

Performance Management End of Year Review

Getting Started: Quick Guide

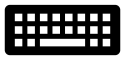
From **May 1 – June 30**, our Performance Management system opens for End of Year Review. This piece of our performance cycle is an opportunity for employees and managers to celebrate accomplishments, discuss strengths, and identify areas of further development in relation to position-specific responsibilities, overall performance, and career aspirations.

End of Year Review in 4 Simple Steps



1. Bookmark the [Performance Management system](#) for easy access; login to access your goal plan.

Note: Be sure to sign in using Google Chrome, Firefox, or Safari; goal plans will not load on Internet Explorer or Microsoft Edge.



2. Add in progress notes to comment on your progress towards your goals.



3. Meet with your manager to discuss your year-end progress towards your goals and your ratings.



4. Complete the End-of-Year Review Confirmation and submit for approval!

Additional Resources



Visit the [Performance Management page](#) for tools and resources related to our performance management process.

Tutorial Video: [End of Year Review Explained](#)



Learn [performance management best practices](#) on LinkedIn Learning.



Further questions? Contact us at performancemanagement@hr.rutgers.edu.



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