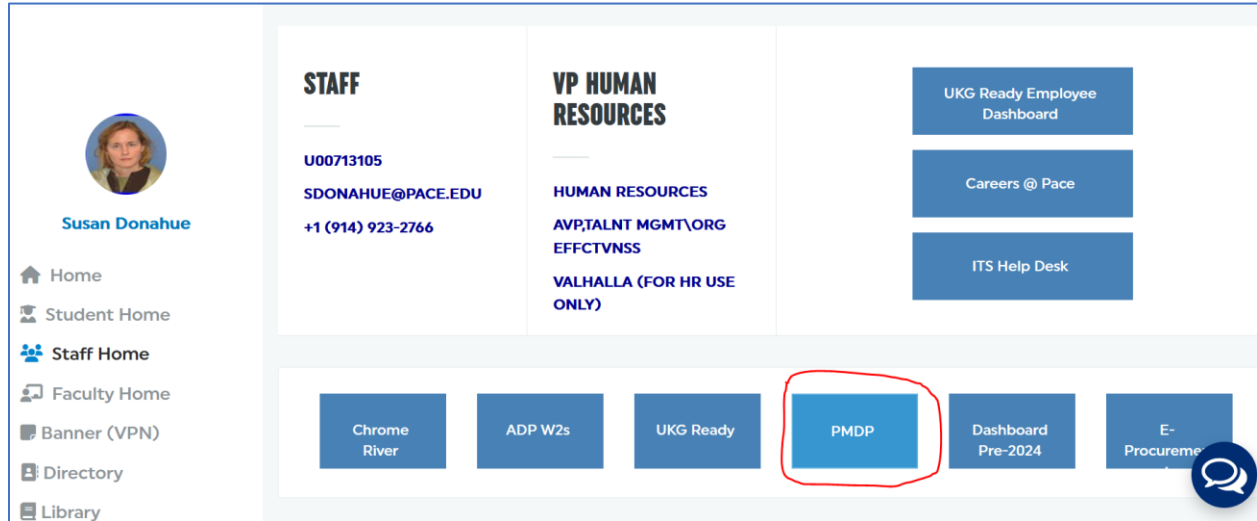


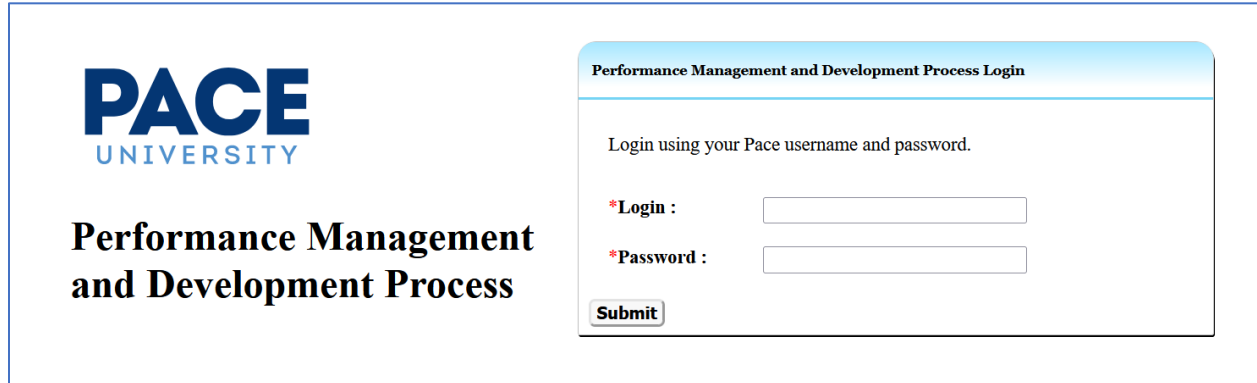
## Mid-Year Employee Performance Check In Supervisor System Navigation Guidelines

Access the PMDP System through the Pace's Staff Portal



The screenshot shows the Pace Staff Portal dashboard. On the left is a navigation menu with links for Home, Student Home, Staff Home, Faculty Home, Banner (VPN), Directory, and Library. The main content area is divided into three columns. The first column, titled 'STAFF', displays the user's profile for Susan Donahue, including her ID (U00713105), email (SDONAHUE@PACE.EDU), and phone number (+1 (914) 923-2766). The second column, titled 'VP HUMAN RESOURCES', lists various HR systems: HUMAN RESOURCES, AVP,TALNT MGMT\ORG, 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 of the dashboard is a row of application tiles: '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 Performance Management and Development Process Login page. On the left is the Pace University logo and the text 'Performance Management and Development Process'. On the right is a login form titled 'Performance Management and Development Process Login'. The form contains 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 **Employee Reviews 2024 & Goals 2025** link from the menu.

The screenshot shows the PMDP system interface. On the left is a navigation menu with categories: Home, Admin, Employee, Supervisor, Approver, Operations Committee Member, Guides, and System. The 'Supervisor' category is highlighted with a red box, and within it, 'Employee Reviews 2024 & Goals 2025' is selected. The main content area on the right displays a welcome message and instructions for users acting as employees, supervisors, or approvers. A note states that completed FY2024 reviews and 2025 goals forms will be accessible throughout the year.

Select the name of the employee for whom you are completing the mid-year performance review.

