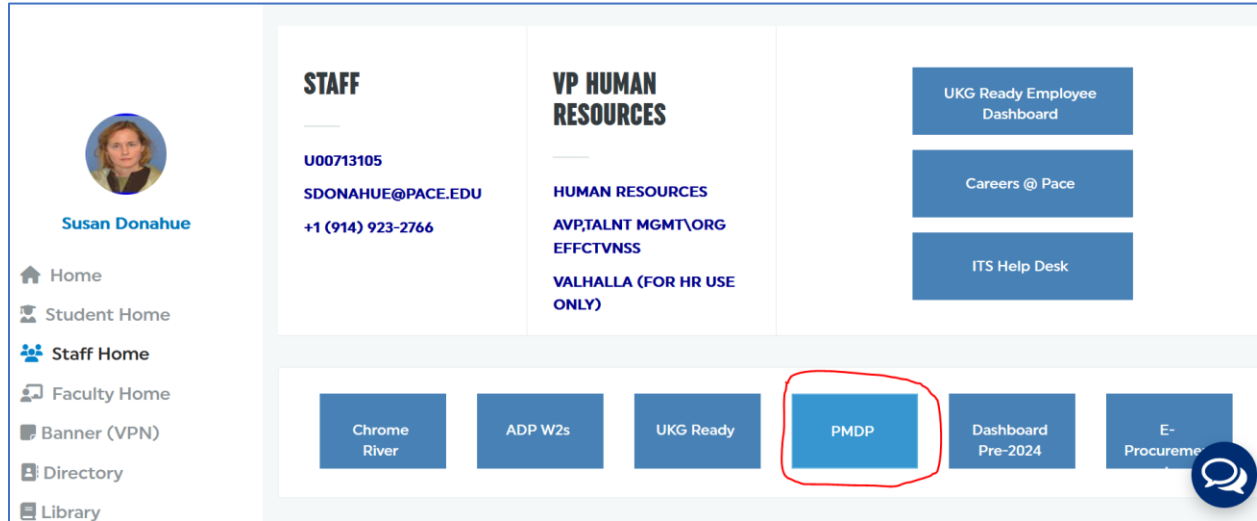


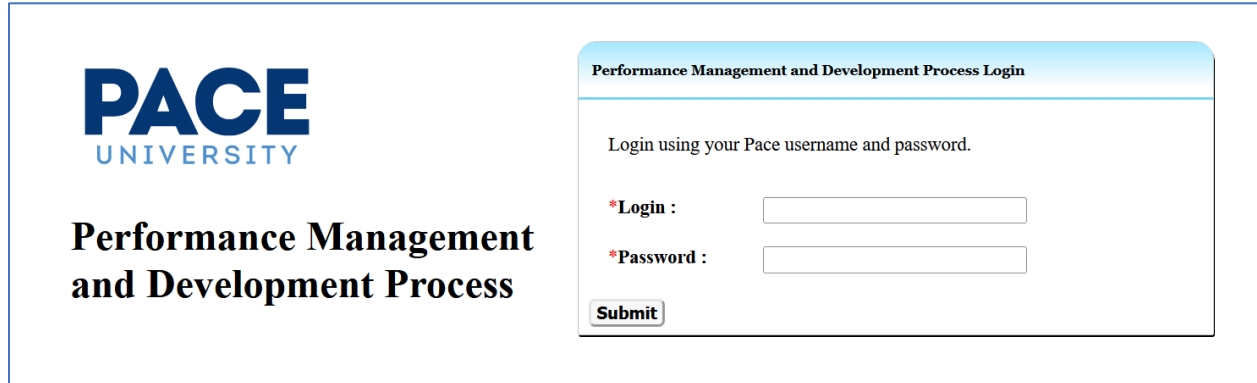
Mid-Year Employee Performance Check In Employee System Navigation Guidelines

Access the PMDP System through the Pace's Staff Portal



The screenshot displays the Pace Staff Portal interface. On the left, a user profile for Susan Donahue is shown with her name and a navigation menu including Home, Student Home, Staff Home, Faculty Home, Banner (VPN), Directory, and Library. The main content area is divided into three columns: STAFF (with ID U00713105, email SDONAHUE@PACE.EDU, and phone +1 (914) 923-2766), VP HUMAN RESOURCES (listing HUMAN RESOURCES, AVP,TALNT MGMT\ORG, EFFCTVNSS, and VALHALLA (FOR HR USE ONLY)), and a column with buttons for UKG Ready Employee Dashboard, Careers @ Pace, and ITS Help Desk. At the bottom, a row of service tiles includes Chrome River, ADP W2s, UKG Ready, PMDP (highlighted with a red circle), Dashboard Pre-2024, and E-Procurement. A chat icon is visible in the bottom right corner.

