

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> and click **Launch Performance Central**.
2. Type your VUnetID and e-Password. Click **Login**.



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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 a manager named Henry Howard3. The interface is organized into several functional tiles:

- To Do:** A central tile listing tasks such as "Manager Evaluation", "Discussion", "Manager Signature", "Employee Goal Setting", and "Manager Midyear Evaluation". A callout explains: "The **To Do** tile lists action items or evaluations needing completion."
- My Team:** A tile showing team members "Quentin Q Quinz3" and "Robert R Richardson3". A callout states: "The **My Team** tile shows your employees. Clicking an employee profile provides evaluation status overview."
- Links:** A tile with links to "Org Chart" and "Directory". A callout notes: "The **Links** tile displays links to Vanderbilt's Org Chart and employee directory."
- My Goals:** A tile for "FY20 Goal Plan" which is currently empty. A callout says: "The **My Goals** tile lists any goals assigned to you by your leader."
- My Info:** A tile displaying the user's profile for "Henry H Howard3, Sr Dir Mktng". A callout indicates: "The **My Info** tile displays your employee profile." Below this tile, a progress bar shows "Profile 8% complete" with a "Finish Now" button.
- Tile Browser:** A small tile in the top right with an "Add/remove tiles" button.

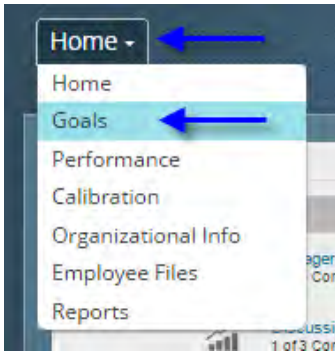
At the top left, a "Home" dropdown menu is highlighted with a callout: "The dropdown menu in the upper left corner allows you to switch between **modules**. Current module view appears here."



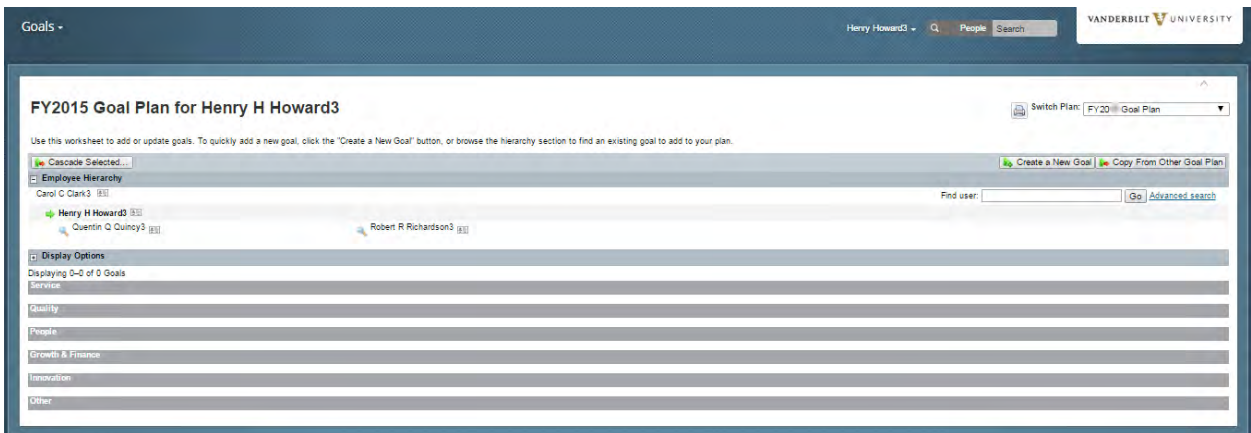
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Open Goals Module

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



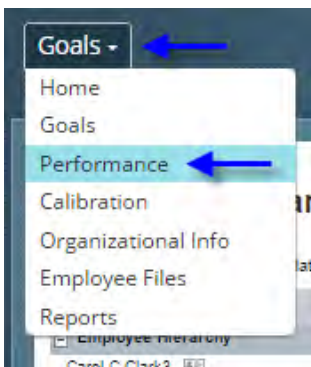
2. The **Goals** module will display the goal plan chosen for you by your leader for the current fiscal year.



