

Getting Started in Performance Central – Employee View

Performance Central is Vanderbilt University Medical Center’s performance 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 get started using the system.

If you have any questions, contact the [Employee Service Center](#).

Definitions

Evaluation: annual evaluation for each employee. Each evaluation passes through several stages during the annual process, which will result in one complete evaluation per employee, per year of employment.

Module: a division of Performance Central’s main navigation menu; each module provides access to different information related to performance and development.

Tile: a division of the Performance Central home screen; each tile provides links to other areas of the Performance Central system.

Icons in this job aid



Information

Steps

Log into Performance Central

1. Go to <https://hr.mc.vanderbilt.edu/performance-central/> and click **Launch Performance Central**.
2. Type your VUnetID and e-Password. Click **Login**.



Getting Started in Performance Central – Employee View

Navigate Performance Central Home Screen

1. After logging in, you will see the home screen.
2. The home screen is divided into tiles, explained below. The dropdown menu in the upper left will allow you to navigate to other modules available in Performance Central.

The screenshot displays the Performance Central Home Screen for user Quentin Quincy3. The interface features a top navigation bar with a 'Home' dropdown menu and the user's name. The main content area is divided into several tiles:

- To Do:** A tile showing a list of tasks. One task, 'Finish Your Profile', is marked as complete. A callout box explains: "The To Do tile lists action items or evaluations needing completion."
- My Goals:** A tile showing a goal plan for 'FY2018'. A callout box explains: "The My Goals tile lists any goals assigned to you by your manager."
- My Info:** A tile displaying the user's profile information: 'Quentin Q Quincy3, Program Mgr'. It includes a profile picture placeholder and a progress bar showing 'Profile 0% complete' with a 'Finish Now' link. A callout box explains: "The My Info tile displays your employee profile."
- Tile Browser:** A tile with an 'Add/remove tiles' button.
- Links:** A tile with links to 'Org Chart', 'Directory', and an 'Edit' button. A callout box explains: "The Links tile displays links to Vanderbilt's Org Chart and employee directory."

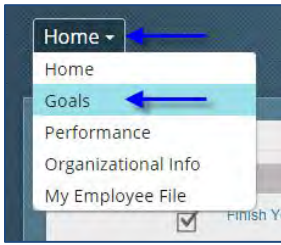
A callout box in the top left corner explains: "The dropdown menu in the upper left corner allows you to switch between **modules**. Current module view appears here."



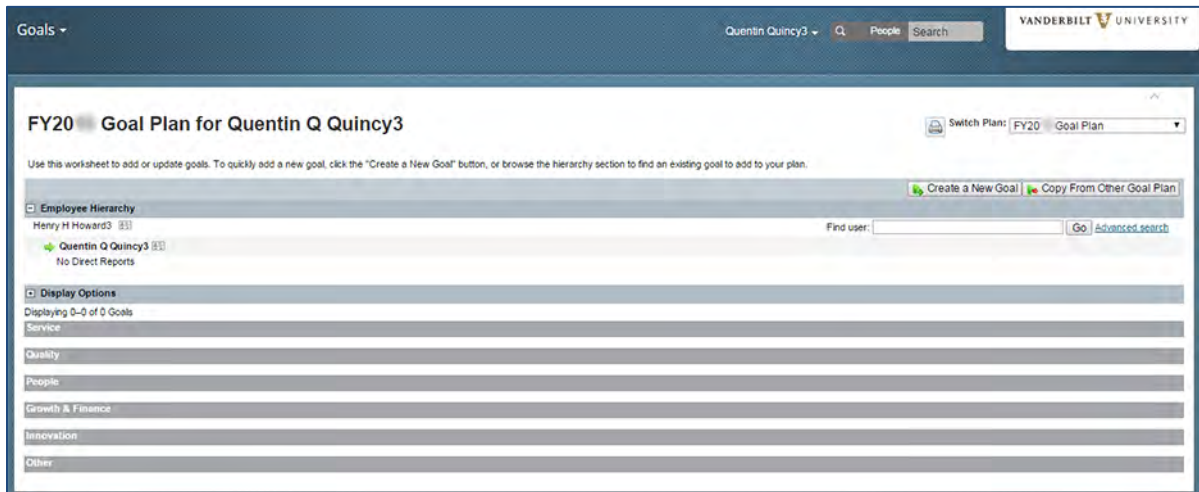
Getting Started in Performance Central – Employee View

Open Goals Module

1. Click the dropdown menu, then click **Goals** to switch to the Goals module.

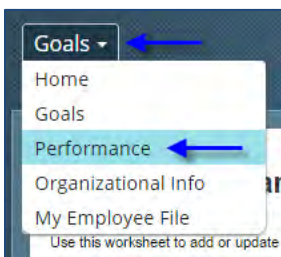


2. The **Goals** module will display the goal plan chosen for you by your manager for the current fiscal year. Your midyear performance conversation is a great time to assess your goals for the rest of the year.



