

Performance Management Process Getting Started

Step #1 Access the **Performance Management Website**

<https://discover-uhr.rutgers.edu/performance-management/e-learning>

Click on **Tutorials** – Watch “**Getting Started**” and “**Self-Assessment**” video clips which cover browser requirements, and instructions on how to complete your goal plan (6 minutes).

Step #2 Ensure you have the approved browser: **Chrome, Firefox** or **Safari** (remember to set it as your default, so notifications will work properly). MS Edge does not work.

Step #3 Access the **Performance Management Tool**: <https://Rutgerstalent.force.com>

Log in as you normally would with your NetID and password.

Click your Name-(current FY) under the **RED BOX** labelled “**Goal Setting.**”

If you are a Manager, accessing the site for the first time, please review the additional **Manager Tutorial Videos** (8 minutes).

Click the “I am a Manager” box and “Request your Team” first, so your staff can “Approve” and can submit their goal plans.

****Faculty members who are managers should review the short Faculty Tutorial.**

Staff: When the email request comes from your manager to join the team, be sure to follow the link and select “**Approve.**”

Step #4 **Meet with your manager.**

Step #5 Review the “**Submitting for Approval**” and “**Tracking Progress**” videos (4 minutes)

Support Contact: Performancemanagement@hr.rutgers.edu