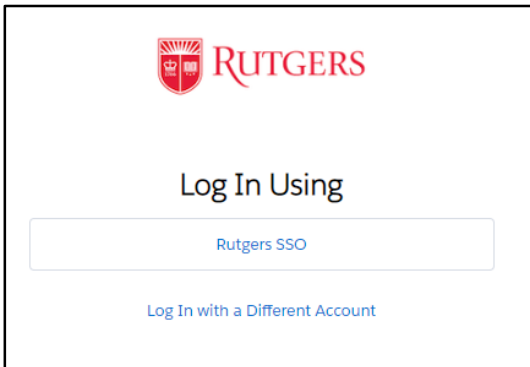


Log in to the Performance Management System



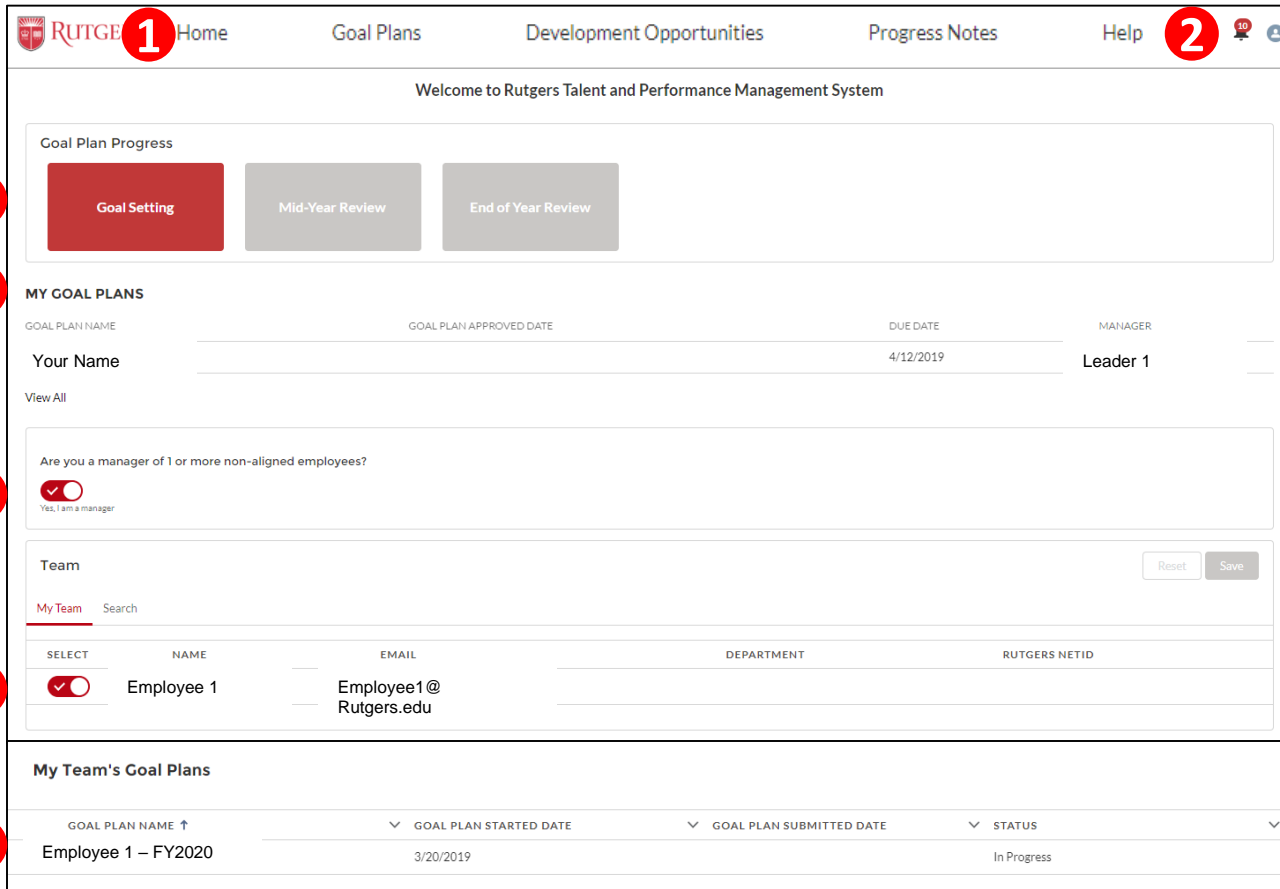
2 <https://rutgerstalent.my.site.com/s/>

