Getting Started in Performance Central - Managers

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](https://hr.mc.vanderbilt.edu/performance-central) and click Launch Performance Central.
2. Type your VUnetID and e-Password. Click Login.
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 navigate to other modules available in Performance Central.
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 leader for the current fiscal year.

If you have assigned or cascaded goals to your direct reports, you can access those goals from the Goals module.

Open Performance Module

1. Click the dropdown menu, then click Performance to switch to the Performance module.
2. The **Performance** module displays a list of all available evaluations for each employee and their statuses. Each evaluation passes through several stages during the annual process, which will result in one complete evaluation per employee, per year of employment.

### 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.
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Open Employee Files Module

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

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

3. To access the employee profiles of your direct reports, click the drop arrow next to your name and select the employee from the list.
The next section in this job aid explains how to make changes to your Employee File public profile.

**Edit Employee Profile**

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

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

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.

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