Enter your Pace username and password



The screenshot shows the Pace University logo and the text "Performance Management and Development Process". To the right is a login form titled "Performance Management and Development Process Login" with the instruction "Login using your Pace username and password." The form contains two input fields: "*Login :" and "*Password :", each followed by a text box. A "Submit" button is located at the bottom left of the form.

Click on the **Review 2023 & Goals 2024** link from the menu.

Home	Welcome to the Performance Management and Development Process
Employee	
Review 2023 & Goals 2024	Instructions:
Review Archives ↓	As the employee ↓
Supervisor	As the supervisor ↓
Employee Reviews 2023 & Goals 2024	As the approver ↓
My Organization 2023	
Employee Review Archives	The completed FY2023 review and Goals 2024 form will be accessible throughout the year.
↓	
Approver	
Employee Reviews 2023 & Goals 2024	
My Organization 2023	
Operations Committee Member	
Employee Reviews 2023 & Goals 2024	
My Organization 2023	
Guides	
PMDP Process Flow	
System	
Logout	

Click on the **Goals 2024** tab to review the goals you set for FY2024. You may update or add to your FY2024 goals in the text boxes provided.

Employee Details

Employee: Susan Donahue **Job Title:** AVP, Talnt Mgmt\Org Effectvnss **Division/Department:** Human Resources/VP Human Resources
Date of Hire: 11/02/2009 **Supervisor:** Luciana Ziegler **Approver:** Luciana Ziegler

[Print Review](#) [System Review](#) Hold your CTRL key down while accessing the "System Review" link.
[See FY2023 Goals](#)

[Save](#) [Notify Supervisor of Changes to Goals](#)

[PMDP 2023](#) [Leadership Competencies](#) [Goals 2024](#) [Professional Development Plan](#) [Comments](#) [Mid-Year Check-In](#)

You may update or add to your FY2024 goals in the text boxes below. Remember to save any changes by clicking on the "Save" button. To notify your supervisor of any changes to your FY2024 goals, please click on the "Notify Supervisor of Changes To Goals" button. Your supervisor will receive an email that your goals have been updated.

Goals 2024 - Please specify between three to five areas of focus:

Test FY24 Goals

Note: Please click and drag the bottom-right hand corner of the field to resize the text box.

Click on the **Professional Development Plan** tab to review and update your professional development, as needed.

[Save](#) [Notify Supervisor of Changes to Goals](#)

[PMDP 2023](#) [Leadership Competencies](#) [Goals 2024](#) [Professional Development Plan](#) [Comments](#) [Mid-Year Check-In](#)

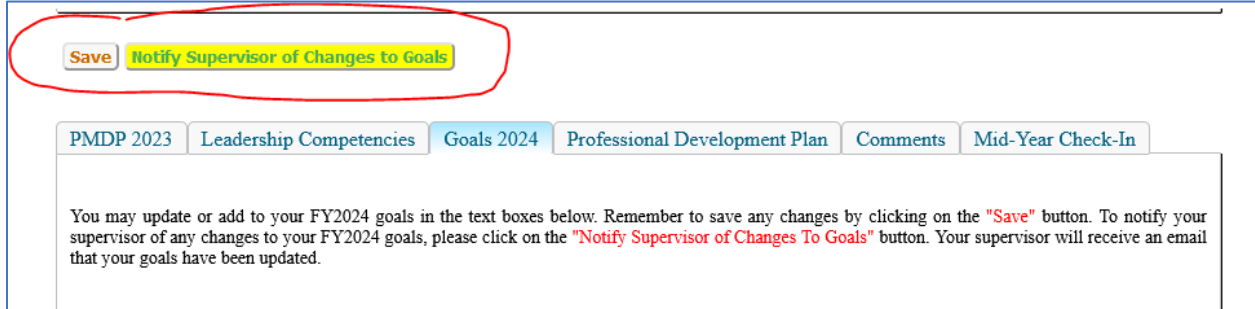
How can Pace assist with your professional development this coming year?
[Professional Development Opportunities](#)

In FY24, I plan on attending the SHRM Conference.

Note: Please click and drag the bottom-right hand corner of the field to resize the text box.