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

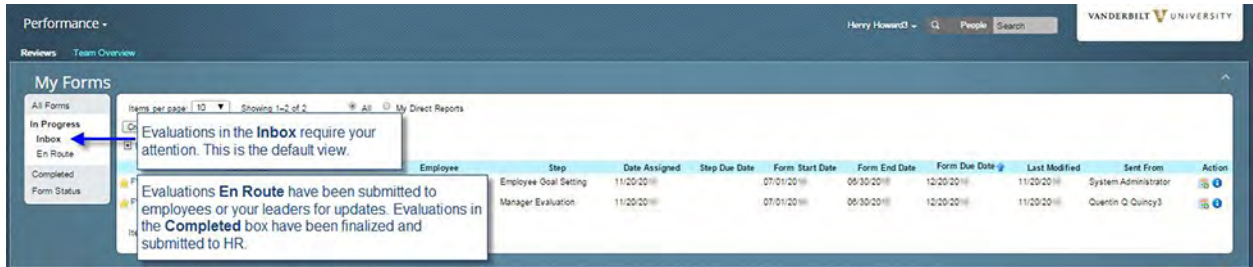
Open Performance Module

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



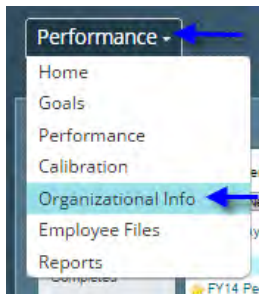
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2. The **Performance** module displays a list of all available evaluations for each employee and their statuses. Each evaluation passes through several stages during the annual process, which will result in one complete evaluation per employee, per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

