Mid-Cycle Performance Development Check-In (Employees)

1

Goal Setting and Annual Performance Review Tasks

2022/2023 - Mid-cycle performance development check-in

2

2022/2023 - Mid-Cycle Performance Development Check-In

Employee Name
Position
4/1/2022 - 3/31/2023

0%

- Overview
- Goal Rating
- Check-in

Overview

- Mid cycle check ins run from September 1st to October 31st
- Update your status toward goal/ task by entering your comments
- Update your status toward the achievement of each goal by entering your % complete
- Identify anything you need from your manager prior to your check in discussion
- Identify any new goals you would like to set for yourself
- Identify any goals that require modification or cancellation
- Ensure your check in discussion is scheduled in your calendar and participate in the meeting

Review Step Progression

- Employee Check-In
- Manager Check-In

Get Started

3

2022/2023 - Mid-Cycle Performance Development Check-In

Employee Name
Position
4/1/2022 - 3/31/2023

0%

- Overview
- Goal Rating
- Check-in

Goal Rating

For each of the individual goals identified, please document your accomplishments and progress as they relate to each goal in the comments section provided.

Back   Next   Select Goals

4

Select Goals

Goals for the Period 4/1/2022 - 3/31/2023

	Title	Due Date	Status
☑	Sample Goal	3/31/2023	On Track
☑	Sample Goal	3/31/2023	On Track
☑	Sample Goal	3/31/2023	On Track
☑	Sample Goal	3/31/2023	On Track
☑	Sample Goal	3/31/2023	On Track

Cancel   Add

5

Goal Test #2

Test

Status : On Track
Start Date : 4/1/2022
Due Date : 3/31/2023

more...

Goals : Comments
Goals : Attachments
Manage Goals

6

Manage Goals

Status : On Track   Due Date : 3/31/2023

Goal Description :

Start Date : 4/1/2022
Type of Goal : Performance Goal

Tasks & Outcome

	Description:		Start Date :	Due Date :	Progress :
☑	.Task one description		4/1/2022	3/31/2023	100
☑	Task two description		4/1/2022	3/31/2023	25

7

Do you require any additional support to achieve your goals?

Comments:*

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Back   Save and Exit   Submit

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1 Visit **My HR Connection**, select Mid-Cycle Performance Development Check In

2 Click "Get Started" to begin the task.

3 Click on "Select Goals" to select all of your Goals

4 Select your goals and click "Add"

5 To update the progress click "Manage Goals" by clicking on the arrow. Repeat for all goals.

6 Update the progress for each task/outcome in the progress box and click done. Repeat for all goals.

7 Answer the three questions in the comments box under the Check In Section and click Submit