Mid-Year Checkpoint Review (for Employees)

How Does Your Mid-Year Review Work?
You and your supervisor will use the online forms contained in SuccessFactors to conduct your mid-year checkpoint and annual review. In this guide, learn how to complete your mid-year review.

Getting Started
Your performance form will be available in your inbox during the first week of November. You will use this form to track notes on your performance for your mid-year checkpoint meeting and your annual review meeting. You will receive an email when this form is in your myPerformance inbox.

To access your Performance Form, follow these steps:
- Click Home in the upper left corner of the screen.
- Click Performance Forms from the drop down menu.
- Click the link to your Performance Form from the list of forms. It will begin with FY##, with ## representing the current fiscal year.

Completing the Mid-Year Checkpoint Review
The top of the performance form displays which review is currently pending – either mid-year or annual review. The form works the same for either, but you should be aware of which review you are working on. This guide is intended to be used for your mid-year review. There is a separate guide for the annual review period.

The top of the performance form shows your employee information, which is populated automatically from SAP. If you see any errors, contact your supervisor to have them corrected.

To complete the form, you will provide comments on your performance during the mid-year review period (July 1 – December 30) in four primary areas:
- **Goals:** The priority outcomes or results that you and your manager agreed that you would accomplish. These will be transferred to the review directly from your Goal Plan in SuccessFactors. If your Goal Plan was not completed or did not add up to 100%, you will have one final opportunity to edit it in the form. You can do this by clicking the Edit Goal button ( ) at the top right of any goal. Any changes you make here will be audited in the system for your supervisor to see.
- **Major Responsibilities (Essential Job Functions):** The ongoing job requirements and duties that are included in your job description.

- **Professional Development:** Goals that have been identified by the employee and manager to address learning opportunities. These goals will not count towards the overall review weighting.

- **Core Values:** Behavioral standards expected of every Johns Hopkins Medicine employee. This area will also include 12 Leadership Competencies for employees who have direct reports.

### Entering Comments

Scroll down the form and enter a comment for each Goal, Major Responsibility, Professional Development Goal, and Core Value.

To enter your comments:

- **Comments:** Whenever you see a comments area, you may add descriptive details about what you have accomplished. Comments are required for every goal in your Goal Plan and optional in other areas of the review. Type in the box to add comments regarding your mid-year progress. Each comment should start with the date of entry, because this comment area will be shared with the annual review comments.

Complete this process for all sections of the review.
Submitting Your Performance Form

When you reach the bottom of the form, you may enter Overall Mid-Year Comments on your performance. Then, you have three options:

- **Save and Close** the form so that you can review or revise it later.
- **Close without Saving** if you want to start again later. *You will lose any edits you have made.*
- **Send** the form to your supervisor, so he/she can complete an the mid-year review. *Your mid-year review is not complete until you have clicked this button and confirm that you would like to Send the form on the next page.*

After you have sent the form to your supervisor, he or she will enter mid-year performance comments while being able to see your comments.

Holding Your Checkpoint Meeting

Once your supervisor has completed a review for you in the system, he or she will schedule a Mid-Year Checkpoint Review meeting to go over your progress from the July 1 – December 30th and share your mid-year comments. The manager will complete the mid-year review in the system, following this meeting.

At this point the performance form will route to your inbox in the annual review stage. You can track your progress in the form until the completed form is due; October 20th.