Use your Rutgers NetID and Password



#	Process
1.	Open your preferred internet browser.
2.	Type in the address field: https://rutgerstalent.my.site.com/s/

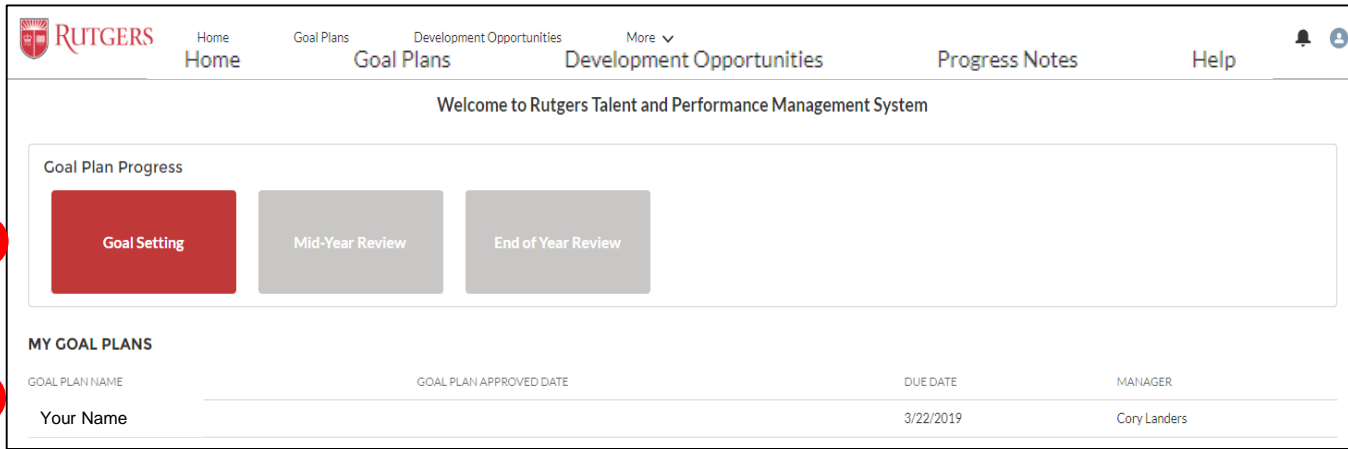
Homepage: Navigating the Homepage Functions



The screenshot shows the homepage of the Rutgers Talent and Performance Management System. It features a navigation bar with links for Home, Goal Plans, Development Opportunities, Progress Notes, and Help. The main content area includes a 'Goal Plan Progress' section with buttons for Goal Setting, Mid-Year Review, and End of Year Review. Below this is a 'MY GOAL PLANS' table with columns for Goal Plan Name, Approved Date, Due Date, and Manager. A 'Team' section allows users to manage their team members, and a 'My Team's Goal Plans' table shows goal plans for the user's team.

#	Functions
1.	Global navigation: Home: Access to the Homepage Goal Plans: Access yours and your employees Goal Plan Development Opportunities: Search and launch Development Opportunities Progress Notes: Create and review Progress Notes Help: Access Help, documentation and videos
2.	Messages and Notifications
3.	Access Your Goal Plan phase: Goal Setting Mid-Year Review End-of-Year Review
4.	My Goal Plan: Access Your Goal Plan
5.	Manager Self Selection: Self select to access Manager functions
6.	Team: Add employees to your team
7.	My Teams Goal Plans: Access your team's Goal Plan(s)