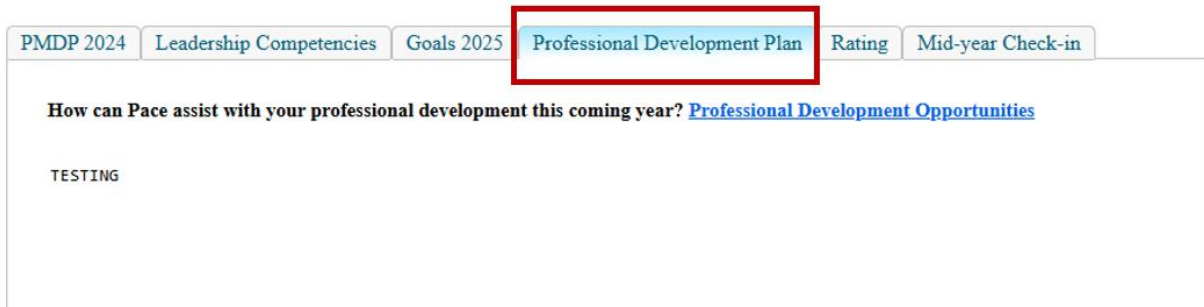
The screenshot shows the 'REVIEW EMPLOYEES' page. A table lists employees with columns for ID - Name, PMDP Status, Review complete?, and Current Goal Status. The first row is highlighted with a red box. The table data is as follows:

ID - Name	PMDP Status	Review complete?	Current Goal Status
U00123456- Test, Employee	Status: Review Process completed and submitted to HR.	Yes	Employee set to have goals. Goals editing is available.

Click on the **Goals 2025** tab to review the employee's FY2025 goals.

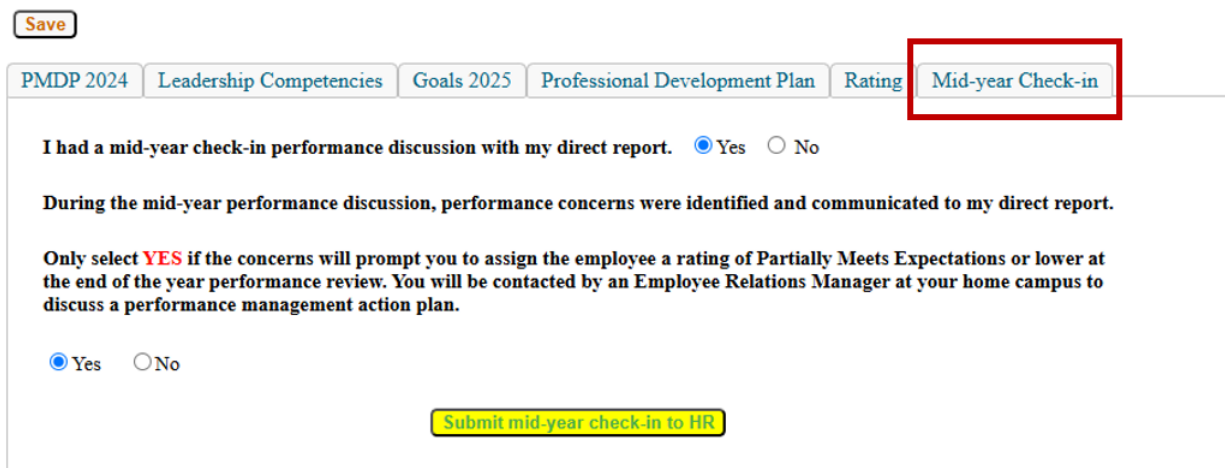
The screenshot shows the 'Goals 2025' tab selected in a navigation bar. Below the tabs, the text reads: 'Goals 2025 - Please specify between three to five areas of focus:'. The content area below contains the text 'TEST Mid Year!'.

Click on the **Professional Development Plan** tab to review the employee's professional development plan.



The screenshot shows a navigation bar with tabs: PMDP 2024, Leadership Competencies, Goals 2025, Professional Development Plan (highlighted with a red box), Rating, and Mid-year Check-in. Below the tabs, the text reads: "How can Pace assist with your professional development this coming year? [Professional Development Opportunities](#)". Below this, the word "TESTING" is displayed.

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



The screenshot shows a "Save" button at the top left. The navigation bar includes tabs: PMDP 2024, Leadership Competencies, Goals 2025, Professional Development Plan, Rating, and Mid-year Check-in (highlighted with a red box). The main content area contains the following text: "I had a mid-year check-in performance discussion with my direct report.  Yes  No". Below this, it states: "During the mid-year performance discussion, performance concerns were identified and communicated to my direct report." A note follows: "Only select **YES** if the concerns will prompt you to assign the employee a rating of Partially Meets Expectations or lower at the end of the year performance review. You will be contacted by an Employee Relations Manager at your home campus to discuss a performance management action plan." At the bottom, there are radio buttons for "Yes" (selected) and "No". A yellow button labeled "Submit mid-year check-in to HR" is at the bottom center.

Click **Yes** to sign off that you had a mid-year performance discussion with your direct report.

Please indicate if performance concerns were identified and communicated during the check-in AND these concerns may prompt you to provide the employee a rating of Partially Meets Expectations or lower at the end of the year performance review.

Click **Submit mid-year check-in to HR**.

Save

PMDP 2024 Leadership Competencies Goals 2025 Professional Development Plan Rating Mid-year Check-in

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

During the mid-year performance discussion, performance concerns were identified and communicated to my direct report.

Only select **YES** if the concerns will prompt you to assign the employee a rating of Partially Meets Expectations or lower at the end of the year performance review. You will be contacted by an Employee Relations Manager at your home campus to discuss a performance management action plan.

Yes  No

Submit mid-year check-in 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



HR Performance Management  
To

Reply Reply All Forward

Mon 2/3/2025 9:18 AM

Dear ,

Human Resources has received your confirmation of **Test, Employee's** mid-year performance check in.

Thank you,

Human Resources  
Pace University