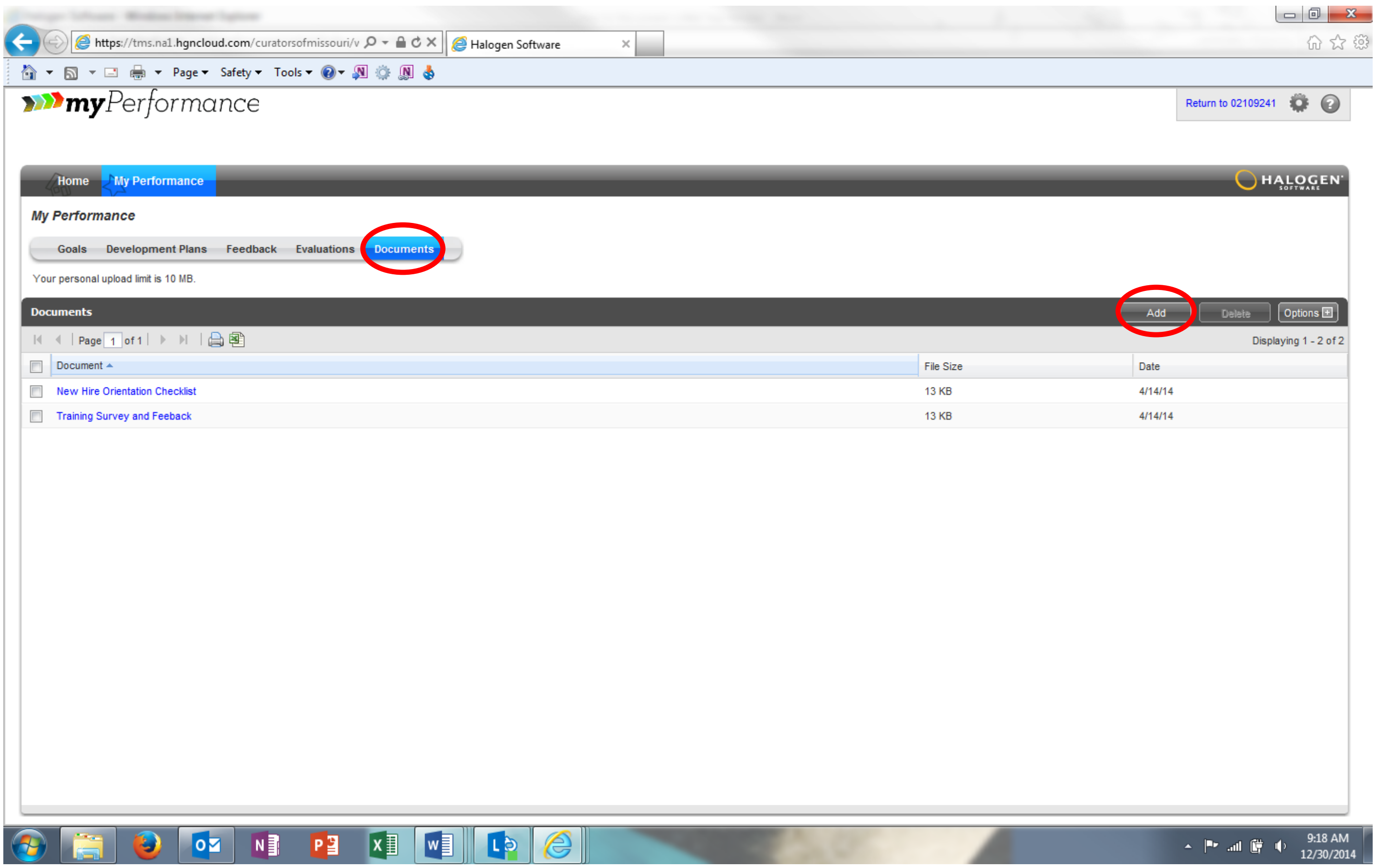
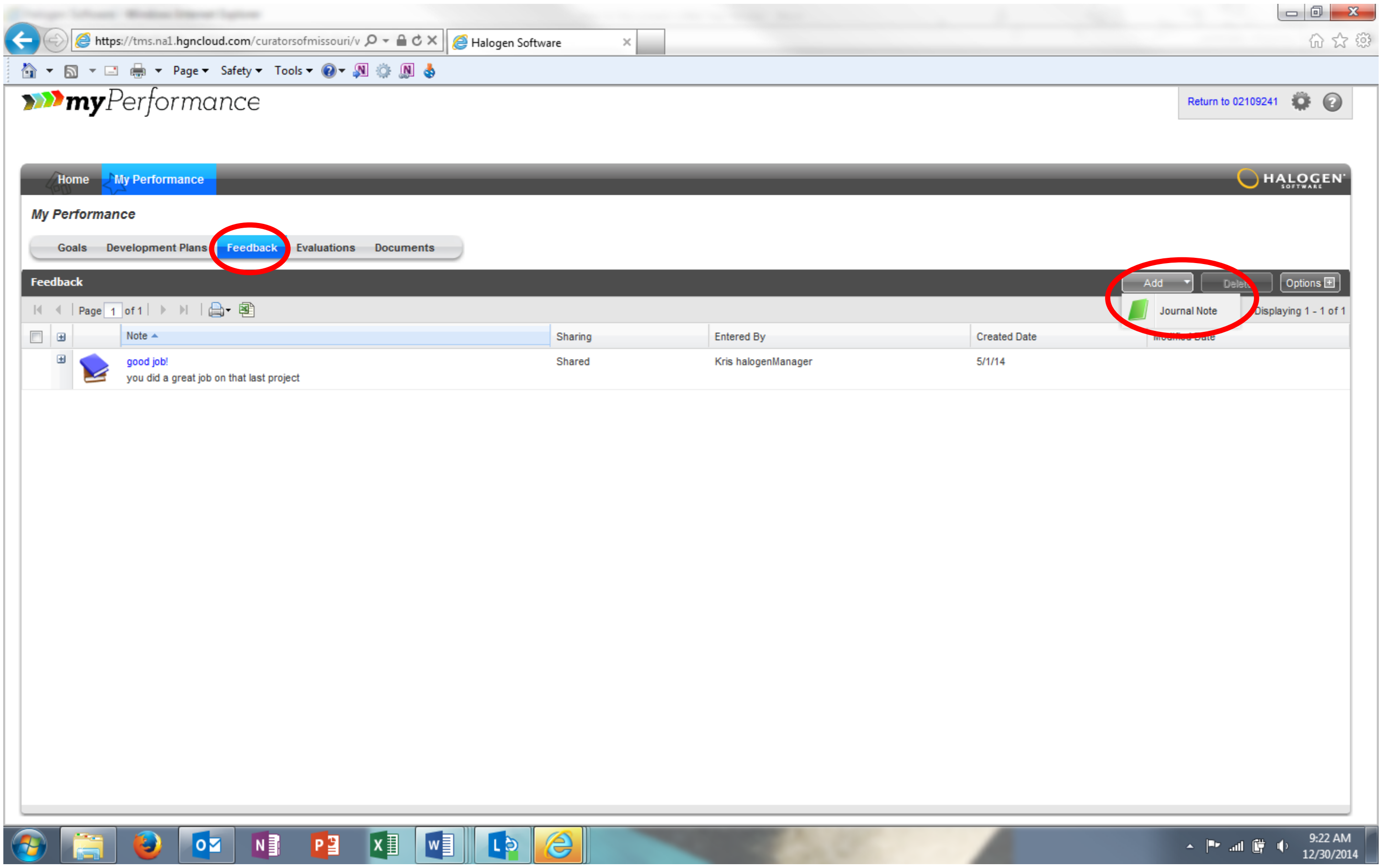
myPerformance *How to:* Document a Mid-Year Review

While there is no formal form or process you need to complete in myPerformance, there are several ways you can document your conversation if you wish. These include the following:

1. Upload a document(s) that summarizes your conversation into the tool by:
    a. Log into myPerformance
    b. Click the My Performance tab (or My Employees tab if you're a manager)
    c. Click the Documents sub tab
    d. Click Add to upload the document(s)



2. Write a Journal Note that summarizes your conversation by:
    a. Log into myPerformance
    b. Click the My Performance tab (or My Employees tab if you're a manager)
    c. Click the Feedback sub tab
    d. Click Add. Choose Journal Note if you're tracking your own performance and Manager note if you're tracking the performance of one of your employees



3. Track your goals and development plans by:
    a. Log into myPerformance
    b. Click the My Performance tab (or My Employees tab if you're a manager)
    c. Click the Goals or Development Plans sub tab
    d. Click Add or click on the name of an existing goal to edit. Use the progress flags, percent completion, status, or notes to track your progress. See the How To quick sheet on the myPerformance webpage for more information on adding/editing goals

If you are tracking annual performance goals, please be sure these are entered into the tool in order for them to be pre-populated onto your FY15 appraisal form.