Goal Setting: Accessing Your Goal Plan

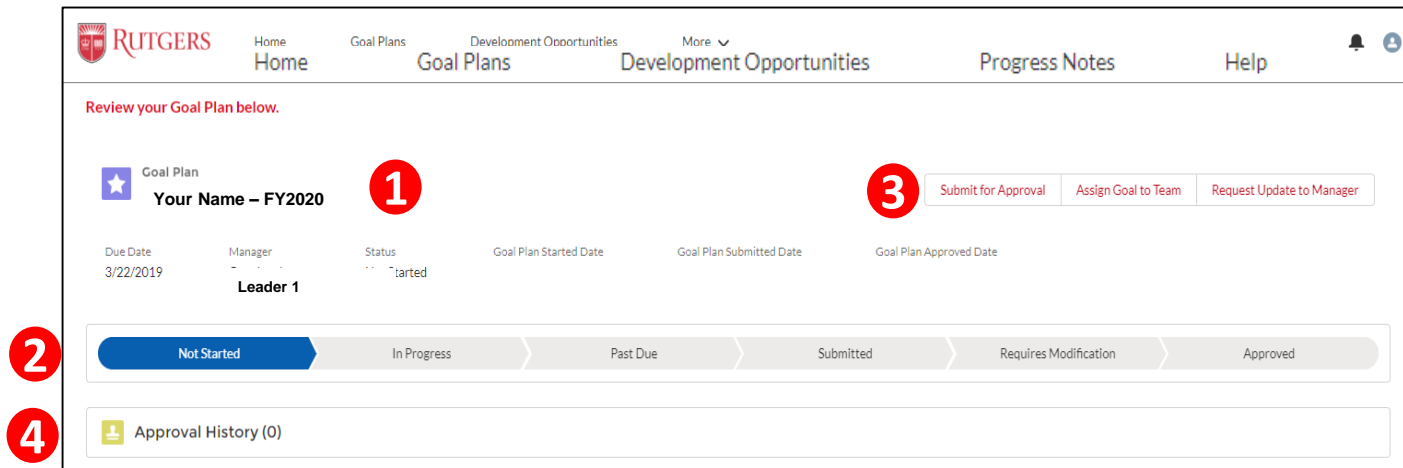


#	Process
1.	Access your goal plan by clicking the red Goal Setting icon
2.	Or, access your Goal Plan by clicking your name in the My Goal Plans section

Goal Setting starts with the Manager

However, establishing your Goal Plan is the same for both Manager and Employee.

Goal Setting: Navigating Your Goal Plan



The screenshot shows the Rutgers Goal Plan interface. At the top, there is a navigation bar with 'Home', 'Goal Plans', 'Development Opportunities', 'Progress Notes', and 'Help'. Below this, a message says 'Review your Goal Plan below.' The main content area displays a goal plan for 'Your Name - FY2020' with a star icon (1). Below the goal name, there are fields for 'Due Date' (3/22/2019), 'Manager' (Leader 1), 'Status' (Started), 'Goal Plan Started Date', 'Goal Plan Submitted Date', and 'Goal Plan Approved Date'. To the right of these fields are three buttons: 'Submit for Approval' (2), 'Assign Goal to Team', and 'Request Update to Manager' (3). Below the buttons is a progress bar with stages: 'Not Started' (active), 'In Progress', 'Past Due', 'Submitted', 'Requires Modification', and 'Approved'. At the bottom, there is an 'Approval History (0)' section (4).

#	Process
1.	Identify that you are accessing your Goal Plan by verifying the name next to the star
2.	Status: As you progress through the approval process, the status will update accordingly
3.	<p>Button functions:</p> <p>Submit for Approval: If the Goal Plan is complete, the Submit for Approval button will enable you to send the Goal Plan to your manager</p> <p>Assign Goal to Team: Managers can share their Goals with their employees utilizing this function</p> <p>Request Update to Manager: If your manager has changed, but is not reflected in they application, you can make an administrative request for the change</p>
4.	Approval History: Displays historical approval information, and will also provide managers the function to Approve or Reject submitted employee Goal Plans