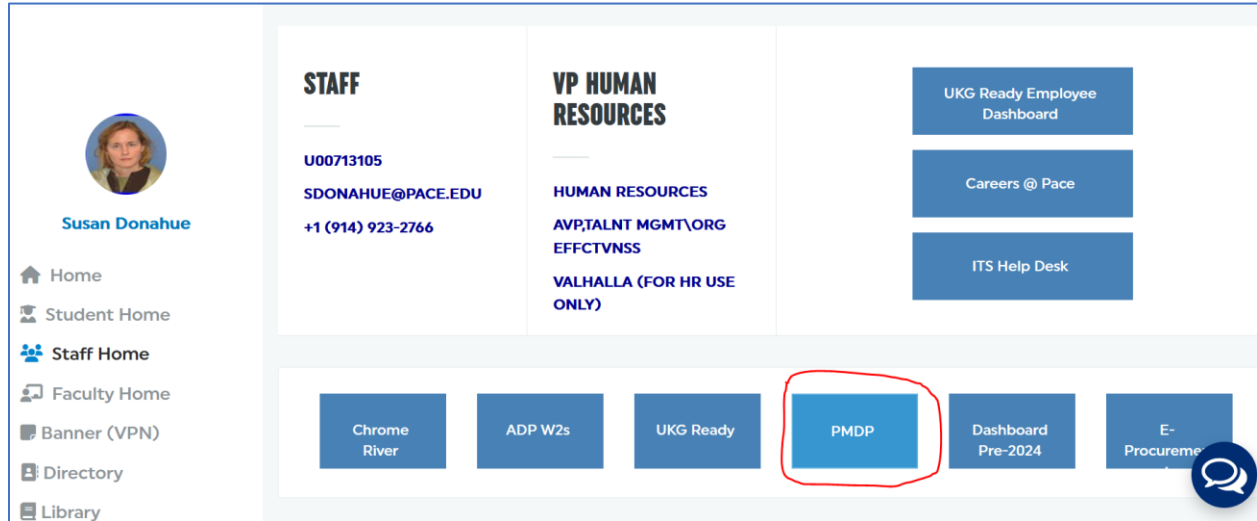


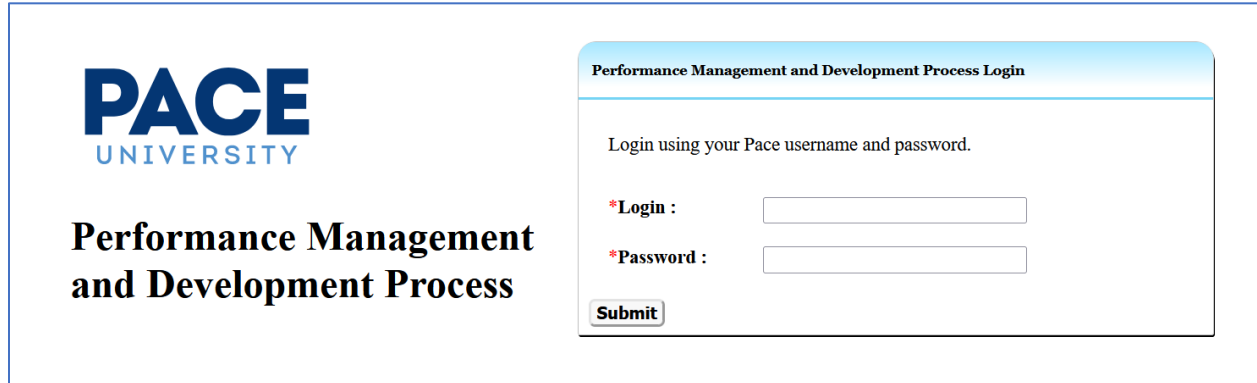
Mid-Year Employee Performance Check In Employee System Navigation Guidelines

Access the PMDP System through the Pace's Staff Portal



The screenshot shows the Pace Staff Portal interface. On the left is a navigation menu with options: Home, Student Home, Staff Home (highlighted), Faculty Home, Banner (VPN), Directory, and Library. The main content area is divided into three columns. The first column, labeled 'STAFF', shows user information for Susan Donahue: ID U00713105, email SDONAHUE@PACE.EDU, and phone +1 (914) 923-2766. The second column, labeled 'VP HUMAN RESOURCES', lists 'HUMAN RESOURCES' with paths 'AVP,TALNT MGMT\ORG' and 'EFFCTVNSS', and 'VALHALLA (FOR HR USE ONLY)'. The third column contains three buttons: 'UKG Ready Employee Dashboard', 'Careers @ Pace', and 'ITS Help Desk'. At the bottom, a row of service buttons includes 'Chrome River', 'ADP W2s', 'UKG Ready', 'PMDP' (circled in red), '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 on the left and the 'Performance Management and Development Process Login' form on the right. The form includes the instruction 'Login using your Pace username and password.' and two input fields: '*Login :' and '*Password :'. A 'Submit' button is located at the bottom of the form.

Click on the **Review 2024 & Goals 2025** link from the menu.

[Home](#)

Admin

[Set goals or no goals](#)

Employee

[Review 2024 & Goals 2025](#)

[Review Archives](#) ↓

Supervisor

[Employee Reviews 2024 & Goals 2025](#)

[My Organization 2024](#)

[Employee Review Archives](#) ↓

Approver

[Employee Reviews 2024 & Goals 2025](#)

[My Organization 2024](#)

Operations Committee Member

[Employee Reviews 2024 & Goals 2025](#)

[My Organization 2024](#)

Guides

[PMDP Process Flow](#)

System

[Logout](#)

Welcome to the Performance Management and Development Process

Instructions:

[As the employee](#) ↓

[As the supervisor](#) ↓

[As the approver](#) ↓

The completed FY2024 review and Goals 2025 form will be accessible throughout the year.

