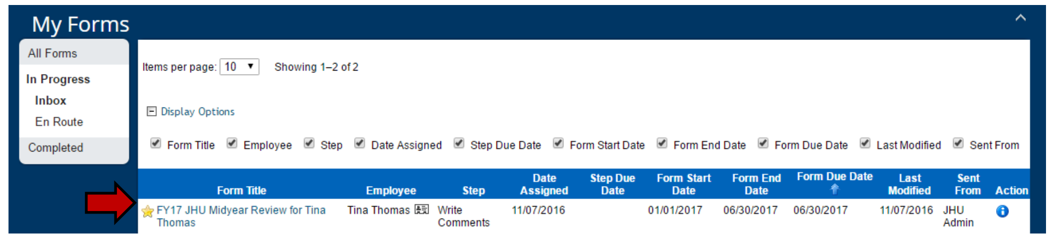
How Does the Midyear Review Process Work?

You and your manager will use the online forms contained in *my*Performance to document the progress towards meeting your goals and your midyear review discussion. In this guide, you will learn about the process and how to complete the form.

1. Getting Started

Your manager will let you know when it's time to document your progress towards meeting your goals on the Midyear Review Form and have a meeting. At that point, a **Midyear Review Form** will be available for you to access in your *my*Performance inbox.



To access the form, follow these steps:

- Click **Home** in the upper-left corner of the screen.
- Click **Performance Forms** from the drop-down menu.
- Click the link to your **JHU Midyear Review Form** from the list of forms.

Please note: you and your manager can both enter comments into the form once it becomes available. If you and your manager try to access the form at the same time, you will receive a message to try again later.

2. Navigating the Midyear Review Form

At the top of the form, you can see the major sections of the form (i.e., Route Map, Employee Information, Goals and Major Responsiblities, Core Values, Overall Comments, and Signatures). You can select these links to jump quickly down into a specific section of the form.

The form shows the employee information, which is populated automatically from SAP. If you see any errors, contact your HR Rep to have them corrected.

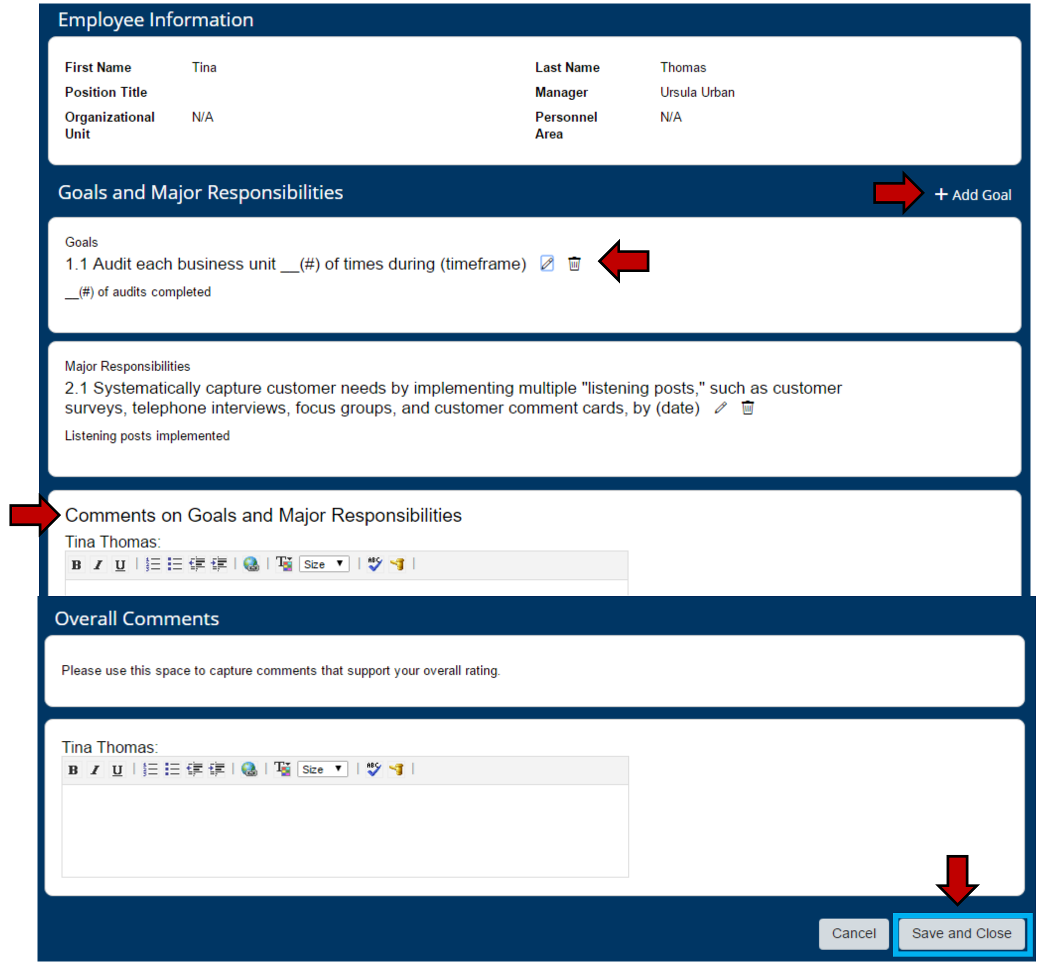
Next, you'll see the "Route Map" which shows the steps in the Midyear Review process, as well as the step that you are currently in. This can be helpful if you're not sure about the status of a form within *my*Performance.

3. Adding Your Comments to the Midyear Review Form

Scroll down in the form and **enter your comments** in the Goals and Major Responsibilities, Core Values, and/or Overall Comments sections. At the midyear stage, no ratings are entered in the form – either by you or by your manager.

If you want to **edit or delete any of your goals**, you can select the pencil or trashcan icons next to each goal title. You can also add a goal by selecting + Add Goal. You should always consult with your manager before changing any of the information related to your goals.

At the bottom of the form, enter your overall comments, and then select **Save and Close**. Your manager will then be able to see your comments immediately and will have an opportunity to provide you with his or her midyear comments on the same form.



4. Have an In Person One-on-one Meeting With Your Manager

Your manager is required to conduct an in person one-on-one meeting with you to discuss any changes in strategic priorities, your goals and performance so far, and to provide feedback on areas that are going well or areas of concern or development.

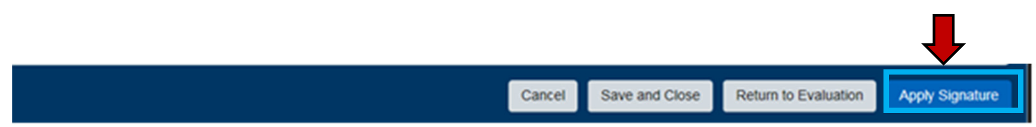
5. Review Manager's Comments on the Midyear Review Form

Once this meeting has taken place, your manager will share his or her comments with you – this will move the Midyear Review Form to the **Share Comments stage** in the Route Map.

Review your manager comments and select **Save and Close.**

6. Apply Your Signature

Your manager will send the form to you for your electronic signature. At the bottom of the form, select **Apply Signature.** This will send the form to your manager for his or her electronic signature and the Midyear Review Form and process is completed.



Remember, you will be able to view completed forms by selecting **Performance Forms** from the Home dropdown menu and then selecting **All Forms** or **Completed**.