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