Click on the **Goals 2025** tab to review the goals you set for FY2025. You may update or add to your FY2025 goals in the text boxes provided.

Employee Details		
Employee:	Job Title:	Division/Department:
Date of Hire:	Supervisor:	Approver:
Print Review	System Review	Hold your CTRL key down while accessing the "System Review" link.
See FY2024 Goals		

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

PMDP 2024 Competencies Review **Goals 2025** Professional Development Plan Comments Mid-Year Check-In

You may update or add to your FY2025 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 FY2025 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 2025 - Please specify between three to five areas of focus:

Test FY 25 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 2024 Competencies Review Goals 2025 **Professional Development Plan** Comments Mid-Year Check-In

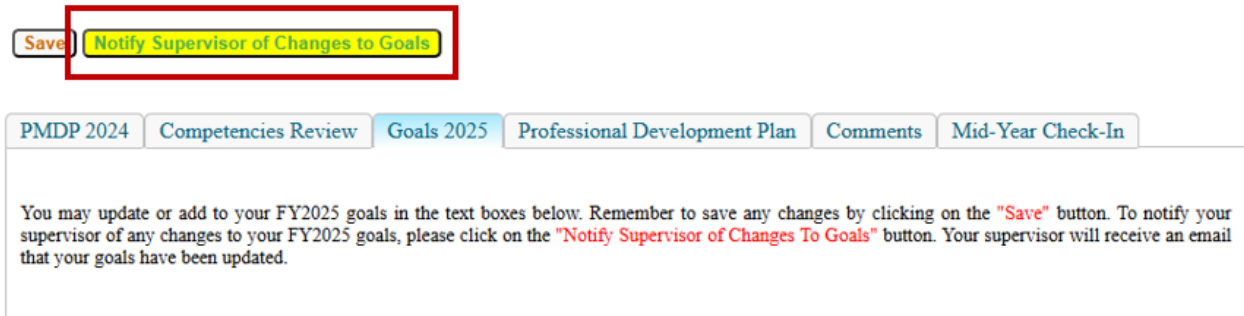
How can Pace assist with your professional development this coming year?
[Professional Development Opportunities](#)

In FY 25, 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 FY2025 goals, please click on the **Notify Supervisor of Changes To Goals** button. Your supervisor will receive an email that your goals have been updated.

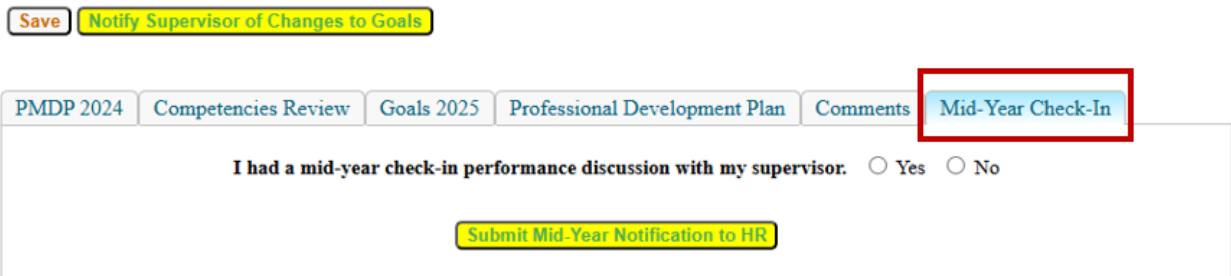


Save Notify Supervisor of Changes to Goals

PMDDP 2024 Competencies Review Goals 2025 Professional Development Plan Comments Mid-Year Check-In

You may update or add to your FY2025 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 FY2025 goals, please click on the "Notify Supervisor of Changes To Goals" button. Your supervisor will receive an email that your goals have been updated.

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



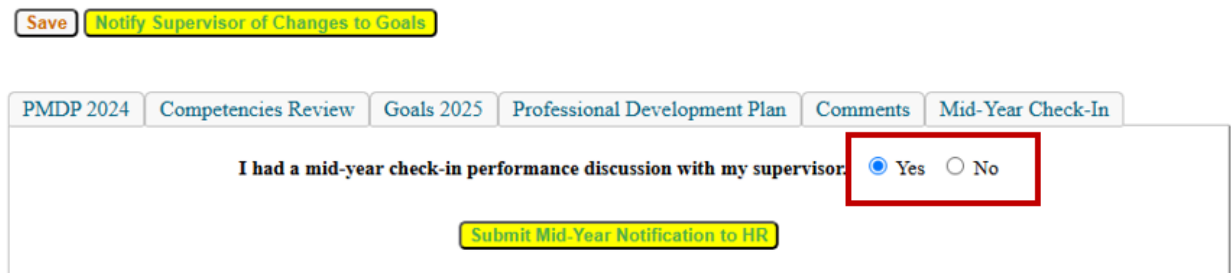
Save Notify Supervisor of Changes to Goals

PMDDP 2024 Competencies Review Goals 2025 Professional Development Plan Comments Mid-Year Check-In

I had a mid-year check-in performance discussion with my supervisor. Yes No

Submit Mid-Year Notification to HR

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



Save Notify Supervisor of Changes to Goals

PMDDP 2024 Competencies Review Goals 2025 Professional Development Plan Comments Mid-Year Check-In

I had a mid-year check-in performance discussion with my supervisor: Yes No

Submit Mid-Year Notification to HR

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

☺ Reply Reply All Forward 📧 ⋮
Tue 1/28/2025 9:45 AM

Dear ,

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

Thank you,

Human Resources
Pace University