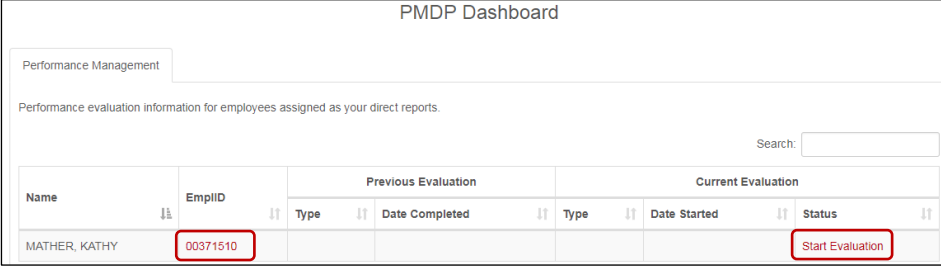

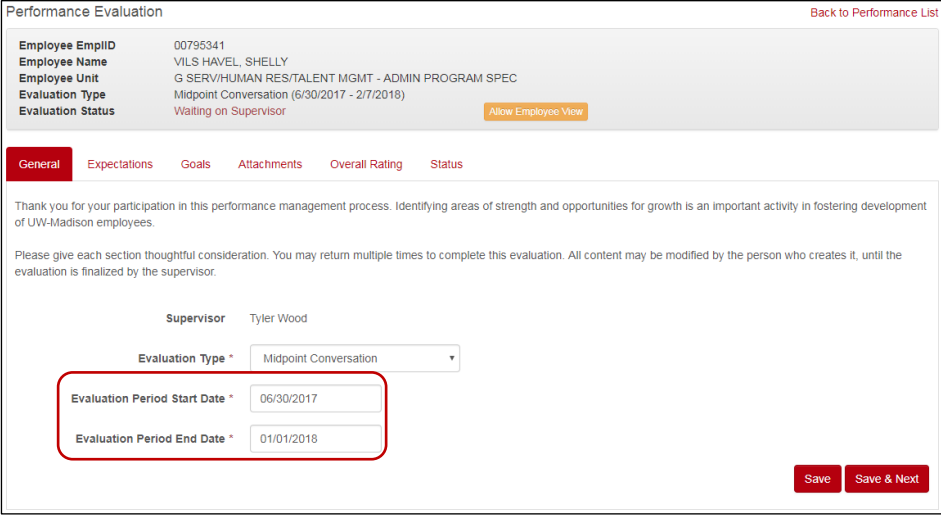
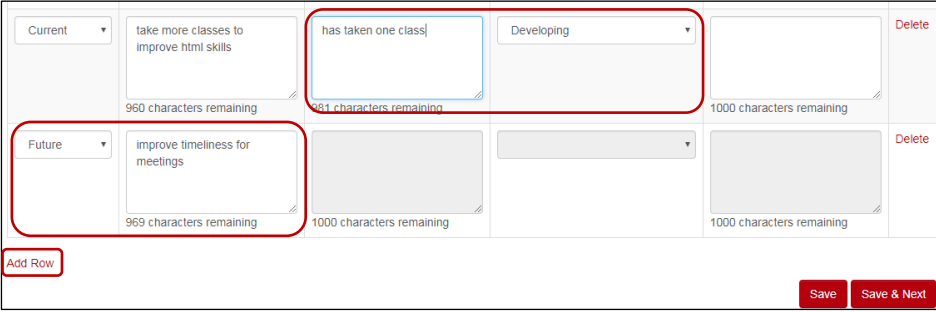
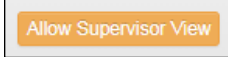


HOW TO: COMPLETE A MIDPOINT CONVERSATION EVALUATION



A documented midpoint conversation is required midway through each performance year. Exact timing is determined and communicated according to each school/college/division’s performance management program. This document overviews how to document the conversation in PMDP.

Supervisor Action	Employee Action
<p>1. Supervisor logs into PMDP with NetID. (Available at pmdp.hr.wisc.edu or by adding the PMDP widget to your MyUW portal.)</p>	<p>1. No action required</p>
<p>2. Start the evaluation by clicking either the EmplID or Start Evaluation.</p> 	<p>2. No action required.</p>
<p>3. Select Create New. Select Midpoint Conversation and Create.</p> 	<p>3. Employee receives email indicating an evaluation has been started for them. No action required.</p>
<p>4. Type in Evaluation Period Start Date and Evaluation Period End Date. (Division human resources will indicate the dates.) Click Save & Next.</p> 	<p>4. No action required.</p>
<p>5. Enter and or review Expectations and Job Functions. Update if needed and indicate the current rating for each expectation. Click Save & Next.</p>	<p>5. No action required.</p>

<p>6. Note progress on current goals and rate each. Click Add Row and indicate at least one Future Goal. (This may be a current goal that is copied and moved to a future goal.) Click Save & Next.</p> 	<p>6. No action required.</p>
<p>7. Upload attachment if needed. Click Save & Next.</p>	<p>7. No action required.</p>
<p>8. Schedule conversation with employee. When prepared (either before, during or after the in-person conversation), click Allow Employee View on the evaluation. This will allow the employee to view all information currently in the evaluation. The employee can upload an attachment, but does not have the ability to add or edit information that you have entered.</p>	<p>8. Employee receives email that supervisor has allowed view. Employee can review information and ratings. Employee cannot change information entered by supervisor. Employee can attach a document if desired.</p>
<p>9. No action until employee allows supervisor view.</p>	<p>9. After reviewing and attaching a document (if desired), click on Allow Supervisor View.</p> 
<p>10. Meet with employee and have conversation.</p>	<p>10. Meet for conversation.</p>
<p>11. After (or during) conversation, open the evaluation and record the Overall Rating (either Meeting or Not Meeting Expectations) and Conversation Date. Click Save. Click Finalize Evaluation. (Employee has to “Allow Supervisor View” in order to Finalize. An Error message will indicate if the employee needs to allow view.)</p>	<p>11. Employee receives email notification that an evaluation has been completed and is waiting for acknowledgement.</p>
<p>12. No action required</p>	<p>12. Employee opens evaluation and Clicks Employee Acknowledgement and selects Reviewed and AGREE or Reviewed and DISAGREE.</p>
<p>13. Supervisor and Human Resources receive email notification that evaluation is final and acknowledged.</p>	<p>13. Employee receives email notification that evaluation is final and acknowledged.</p>
<p>14. END OF PROCESS</p>	<p>14. END OF PROCESS</p>