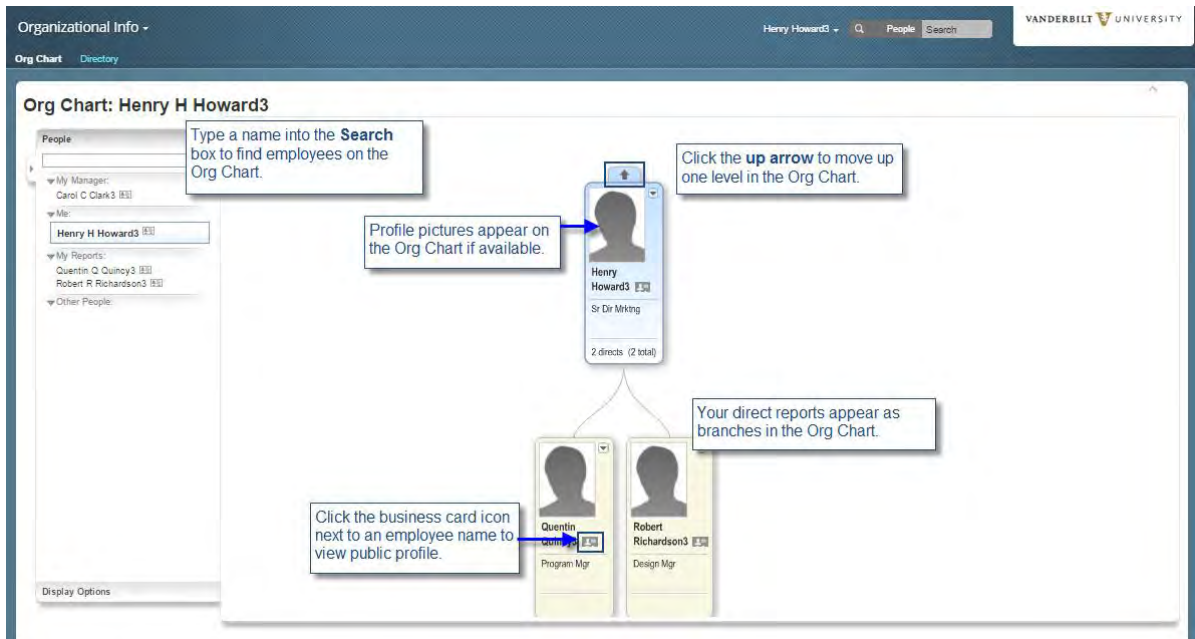


Open Organizational Info Module

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



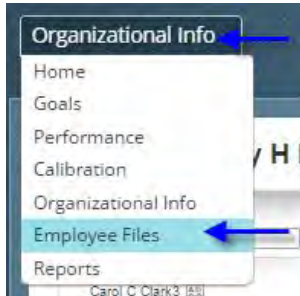
2. The **Org Chart** allows you to navigate the organization by clicking the arrows or by searching.



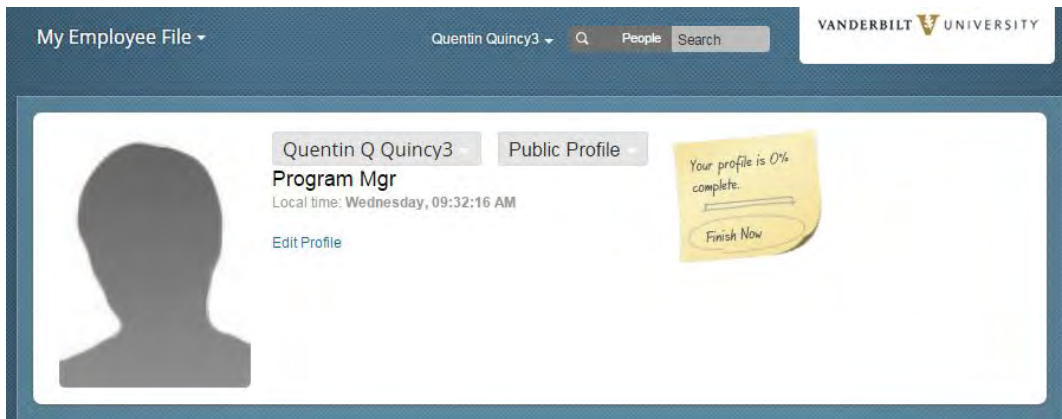
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Open Employee Files Module

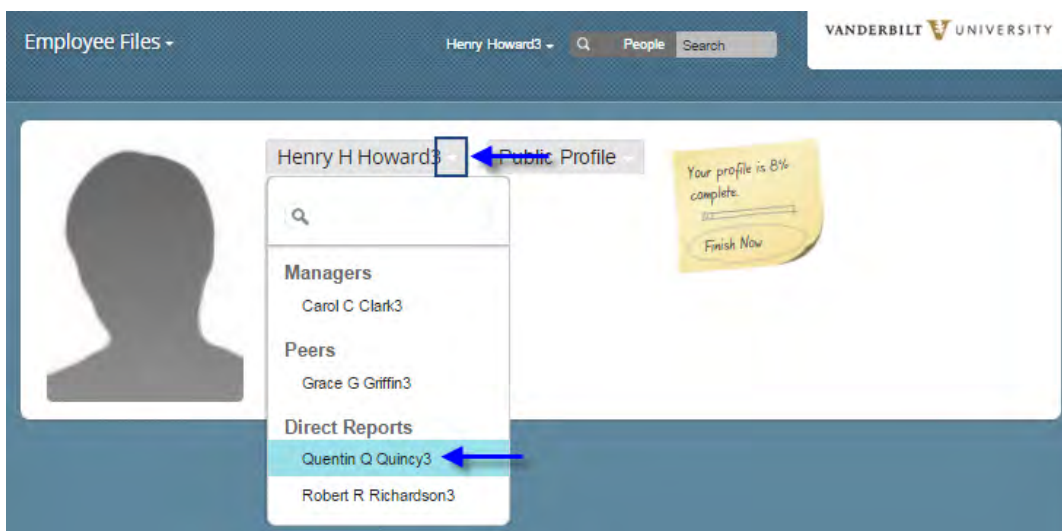
1. Click the dropdown menu, then click **Employee Files** to switch to the Employee Files module.