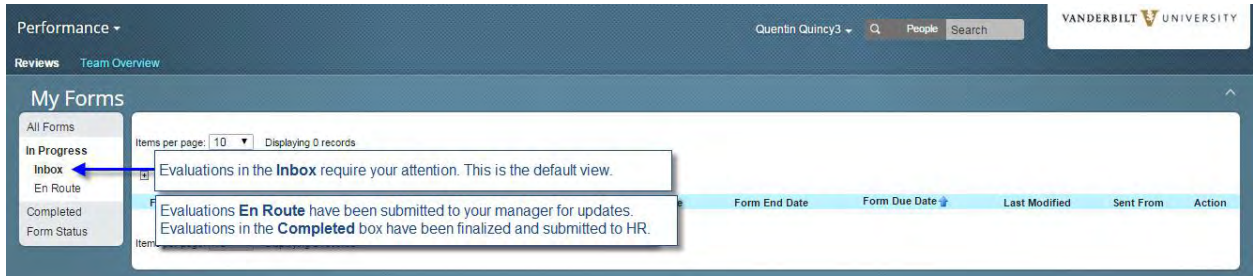
Open Performance Module

1. Click the dropdown menu, then click **Performance** to switch to the Performance module.



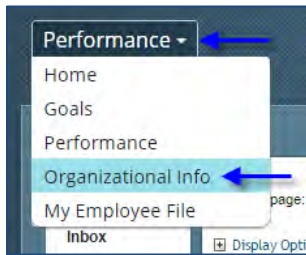
Getting Started in Performance Central – Employee View

2. The **Performance** module displays a list of all available evaluations and their statuses. Each evaluation passes through several stages during the annual evaluation process, which will result in one complete evaluation per employee each year.

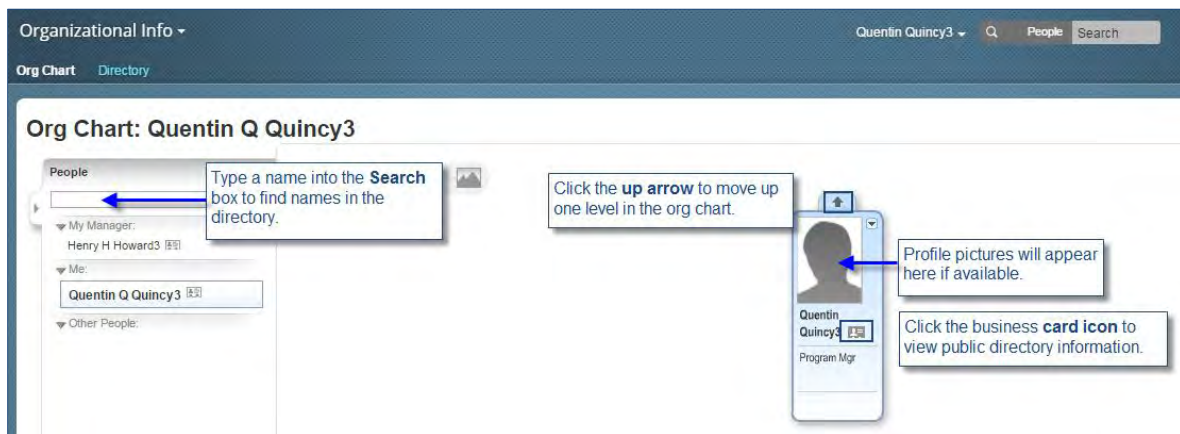


Open Organizational Info Module

1. Click the dropdown menu, then click **Organizational Info** to switch to the Organizational Info module.



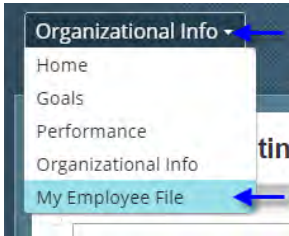
2. The **Org Chart** allows you to navigate the organization by clicking the arrows or by searching.



Getting Started in Performance Central – Employee View

Open My Employee File Module

1. Click the dropdown menu, then click **My Employee File** to switch to the My Employee File module.



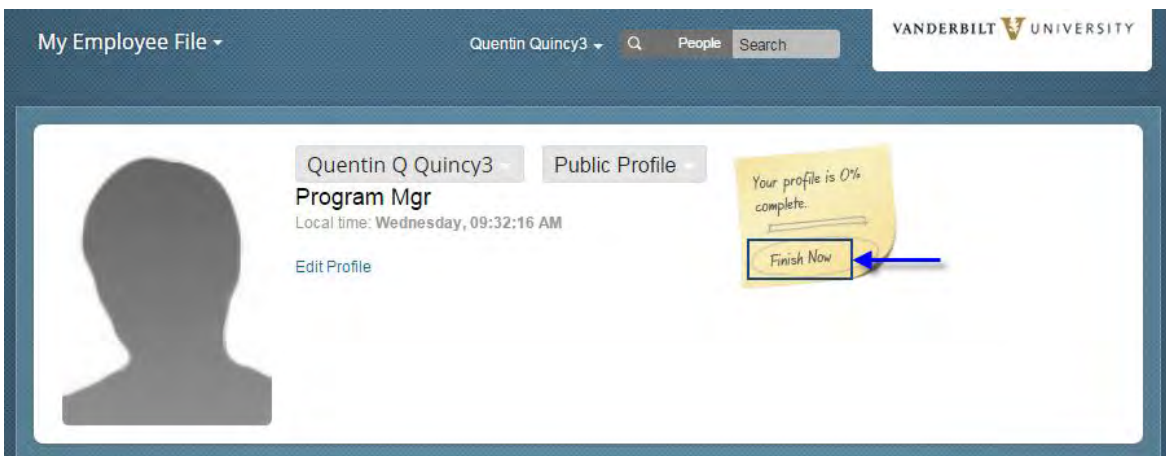
2. The **My Employee File** module contains information about you, including job title and basic public profile.



