How Does the Midyear Review Process Work?

You and your employees will use the online forms contained in myPerformance to document their progress towards meeting their goals and midyear review discussions. In this guide, you will learn about the process and how to complete the form from a manager’s perspective.

1. Getting Started

Please notify each of your employees when it’s time for them to prepare for the Midyear Review and the date you will meet to discuss their performance. At that point, each employee will enter comments into a Midyear Review Form to report on the progress towards reaching his or her goals. The Midyear Review Form will be available form the myPerformance inbox.

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

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 employee’s JHU Midyear Review Form from the list of forms.

Please note: the employee’s comments are visible to you immediately. Your comments will only be visible to the employee when you decide to share them. It is recommended that you wait to share your comments with the employee until after the in-person one-on-one meeting with the employee.

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 your employee’s information, which is populated automatically from SAP. If you see any errors, contact your HR Rep to have them corrected.
Next, you’ll see a “Route Map” which shows the steps in the performance 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. **Reviewing and Adding Comments to the Midyear Review Form**

Scroll down the form and review the employee’s midyear comments in the Goals and Major Responsibilities, Core Values, and/or Overall Comments sections. You will also enter your comments in the manager comments sections. At the midyear stage, no ratings are entered in the form – either by the employee or the manager. You may add your comments to the Midyear Review Form at any time, even if your employee has not yet added his or her comments.

If you want to edit or delete any of the employee’s goals, you can do so by selecting 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 the employee before changing any of the information related to his or her goals.

4. **Have an In Person One-on-One Meeting With Your Employee**

Managers are required to conduct an in person one-on-one meeting with employees to discuss any changes in strategic priorities, the employee’s goals and performance so far, and to provide feedback on areas that are going well or areas of concern or development.

Conduct this meeting before finalizing and sharing your midyear review comments with the employee; your comments may change based on information gathered from your employee during the midyear review meeting.

5. **Share Your Comments With Your Employee**

Once you have met with your employee and you have finalized your comments, scroll to the bottom of the form and select Send to Employee for Review and Signature.
**NOTE:** Your form will not be shared unless you select **Send to Employee for Review and Signature** again on the next confirmation screen.

6. **Apply Your Signature**

After the employee has electronically signed the Midyear Review Form, it will be sent to your myPerformance inbox. Scroll down to the bottom of the form and select **Sign**. This will add your electronic signature and the Midyear Review Form and process is completed.

Remember, you and your employee 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 on the next confirmation screen.