

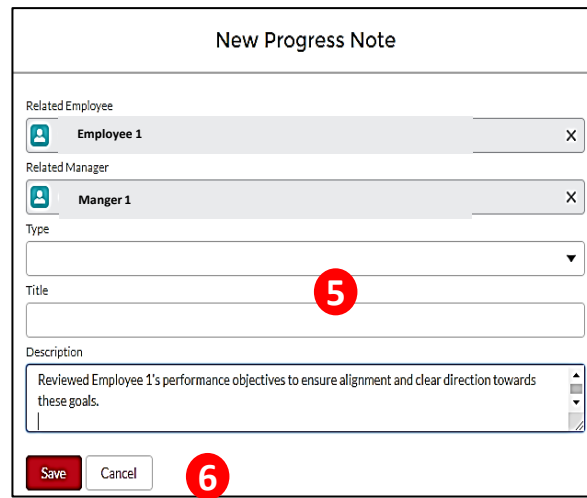
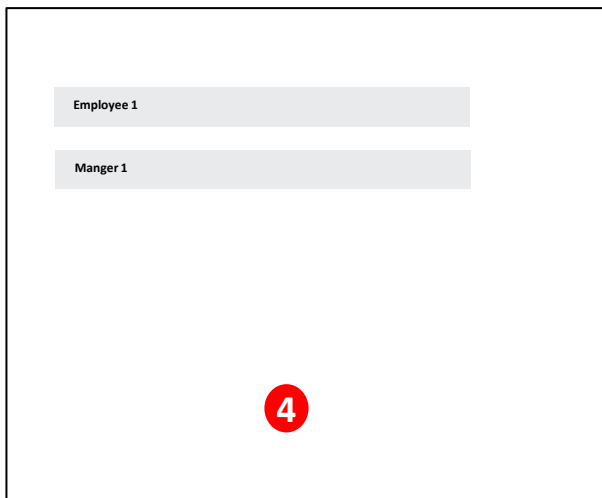
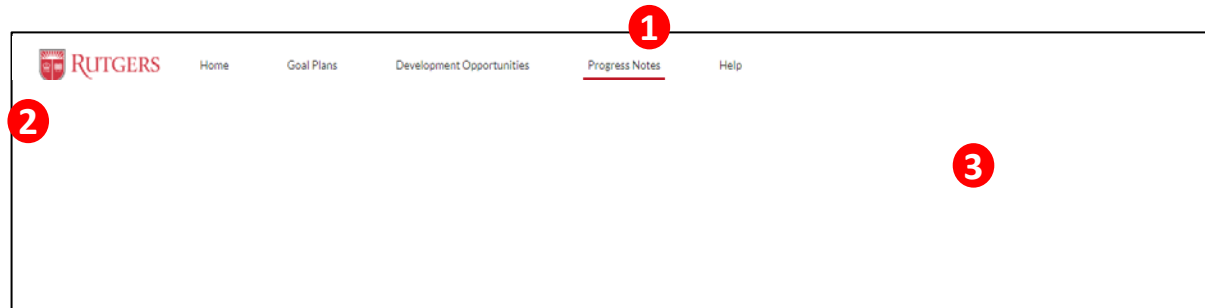
Performance Management
End of Year Evaluation Process
Employee User Guide

RUTGERS

University Human Resources

Update Your Progress Notes

Login: <https://rutgerstalent.force.com>



#	Updating Progress Notes
1.	In the Global Navigation , click Progress Notes
2.	Click the My Progress Notes to view existing or create a new Progress Note
3.	Click the New Progress Note to create a new Progress Note
4.	Select which type of Progress Note you would like to create: End-of-Year Review
5.	Populate the Title and the Description fields
6.	Click Save to record your entry upload supporting documents if needed.

