

# 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

- 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%

Goal Rating

Select Goals

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

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Select Goals

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

	Title	Due Date	Status
<input checked="" type="checkbox"/>	Sample Goal	3/31/2023	On Track
<input checked="" type="checkbox"/>	Sample Goal	3/31/2023	On Track
<input checked="" type="checkbox"/>	Sample Goal	3/31/2023	On Track
<input checked="" type="checkbox"/>	Sample Goal	3/31/2023	On Track
<input checked="" type="checkbox"/>	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

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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 :
<input checked="" type="checkbox"/> Task one description	4/1/2022	3/31/2023	100
Description:	Start Date :	Due Date :	Progress :
<input checked="" type="checkbox"/> Task two description	4/1/2022	3/31/2023	25

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

7

Do you require any additional support to achieve your goals?

Comments :

Back Save and Exit Submit