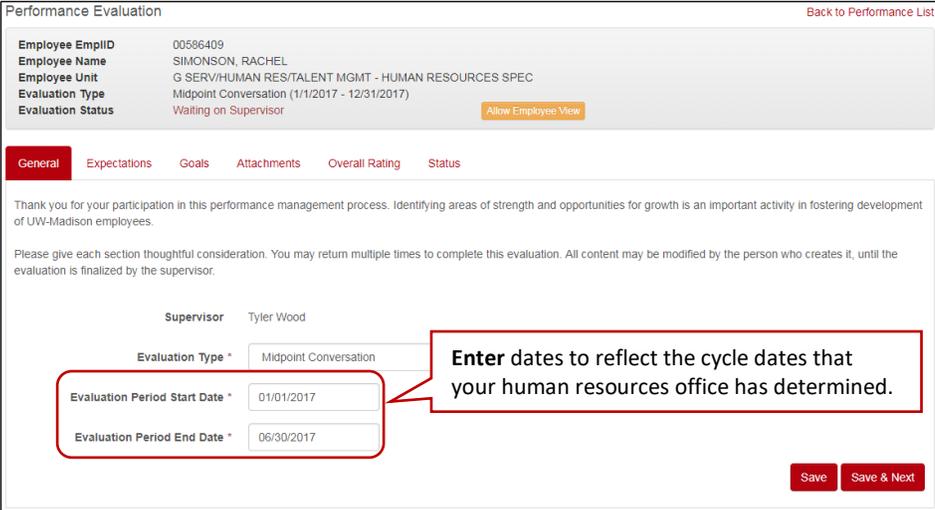
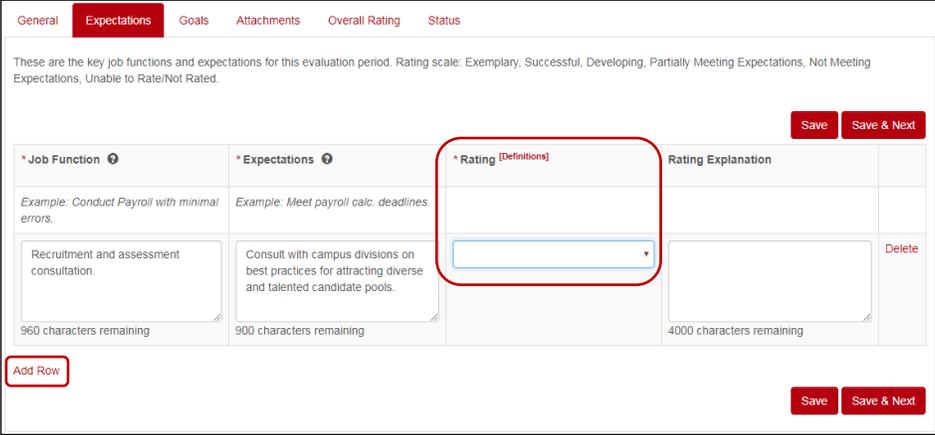
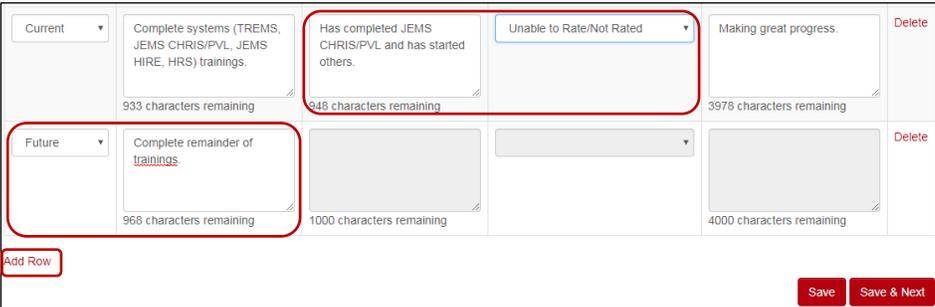
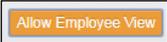