Alert your manager once you have this step complete

Note: *Well written goal statements should make clear your level of accomplishment, so there should be no surprises of your goal ratings.*

Employee Notification to Review



2 Your Manager has made year end updates to your goal plan.

Click the link below to access your goal plan.
<https://pmdev-pmdev-rutgerstalent.cs70.force.com/s/goal-plan/a0E3D000000n60o>

Should you have any questions, work directly with your manager.
 Sincerely,
 Rutgers University HR Team

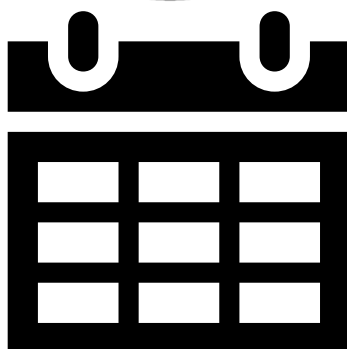
#	Employee Notification to Review
1	Your Manager will review you goal plan and add ratings based on your updated progress notes. Once the manager level approvals have signed off on your goal plan your Manager will schedule your review.
2	Your manager will make the Goal Plan visible to you and an email will arrive notifying you to review your ratings, follow the link .

Note: Your rating should be no surprise. Development Goals are not rated. The Performance Goal's level of accomplishment is reflected in your progress note. The Performance Goal Ratings include: **Base, Median, High and Did not Meet Threshold** An overall total rating is averaged from all your Performance Goal ratings.

The Performance Review

1

2

3


#	Performance Review
1	Meet with your manager and be prepared to discuss: <ul style="list-style-type: none"> ○ The ratings on all the goals ○ The overall rating ○ Your ongoing development
2	Discuss the next year's SMART goals.
3	Plan and agree to have the Goals Entered, Submitted and Approved during the Goal-Setting phase (July 1 to August 30)

Translating the Overall Ratings

HIGH: Achieved the highest level on all agreed upon performance measures

MEDIAN: Achieved more than agreed upon performance measures

BASE: Achieved agreed upon performance measures

DID NOT MEET THRESHOLD

End of Year Review Attestation

4

★ Goal Plan
 Employee Name - FY2020

Due Date	Manager	Status	Goal Plan Started Date	Goal Plan Submitted Date	Goal Plan Approved Date
6/20/2019	Manager 1	Employee Review	9/4/2019	11/1/2019	11/1/2019

✓ ✓ **Employee Review** Submitted Requires Modification Approved

✗ End of Year Review

Please submit your goal plan for approval

Have you reviewed your goal plan with your manager? No Value Selected

Did you receive constructive feedback from your manager? No Value Selected

Any additional comments regarding your Year-End Review with your manager? No Value Selected

2

1

3

#	End of Year Review Attestation
	Log into https://rutgerstalent.force.com
1	Click Edit on the End of Year Review.
2	Answer the questions using the drop down, leave a comment, if desired.
3	Click SAVE .
4	At the top, click Submit for Approval and on the next screen Finish

S

Specific

M

Measurable

A

Achievable

R

Realistic

T

Timely

Preparing for Goal Setting

#	Preparing for Goal Setting
1	Take time to review how to create good SMART goals, online resources can be helpful. Review the Worksheet under the Goal Setting section on the website.
2	Ensure your goals are written SMART and that Performance Goals show progression of completion activities or measurable levels of accomplishment.



Note: Your main goal statement for a Performance Goal is duplicated as the **Base Goal Statement**. This is you doing a good job.

Median Goal Statement is the challenge level of accomplishment.

High Goal Statement is the true stretch goal.

Turning Tasks into Goals



Think about this extremely simplified goal for the task:

“Answers the phone”

Performance Goal Statement: Answers the departmental phone, provides canned answers from FAQ list.

BASE: Answers the departmental phone, provides canned answers from FAQ list.

MEDIAN: Answers the phone with good customer service, answers questions and directs the caller to the correct resources.

HIGH: Answers the phone and anticipates the caller’s needs without prompting and accomplish Single-Call-Resolution 95% of the time.

Review the [SMART Goal Worksheet](#) on the Performance Website under Goal Setting and check out our Rutgers free access to LinkedIn Learning for a deeper review.