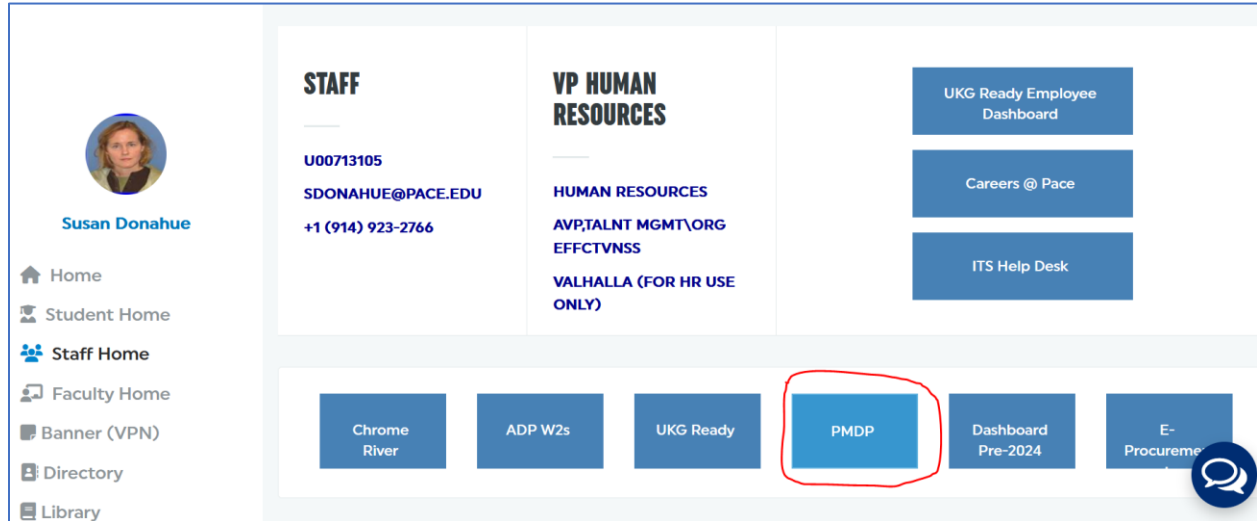


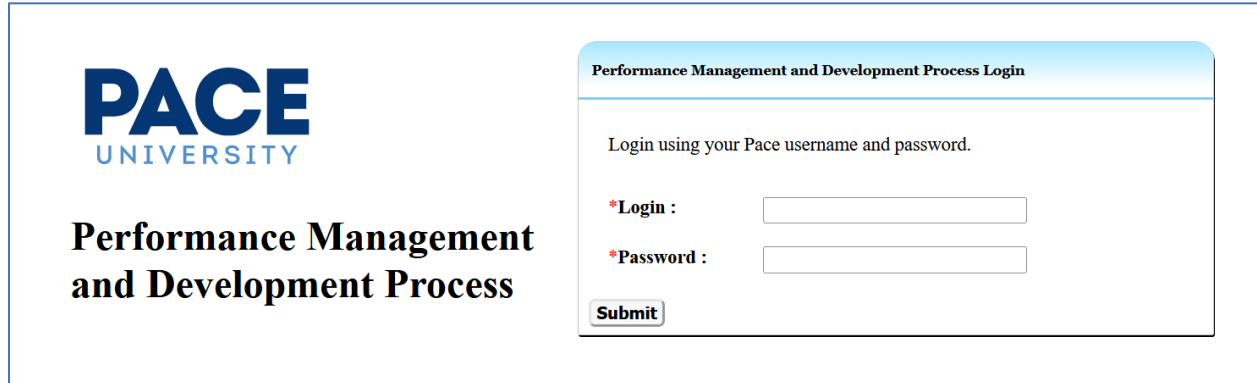
Mid-Year Employee Performance Check In Supervisor System Navigation Guidelines

Access the PMDP System through the Pace's Staff Portal



The screenshot shows the Pace Staff Portal 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 sub-categories: 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, 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 **Employee Reviews 2023 & Goals 2024** link from the menu.

Home
Employee
Review 2023 & Goals 2024
Review Archives ↓
Supervisor
Employee Reviews 2023 & Goals 2024
My Organization 2023
Employee Review Archives
↓
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

Welcome to the Performance Management and Development Process

Instructions:

As the employee ↓
As the supervisor ↓
As the approver ↓

The completed FY2023 review and Goals 2024 form will be accessible throughout the year.

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

Home
Employee
Review 2023 & Goals 2024
Review Archives ↓
Supervisor
Employee Reviews 2023 & Goals 2024
My Organization 2023
Employee Review Archives
↓
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

REVIEW EMPLOYEES

Click on the name of the employee you would like to review. Please note that the employee initiates the process, and you will be able to start the process after the employee has finished their PMDP self-review. **If an employee was hired on or after April 1, 2023 a review for the FY2023 Performance Management and Development Process is not required.**
If you would like to change the requirement for goals or no goals, please click here: HRPERFORMANCEMGT@PACE.EDU

ID - Name	PMDP Status	Review complete?	Current Goal Status
U01181340 - Baumann, Bernadette	Status: Employee has not completed self-evaluation	No	Employee set to have goals. Goals editing is available.
U00003960 - Buckwald, Karen	Status: Employee has not completed self-evaluation	No	Employee set to have goals. Goals editing is available.
U01362690 - Buis, Beth	Status: PMDP Review completed. Goals available for editing. Next Step:	No	Employee set to have goals. Goals editing is available.
U00868047 - Dash-Grimes, Lisa	Status: Employee has not completed self-evaluation	No	Employee set to have goals. Goals editing is available.
U00731780 - Frary, Tammy	Status: Employee has not completed self-evaluation	No	Employee set to have goals. Goals editing is available.
U00003959 - Lengers, Carolyn	Status: Employee has not completed self-evaluation	No	Employee set to have goals. Goals editing is available.
U00002646 - Russo, Janice	Status: Employee has not completed self-evaluation	No	Employee set to have goals. Goals editing is available.

Click on the **Goals 2024** tab to review the employee's FY2024 goals.

Save

PMDP 2023 Competencies Review **Goals 2024** Professional Development Plan Rating Mid-year Check-in

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

TEST|

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

Save

PMDP 2023 Competencies Review Goals 2024 **Professional Development Plan** Rating 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.

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

Save

PMDP 2023 Competencies Review Goals 2024 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

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 will 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

PMDDP 2023 Competencies Review Goals 2024 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  Donahue, Susan

  Reply  Reply All  Forward  

Tue 2/13/2024 11:52 AM

Start your reply all with:  Feedback

Dear Susan Donahue,

Human Resources has received your confirmation of Beth Buls's mid-year performance check in.

Thank you,

Human Resources
Pace University