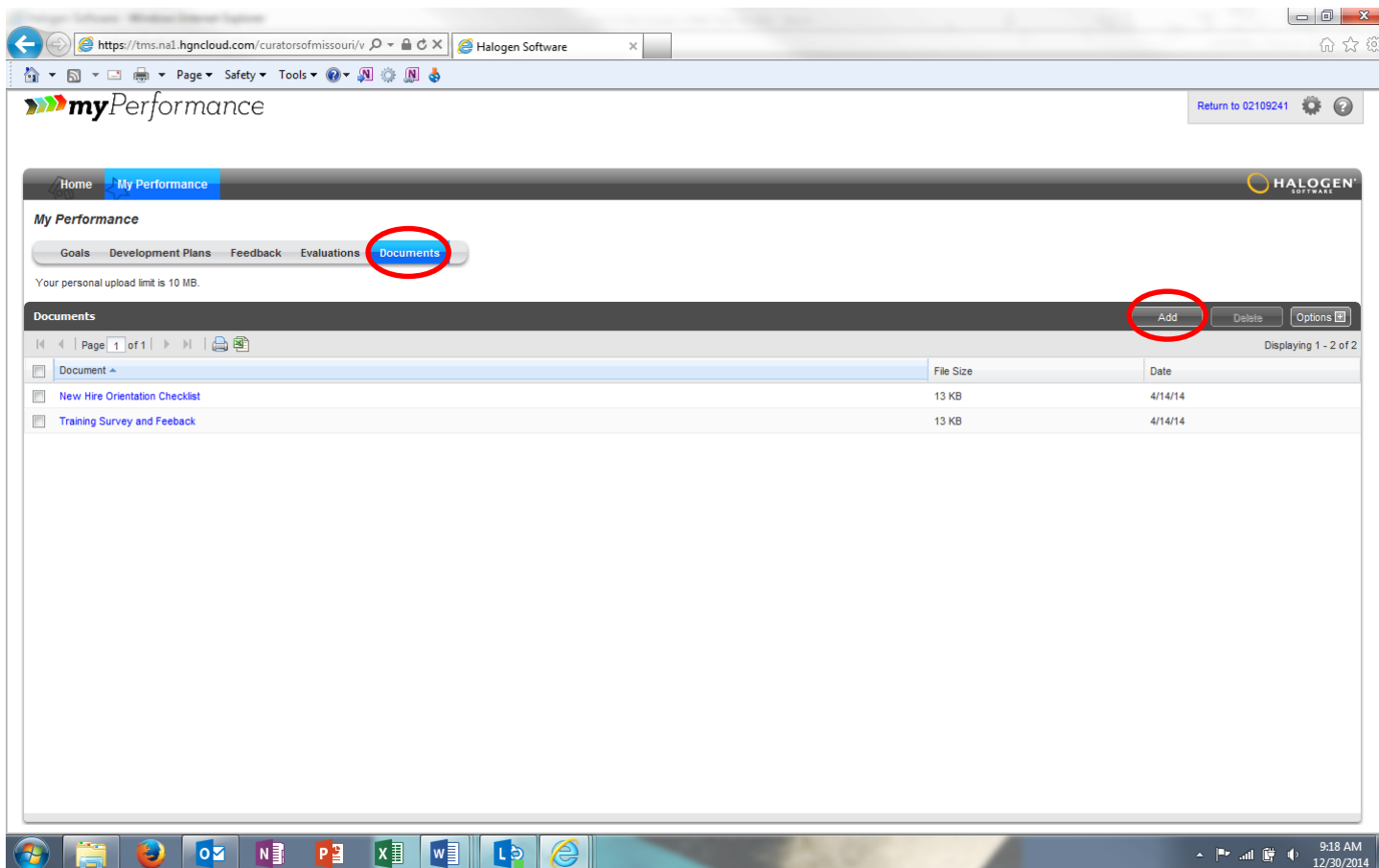


# myPerformance *How to: Document a Mid-Year Review*

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)



The screenshot shows the myPerformance web application interface. The browser address bar displays the URL <https://tms.na1.hgncloud.com/curatorsofmissouri/v>. The application header includes the myPerformance logo and a "Return to 02109241" link. The main navigation bar shows "Home" and "My Performance" tabs. Under "My Performance", there are sub-tabs for "Goals", "Development Plans", "Feedback", "Evaluations", and "Documents". The "Documents" tab is highlighted and circled in red. Below the navigation, a message states "Your personal upload limit is 10 MB." The "Documents" section features an "Add" button, a "Delete" button, and an "Options" menu, all of which are circled in red. A table below displays a list of documents:

Document	File Size	Date
<input type="checkbox"/> New Hire Orientation Checklist	13 KB	4/14/14
<input type="checkbox"/> Training Survey and Feedback	13 KB	4/14/14

The table indicates "Page 1 of 1" and "Displaying 1 - 2 of 2". The Windows taskbar at the bottom shows the system clock as 9:18 AM on 12/30/2014.

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

The screenshot shows the myPerformance web application interface. The browser address bar displays the URL: <https://tms.na1.hgncloud.com/curatorsfmissouri/v>. The page title is "myPerformance". The navigation menu includes "Home" and "My Performance". The "My Performance" section has sub-tabs: "Goals", "Development Plans", "Feedback", "Evaluations", and "Documents". The "Feedback" tab is selected and circled in red. In the top right corner of the Feedback section, there are buttons for "Add", "Delete", and "Options", with "Add" and "Delete" circled in red. Below the buttons, there is a table with the following data:

Note	Sharing	Entered By	Created Date	Journal Note
good job! you did a great job on that last project	Shared	Kris halogenManager	5/1/14	Journal Note

The system tray at the bottom right shows the time as 9:22 AM on 12/30/2014.

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 populated onto your FY15 appraisal form.