- i** The next section in this job aid explains how to make changes to your Employee File public profile. You can choose to complete this at any time.

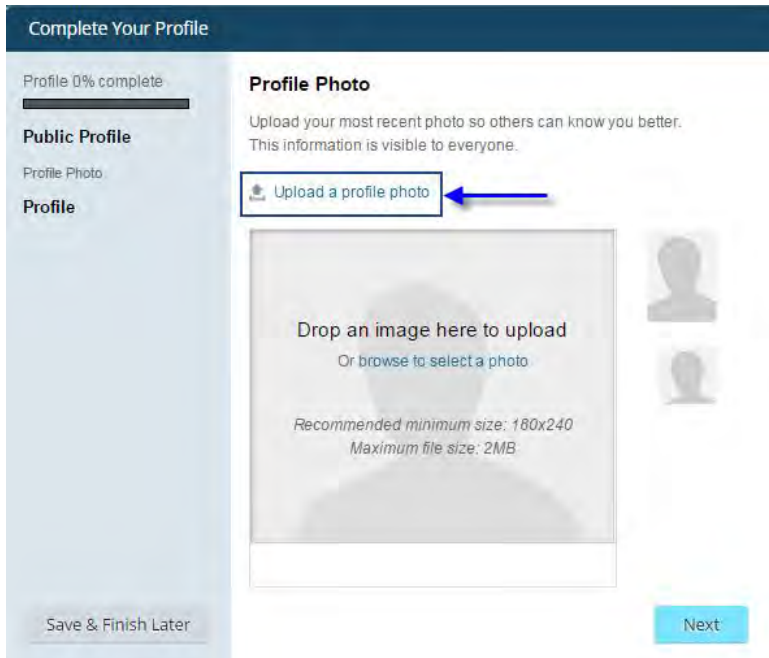
Edit Employee Profile

1. Click **Finish Now** on the sticky note icon to finish your Employee Profile.



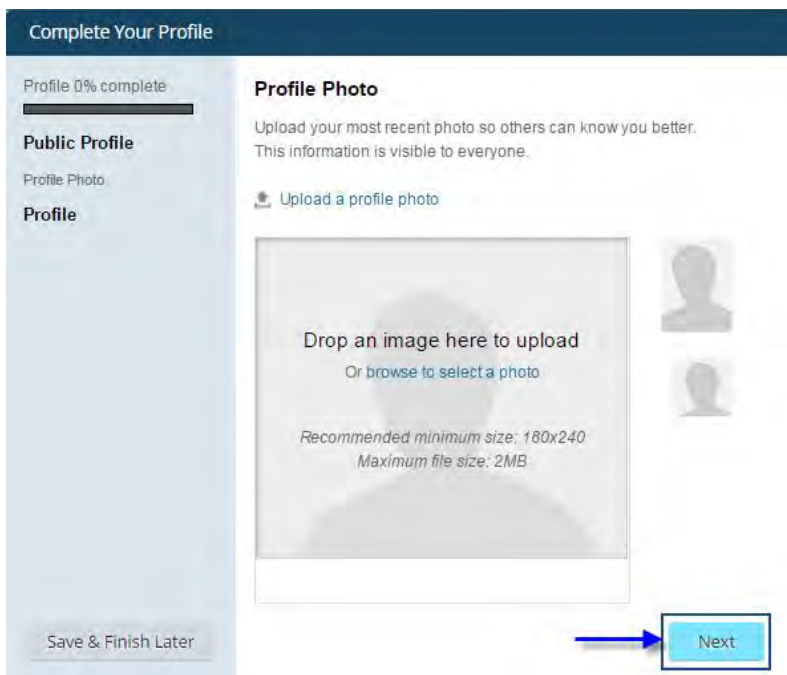
Getting Started in Performance Central – Employee View

2. The **Complete Your Profile** window opens. Click **Upload a profile photo** to add your photo to your Employee Profile.



- i** Remember that your profile photos are viewable from the **Org Chart** module.

3. Click **Next** to proceed through the remainder of the Employee Profile wizard.



Click **Save & Finish Later** to complete your Employee Profile at a later time.

