a quick reminder on how to update your goals and instructions on do the attestation and submit (4 minutes).

Managers: please review the Manager Tutorial Video (4 minutes)

Step #1  Ensure you are using the approved browser: Chrome, Firefox or Safari

Step #2  Access the Performance Management Tool: https://Rutgerstalent.force.com
Log in as you normally would with your NetID and password.

Click on the Your Name – this Fiscal Year labelled “Mid-Year Review”

* If you are accessing the site for the first time or did not complete the approval process in Goal Setting, you will need your manager’s approval to “catch-up” and the next day you will move into Mid-Year. If you need assistance, contact your Performance Management Support.

Step #3  Create a Mid-Year Progress Note

Step #4  Have an Update Conversation with your Manager.

Step #5  Make any discussed Goal Plan updates (these for your End of Year Review) and “Submitting for Approval”

Support Contact: Performancemanagement@hr.rutgers.edu