Log In Instructions for Year End Performance Reviews

The year-end performance review is an opportunity for employees and supervisors to discuss goals, accomplishments, professional development plans, and discuss performance.

The year-end performance review process includes these steps:

1. Employees complete their self-review by answering questions, rating themselves on each performance factor, and answering three development plan questions.
2. Supervisors complete their review of the employee by responding to the answers of the questions, rating the employee on each performance factor, and responding to each of the answers to the development plan questions.
3. Employees and supervisors meet to discuss the review and make any edits to the review.
4. Employees and supervisors sign the review to indicate they have completed all the steps of the year-end review process.
5. The year-end review is completed.

There are two options for logging into your performance review.

**Option 1**

1. Open an internet browser such as Chrome, IE, Firefox, or Safari.

   ![Chrome](image1) ![Internet Explorer](image2) ![Firefox](image3) ![Safari](image4)

2. Type in [www.bates.edu/hr/performance](http://www.bates.edu/hr/performance) in the address bar.

3. Click on Log In to PageUp to access your year-end review.
4. Enter your Bates username and password. *Note: If you have Duo dual authentication you will then get the Duo dual authentication screen. Complete the authentication.*
Option 2

1. Open an internet browser such as Chrome, IE, Firefox or Safari.

   ![Chrome](image1.png) ![Internet Explorer](image2.png) ![Firefox](image3.png) ![Safari](image4.png)

2. Type in [quad.bates.edu](http://quad.bates.edu) in the address bar.

3. Log in to Garnet Gateway.
4. Click on Training/Development.

5. Click on Performance Development.

You should now be logged into the Performance Development system.
To begin your Performance Review process:

1. Click on '2021-2022 Review Process' in the 'My Performance Reviews' box.
2. Read the instructions carefully. Note: you will see the review steps across the top of the page.

3. Click ‘Next’ on the bottom right of the page.

4. Read the instructions carefully for each section.

5. Make sure you click ‘Save & Share’ or ‘Save as Private’ after each comment, before clicking ‘Next’ or you will lose any entered comments.

6. At the end of each section click ‘Next’ at the bottom right of the page.

7. Complete the self-review.
Notes to supervisors

1. You will receive an email that your employee has completed their self-review.
2. On your home page, you will see a section titled “Team Performance Reviews”.
3. Click on ‘2021-2022 Review Process’ of the person that you would like to review.
4. Read the instructions and complete each section by responding to the employees answers to questions and rating them on the performance factors.
5. Once you have completed your portion of the review, **DO NOT** click on ‘Go to next step’.
6. Schedule a one-on-one meeting with your employee to discuss results of review.
7. Make any adjustments to comments or ratings by clicking ‘Back’ in the lower left until you reach the section you wish to adjust. Make sure to save after changing a comment.
8. When the review is finalized, click on ‘Go to next step’ in the lower right corner.
9. The employee should add any final comments first and sign the review.
10. After the employee signs the review, the supervisor signs the review and it is complete.

Please remember when you finished working on your review to log out by clicking on the down arrow next to your name and click on Logout.