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.

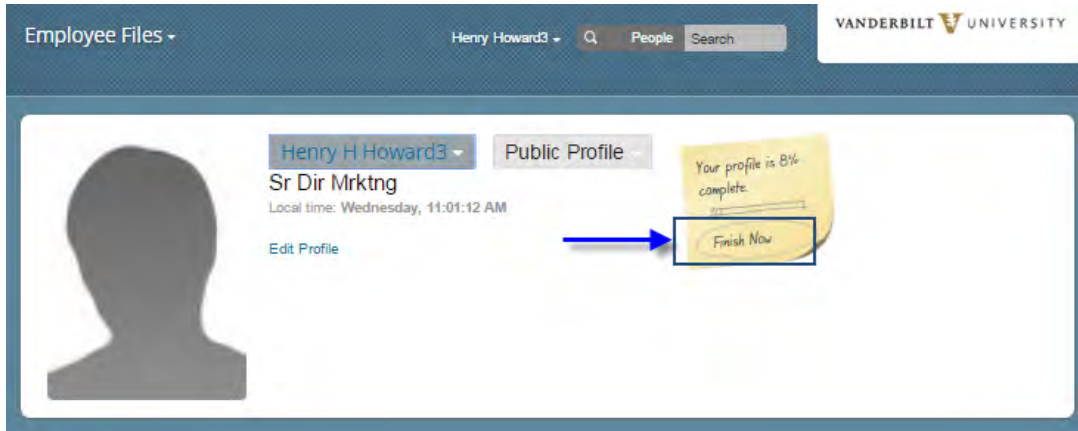


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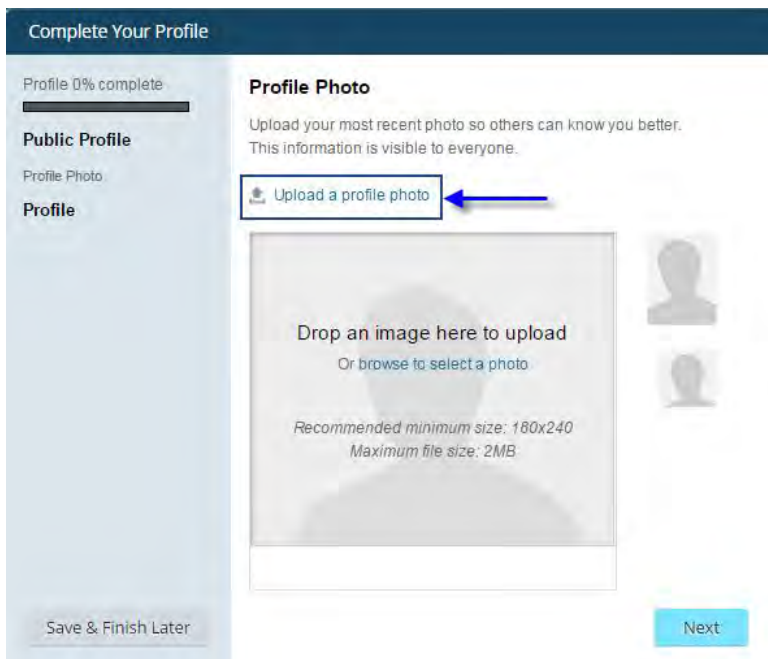
- i** The next section in this job aid explains how to make changes to your Employee File public profile.

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.



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

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

Complete Your Profile

Profile 0% complete

Public Profile

Profile Photo

Profile

Profile Photo

Upload your most recent photo so others can know you better.
This information is visible to everyone.

[Upload a profile photo](#)

Drop an image here to upload
Or [browse to select a photo](#)

Recommended minimum size: 180x240
Maximum file size: 2MB

Save & Finish Later

Next

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