## HOW TO: COMPLETE A MIDPOINT CONVERSATION



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

Supervisor Action	Employee Action
<p>1. Supervisor logs into PMDP with NetID. (Available at <a href="http://pmdp.hr.wisc.edu">pmdp.hr.wisc.edu</a> 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 <b>Create New</b>. Select <b>Midpoint Conversation</b> and <b>Create</b>.</p> 	<p>3. Employee receives email indicating an evaluation has been started. No action required.</p>
<p>4. Enter the Evaluation Period Start Date and the Evaluation Period End Date to reflect the cycle dates that your human resources office has communicated. (Consult with your unit human resources contact to confirm dates.) Click <b>Save &amp; Next</b>.</p> 	<p>4. No action required.</p>

Supervisor Action	Employee Action
<p>5. If this is the first evaluation, use Add Row to enter each Job Function and Expectation and <b>indicate rating</b>. If the functions and expectations carried forward from a previous evaluation, <b>rate each</b>. Click <b>Save &amp; Next</b>.</p> 	<p>5. No action required.</p>
<p>6. If this is the first evaluation, add current goals, note progress, <b>rate each</b> and <b>add at least one Future Goal</b>. If the goals carried forward from a previous evaluation, <b>rate each</b> and <b>add at least one Future Goal</b>. (This may be a current goal that is copied and moved to future.) Click <b>Save &amp; Next</b>.</p> 	<p>6. No action required.</p>
<p>7. Upload attachment if needed. Click <b>Save &amp; Next</b>.</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 <b>Allow Employee View</b> 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 allowed view. <b>Log in to PMDP</b> with NetID. (Use email link, <a href="mailto:pmdp.hr.wisc.edu">pmdp.hr.wisc.edu</a> or add PMDP widget to MyUW portal.)</p>
<p>9. No action required.</p>	<p>9. Review information, <b>upload attachment</b> if desired, click save and exit PMDP.</p>

Supervisor Action	Employee Action
10. Meet with employee and have conversation.	10. Meet for conversation.
<p>11. After (or during) conversation, open the evaluation and record the <b>Overall Rating</b> (either Meeting or Not Meeting Expectations) and <b>Conversation Date</b>. Click <b>Save</b>. Click <b>Finalize Evaluation</b>.</p> <div data-bbox="110 443 1045 1018" style="border: 1px solid black; padding: 5px;"> <p>Performance Evaluation <span style="float: right;">Back to Performance List</span></p> <p>Employee EmplID: 00586409                      Employee Name: SIMONSON, RACHEL                      Employee Unit: G SERV/HUMAN RES/TALENT MGMT - HUMAN RESOURCES SPEC                      Evaluation Type: Midpoint Conversation (1/1/2017 - 6/30/2017)                      Evaluation Status: Waiting on Discussion <span style="float: right;">Finalize Evaluation</span></p> <hr/> <p>General   Expectations   Goals   Attachments   <b>Overall Rating</b>   Status</p> <p>Overall Rating will reflect Meeting Expectations or Not Meeting Expectations once completed by the supervisor. The performance evaluation is available to download and print.</p> <div style="border: 1px solid red; padding: 5px; margin: 5px 0;"> <p>Overall Rating * <input type="text" value="Meeting Expectations"/> ⓘ</p> <p>Conversation Date * <input type="text" value="07/07/2017"/> ⓘ</p> </div> <p>Additional Performance Information</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p>4000 characters remaining</p> <p><a href="#">View Performance Evaluation As PDF</a>   <a href="#">Download</a></p> <p style="text-align: right;"><a href="#">Save</a></p> </div>	<p>11. Employee receives email notification that an evaluation has been completed and is waiting for acknowledgement.</p>
12. No action required	<p>12. Open evaluation, click <b>Employee Acknowledgement</b> and select <b>Reviewed and AGREE</b> or <b>Reviewed and DISAGREE</b>.</p> <div data-bbox="1192 1199 1398 1241" style="border: 1px solid gray; padding: 2px; text-align: center; margin: 10px auto; width: fit-content;">Employee Acknowledgement</div>
13. Supervisor and Human Resources receive email notification that evaluation is final and acknowledged.	13. Employee receives email notification that evaluation is final and acknowledged.
14. END OF PROCESS	14. END OF PROCESS