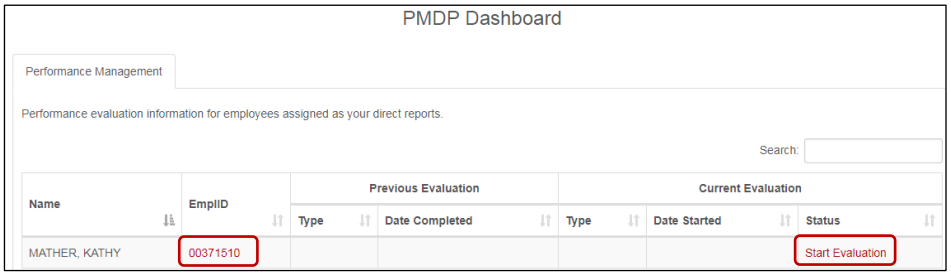
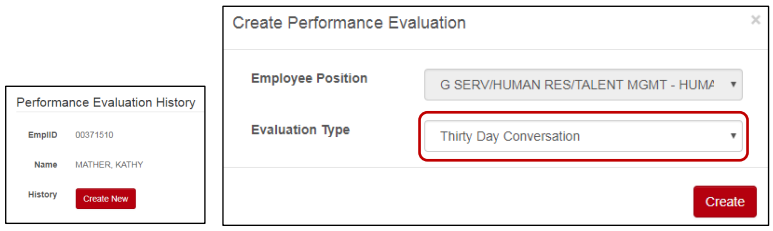
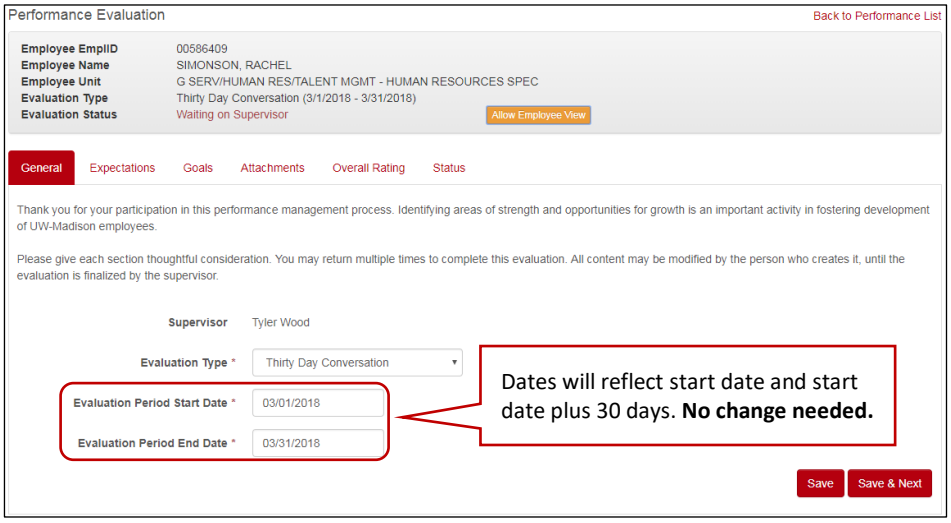
# Thirty Day Conversation – Job Aid

PMDP

## HOW TO: COMPLETE A THIRTY DAY CONVERSATION

A documented 30-day conversation is required for new employees. See the Performance Management Policy at https://kb.wisc.edu/ohr/policies/page.php?id=49583. Conversation and documentation are required by 30 days after the employee's start date.

| Supervisor Action | Employee Action |
|---|---|
| 1. Supervisor logs into PMDP with NetID. (Available at pmdp.hr.wisc.edu or by adding the PMDP widget to your MyUW portal.) | 1. No action required. |
| 2. Start the evaluation by clicking either the EmplID or Start Evaluation.<br>  | 2. No action required. |
| 3. Select **Create New**. Select **Thirty Day Conversation** and **Create**.<br>  | 3. Employee receives email indicating an evaluation has been started for them. No action required. |
| 4. Evaluation Period Start Date will reflect the start date in HRS – no change needed. Evaluation Period End Date will reflect the start date plus 30 days – no change needed. Click **Save & Next**.<br>  | 4. No action required. |

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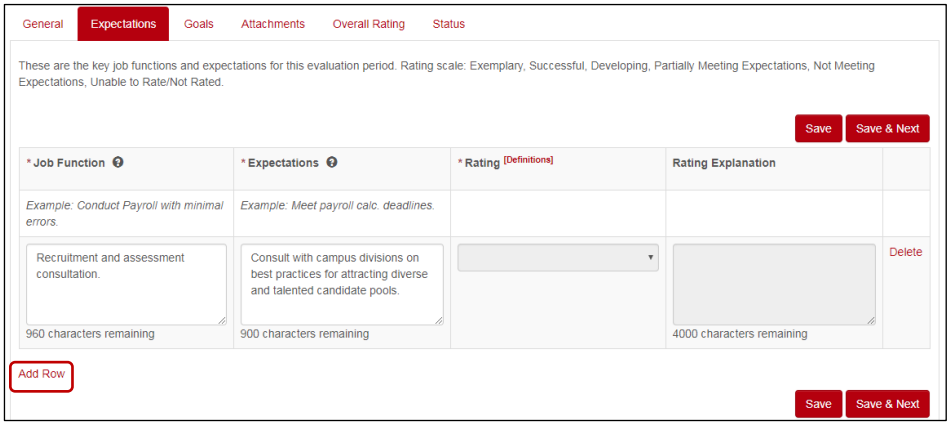
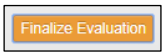
| 5. Expectations - click Add Row to enter Job Functions and Expectations. You will not enter a rating or rating explanation. Job functions and expectations will carry forward to the next evaluation (Mid Probation). Click **Save & Next**.   | 5. No action required. |
| 6. Goals - click Add Row to enter goals. All goals are future. Click **Save & Next**. | 6. No action required. |
| 7. Upload attachment if needed. Click **Save & Next**. | 7. No action required. |
| 8. Schedule conversation with employee. When prepared (either before, during or after the in-person conversation), click **Allow Employee View** on the evaluation. Employee can view all information currently in the evaluation and can upload an attachment, but cannot edit information that you entered. | 8. Employee receives email that supervisor allowed view. **Log in to PMDP** with NetID. (Use email link, pmdp.hr.wisc.edu or add PMDP widget to MyUW portal.) |
| 9. No action required. | 9. Review information, **upload attachment** if desired, click save and exit PMDP. |
| 10. Meet with employee and have conversation. | 10. Meet for conversation. |
| 11. After (or during) conversation, open evaluation and record **Conversation Date**. Click **Save**. Click **Finalize Evaluation**.   | 11. Employee receives email notification that an evaluation is waiting for acknowledgement. |
| 12. No action required. | 12. Open evaluation and click **Employee Acknowledgement** and select **Reviewed and AGREE** or **Reviewed and DISAGREE**. |
| 13. Supervisor and Human Resources receive email notification that evaluation is final and acknowledged. | 13. Receive email that evaluation is final and acknowledged. |
| 14. END OF PROCESS | 14. END OF PROCESS |