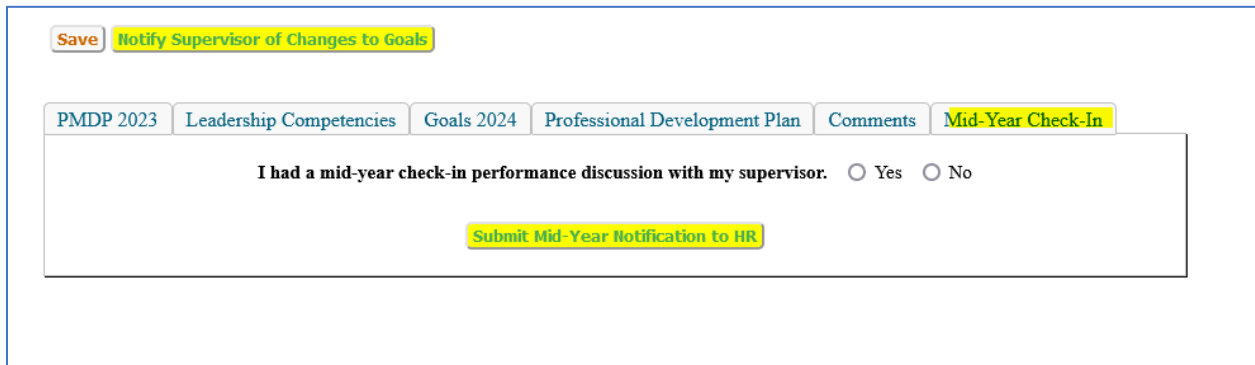
Remember to save any changes by clicking on the **Save** button.

To notify your supervisor of any changes to your FY2024 goals, please click on the **Notify Supervisor of Changes To Goals** button. Your supervisor will receive an email that your goals have been updated.



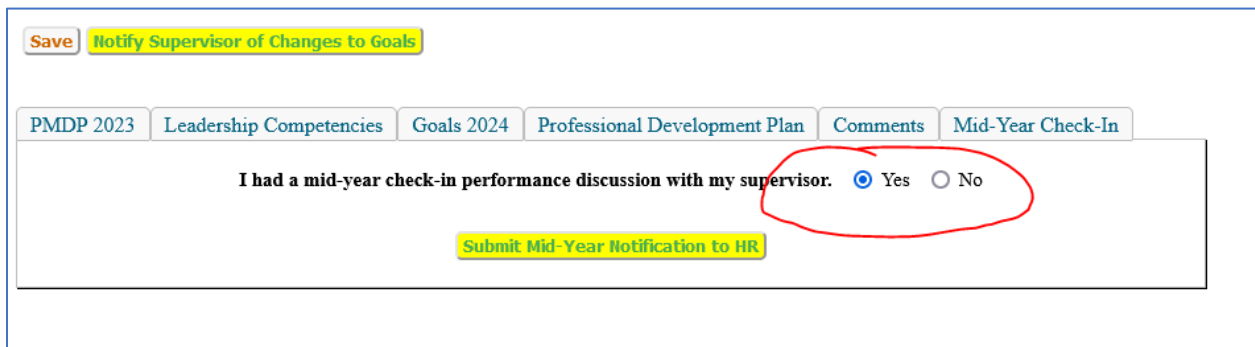
The screenshot shows a navigation bar with tabs: PMDP 2023, Leadership Competencies, Goals 2024, Professional Development Plan, Comments, and Mid-Year Check-In. Below the tabs is a text box containing instructions: "You may update or add to your FY2024 goals in the text boxes below. Remember to save any changes by clicking on the 'Save' button. To notify your supervisor of any changes to your FY2024 goals, please click on the 'Notify Supervisor of Changes To Goals' button. Your supervisor will receive an email that your goals have been updated." At the top left of the main content area, the "Save" and "Notify Supervisor of Changes to Goals" buttons are circled in red.

Click on **the Mid-Year Check-in** tab to provide confirmation of the mid-year performance feedback discussion with your supervisor.



The screenshot shows the same navigation bar as the previous image, but the "Mid-Year Check-In" tab is now selected and highlighted in yellow. Below the tabs is a text box containing the question: "I had a mid-year check-in performance discussion with my supervisor." followed by radio buttons for "Yes" and "No". Below the question is a yellow button labeled "Submit Mid-Year Notification to HR".



Click the **Yes** button and **Submit Mid-Year Notification to HR**.









The screenshot shows the same interface as the previous image, but the "Yes" radio button is now selected and circled in red. The "Submit Mid-Year Notification to HR" button remains highlighted in yellow.


You will receive a confirmation email once the confirmation of the mid-year performance conversation has been submitted to Human Resources.

Mid-Year Check-In Submitted to HR

 HR Performance Management
To  Donahue, Susan

  Reply  Reply All  Forward  

Tue 2/13/2024 11:25 AM

Start your reply all with:  Feedback

Dear Susan Donahue,

Human Resources has received your mid-year performance check-in confirmation.

Thank you,

Human Resources
Pace University