How Does the Midyear Review Process Work?

You and your manager will use the online forms contained in myPerformance 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 myPerformance 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 Responsibilities, 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 myPerformance.
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 not be able to see your comments until you are ready to share them. When you are ready to share your comments, click Share Comments with Manager.

*NOTE: Your form will not be shared unless you select Share Comments with Manager again on the next confirmation screen.
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 and Apply Your Signature

Once this meeting has taken place, your manager will share his or her comments with you. Your manager’s comments will be visible immediately, at which time you can sign the form by selecting **Sign** if you agree and are ready.

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**.

*NOTE: Your form will not be signed unless you select **Sign** again in the next confirmation screen.*
UPDATES:

- **Employees and managers can now send the form backwards from the Signature step.** "Return to Evaluation" sends the form back into the commenting stage. It will then require re-signing.

- **Embedded Help text to show who’s got control of the form.** In the Employee step, the Manager will see help text showing that the form is with the employee. In the Manager step, the employee will see help text showing that the form is with the manager. We’ve also included (for the manager) an explanation of how to use Ask for Feedback to ask others about the employee’s work.