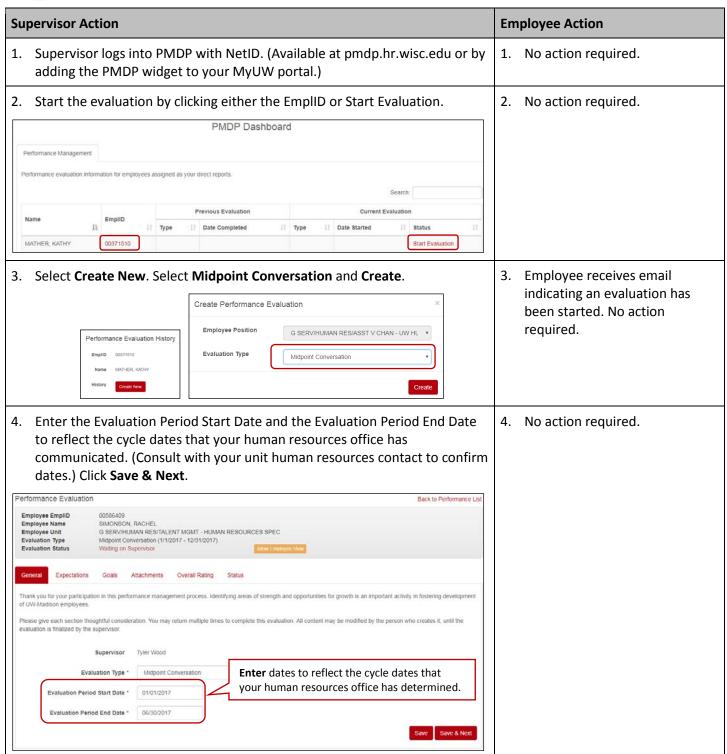
## Midpoint Conversation – Job Aid



## **HOW TO: COMPLETE A MIDPOINT CONVERSATION**



A documented Midpoint Conversation is required midway through each performance year. See the Performance Management Policy at <a href="https://kb.wisc.edu/ohr/policies/page.php?id=49583">https://kb.wisc.edu/ohr/policies/page.php?id=49583</a>. Cycle timing is determined and communicated by each school/college/division's performance management program.



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If this is the first evaluation, use Add Row to enter each Job Function and No action required. Expectation and indicate rating. If the functions and expectations carried forward from a previous evaluation, rate each. Click Save & Next. Attachments Overall Rating These are the key job functions and expectations for this evaluation period. Rating scale; Exemplary, Successful, Developing, Partially Meeting Expectations, Not Meeting Expectations, Unable to Rate/Not Rated \* Job Function 0 \*Expectations 0 Rating Explanation Example: Meet payroll calc. deadline: Example: Conduct Payroll with minimal Recruitment and assessment Consult with campus divisions on best practices for attracting diverse and talented candidate poots. 960 characters remaining 900 characters remaining 4000 characters remaining Add Row 6. If this is the first evaluation, you will need to add current goals, note No action required. progress, and rate each. If the goals carried forward from a previous evaluation, rate each and add at least one Future Goal. (This may be a current goal that is copied and moved to future.) Click **Save & Next**. Delete Unable to Rate/Not Rated Complete systems (TREMS Making great progress JEMS CHRIS/PVL JEMS CHRIS/PVL and has started HIRE, HRS) trainings 933 characters remaining . 3978 characters remaining Future Complete remainder of 968 characters remaining 1000 characters remaining 4000 characters remaining Add Row Upload attachment if needed. Click Save & Next. No action required. Schedule conversation with employee. When prepared (either before, Employee receives email that during or after the in-person conversation), click Allow Employee View on supervisor allowed view. Log in the evaluation. This will allow the employee to view all information to PMDP with NetID. (Use email currently in the evaluation. The employee can upload an attachment, but link, pmdp.hr.wisc.edu or add does not have the ability to add or edit information that you have entered. PMDP widget to MyUW portal.)



No action until employee allows supervisor view.

 Review information, upload attachment if desired, click Allow Supervisor View.

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10. Meet with employee and have conversation. 10. Meet for conversation. 11. After (or during) conversation, open the evaluation and record the Overall 11. Employee receives email Rating (either Meeting or Not Meeting Expectations) and Conversation notification that an evaluation Date. Click Save. Click Finalize Evaluation. (Employee has to "Allow has been completed and is Supervisor View" in order to Finalize. An error message will indicate if the waiting for acknowledgement. employee needs to allow view.) Performance Evaluation Back to Performance Lis Employee EmpliD Employee Name Employee Unit SIMONSON, RACHEL G SERV/HUMAN RES/TALENT MGMT - HUMAN RESOURCES SPEC Midpoint Conversation (1/1/2017 - 6/30/2017) **Evaluation Status** Waiting on Discussion Overall Rating Expectations Goals Attachments Overall Rating will reflect Meeting Expectations or Not Meeting Expectations once completed by the supervisor. The performance evaluation is available to download and print. 0 Overall Rating \* Meeting Expectations 0 Conversation Date \* 07/07/2017 Additional Performance Information 4000 characters remaining View Performance Evaluation As PDF 12. No action required 12. Employee opens evaluation and Clicks Employee **Acknowledgement** and selects Reviewed and AGREE or Reviewed and DISAGREE. 13. Supervisor and Human Resources receive email notification that evaluation 13. Employee receives email is final and acknowledged. notification that evaluation is final and acknowledged. 14. END OF PROCESS 14. END OF PROCESS