Completing Your Mid-Year Self Evaluation in Performance Central

Performance Central is Vanderbilt University Medical Center’s employee evaluation system that focuses on constructive dialogue between supervisors and those reporting to them in order to improve work performance and to enhance assessment of professional development. This job aid will help you complete the mid-year self-evaluation.

If you have any questions, contact HR’s Employee Service Center.
- 615-343-7000
- human.resources.vumc@vanderbilt.edu

Definitions

**Form:** Mid-year evaluation for each employee. Each form passes through several stages during the mid-year evaluation process, which will result in one complete form per employee, per year of employment.

**Route Map:** section of the evaluation form that displays where you are in the mid-year evaluation process

**Elements of Performance:** key responsibilities, competencies, and behaviors associated with a particular position

**Developmental Goal:** Goals that contribute to professional growth.

Process Steps

Follow steps as outlined below – click step link to see screenshots and more detailed instructions.

1. Log into Performance Central
2. Open Mid-year Self Evaluation
3. Add Comments: Review of Actions to Support Org./Dept. Goals
4. Add Comments: Credo
   a. Credo Behavior Example Comments
5. Add Comments: Elements of Performance
6. Add Comments: Strengths & Development Opportunities
7. Add Comments: Career Development Goals
8. Save and Finish Later or Submit Mid-Year Performance Evaluation
9. Sign Your Mid-Year Performance Evaluation
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Completing Your Annual Self-Evaluation

1) Log into Performance Central

Go to https://hr.mc.vanderbilt.edu/performance-central/ and click Launch Performance Central.

Type your VUNet ID and e-Password. Click Login.

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2) Open Mid-year Self Evaluation

Click **Mid-year Self Evaluation** in your To Do tile.

The performance module opens to the current evaluation form.

The **Route Map** shows your current position in the evaluation process.

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3) Add Comments: Review of Actions to Support Org./Dept. Goals

Scroll down to the Review of Actions to Support Org./Dept. Goals section of the evaluation form. Add a comment about each goal in the Section Comments text box.
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4) Add Comments: Credo

Scroll down to the Credo section of the evaluation form. Add comments and examples about your Credo behaviors in the Section Comments box. Examples will be helpful during your conversation with your manager.

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**Credo Behavior Example Comments**

| I make those I serve my highest priority. | • Answers questions, ensures understanding and facilitates learning.  
• Prioritizes to ensure satisfaction despite time pressures and significant obstacles.  
• Stays Accessible to provide assistance and support when needed. |
| I respect privacy and confidentiality. | • Maintains the confidentiality of sensitive information.  
• Discusses confidential matters in a private area and only with the appropriate person(s).  
• Keeps written/electronic information out of the view of others and disposes of written information appropriately.  
• Knocks prior to entering an office or patient’s room. Asks permission to enter and identifies self.  
• Follows organizational systems, policies and procedures. |
| I communicate effectively. | • Introduces self to others.  
• Wears ID badge above the waist where name and title are easily visible.  
• Smiles, makes eye contact and greets others. Speaks in a culturally appropriate and understandable manner. Shows concern and interest; actively listens.  
• Recognizes that body language and tone of voice are important parts of communication and uses them appropriately. Listens and responds professionally to dissatisfied patients, visitors and/or colleagues.  
• Creates clear, complete written communications. Considers perspective and knowledge-level of recipient. Communicates in a timely manner. |
| I conduct myself professionally. | • Recognizes the increasing diversity of our community and seeks to understand the cultures of the individuals we serve.  
• Continuously learns and improves skills.  
• Strives to maintain personal well-being and balance of work and personal life.  
• Holds self and others accountable for achieving performance expectations.  
• Demonstrates safe working practices and maintains a clean work environment.  
• Exhibits pleasant and amiable behavior during interactions.  
• Remains calm when confronted with or responding to pressure situations.  
• Consistently adheres to department and/or medical center policies.  
• Refrains from loud talk and excessive noise.  
• Creates a positive work environment and community perception by demonstrating one’s best professional judgment when representing Vanderbilt. |
| I have a sense of ownership. | • Takes ownership of problems until resolved.  
• Uses appropriate resources to effectively and efficiently resolve problems.  
• Willingly participates in discussions on problem resolution.  
• Works to make progress towards personal and team goals.  
• Follows departmental policies and procedures. Willingly adapts to new policies and guidelines.  
• Willingly accepts challenging assignments. Works to support organizational changes.  
• Is mindful of cost of organizational resources and works efficiently and effectively to minimize waste (time, supplies, etc.) |
| I am committed to my colleagues. | • Treats all individuals fairly and with respect.  
• Provides constructive feedback privately.  
• Promotes cooperation within and across departments.  
• Provides open and honest communication to peers and to all members of the Vanderbilt community. |

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5) Add Comments: Elements of Performance

Scroll down to the Elements of Performance section of the evaluation form. Add comments about each of the elements of performance in the Section Comments box. Examples will be helpful during your conversation with your manager.

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6) Add Comments: Strengths & Development Opportunities

Scroll down to the Strengths & Development Opportunities section of the evaluation form. Add comments about your strengths in the Key Strengths box. Examples of how you’ve used your strengths in your job will be helpful during your conversation with your manager. Add comments about your opportunities for development in the Development Opportunities box. Suggestions of development opportunities that you would like will be helpful during your conversation with your manager.

[Image of evaluation form]

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7) Add Comments: Career Development Goals

Scroll down to the Career Development Goals section of the evaluation form. Add comments about your career development goals in the Comments box.

If you would like to add a specific development goal for yourself, click Add Goal.

Click inside the blue Add Development Goal pop-up box to add a goal, description, start and end dates and the completion status. Save and Close the pop-up window.

To update or make changes to Developmental Goals, use the Edit option next to the listed Developmental Goal.

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8) Save and Finish Later or Submit Mid-Year Performance Evaluation

The auto-save feature should keep track of changes as you make them. However, if you are working remotely or during a period of peak use, you may wish to use the save button located in the upper right corner of your screen.

![Save Button]

Other features are Print and Save as PDF and a History. The Actions function will allow you to spell check, perform a legal check and provide the routing information for this form. The legal check is similar to spell check as it identifies and highlights words that may have a legal definition or implication. You are given the opportunity to replace these words. Selecting legal check does **not** forward your form to any legal department.

![Legal Check]

If you are ready to submit your Mid-year Self-Evaluation, click Submit. If you would like to logout and finish your self-evaluation later, click **Save and Finish Later**. These buttons are located in the lower right corner of the form. Scroll to the very bottom of your evaluation.

![Submit and Save Buttons]

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9) *Sign Your Mid-Year Performance Evaluation*

After your manager adds comments and discusses your mid-year performance evaluation, you will find a task in your To Do tile labeled **Employee Signature**.

Open your mid-year performance evaluation and read your manager’s comments. Scroll down to the bottom of the form and click on **Sign**.

The evaluation will be sent back to your manager for their signature. When they have signed your evaluation status will be complete.