## Mid Year Review Quick Online Instructions

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| **Employees** | **Supervisors** |
| Go to [www.bates.edu/hr/performance](http://www.bates.edu/hr/performance) | Go to [www.bates.edu/hr/performance](http://www.bates.edu/hr/performance) |
| Click on Access Performance Development ONLINE. | Click on Access Performance Development ONLINE. |
| Log in with your Username and Password (Note: Same as email). | Log in with your Username and Password (Note: Same as email). |
| You should now be on the Welcome Page. | You should now be on the Welcome Page. |
| Read the Important Information. | Read the Important Information. |
| In the Tasks to be Completed box, you will see Complete Mid Year Review discussion, signature and comments.  | In the Tasks to be Completed box, you will see Complete Mid Year Review discussion, signature and comments. This is the mid year sign off for you. You will also see additional tasks including the name of your direct reports for which you must complete a Mid Year Review. (Note: This box holds up to 10 tasks at a time. If you want to see all of your direct reports, go to the My Performance tab and click on Scheduled Tasks. All of the tasks are then listed. You may have more than one page which you will see in the upper right hand corner) |
| Click on Complete Mid Year Review discussion, signature and comments. | Click on Complete Mid Year Review discussion, signature and comments to complete your own review or click on one of the tasks for one of your direct reports. |
| Read the Instructions under Overview. | Read the Instructions under Overview. |
| Click on Continue at the bottom of the page. | Click on Continue at the bottom of the page. |
| Type in your name under Self and click on Sign. | Type in your name under Self and click on Sign for your own review or type in your name under Manager for your direct report’s review. |
| You may enter comments by clicking and entering them in the box below the signature. | You may enter comments by clicking and entering them in the box below the signature. |
| You may also enter attachments by clicking on Attachments on the left and uploading a file. | You may also enter attachments by clicking on Attachments on the left and uploading a file. |
| If you are not finished and would like to come back later, click on Save and Exit at the bottom of the page. Note: If you have entered information and not saved and click on the Previous button, you will lose information. | If you are not finished and would like to come back later, click on Save and Exit at the bottom of the page. Note: If you have entered information and not saved and click on the Previous button, you will lose information. |
| You can complete the task by clicking on the Submit button at the bottom of the page. No changes can be made after the review has been submitted. | You can complete the task by clicking on the Submit button at the bottom of the page. No changes can be made after the review has been submitted. |
| To access a completed review, click on the My Performance tab, then Scheduled Tasks. Click on the box next to Show completed and expired task in the upper left corner of the task box and you should see all completed tasks. | To access a completed review, click on the My Performance tab, then Scheduled Tasks. Click on the box next to Show completed and expired task in the upper left corner of the task box and you should see all completed tasks. |