

# Mid-year Check-in Job Aid

**Audience:** Employees  
**Purpose:** Document progress on existing goals

## Access the Performance Management System

- Go to the NYC Intranet: <http://cityshare.nycnet>
1. Click **Working > NYCAPS > Start NYCAPS**
  2. Enter your User ID and Password in the fields. (Your User ID is the 7-digit reference number found on your pay stub.)

User ID:

Password:

[Forgot your password?](#)

### Troubleshooting Tip

- If you have not logged in within 90 days, the system will prompt you to change your password.
- If you cannot remember your password, click the **Forgot Your Password** link to reset your password.
- If you have locked yourself out of the system or cannot remember your security questions, please contact HR Connect to reset your password.

## Document Your Progress

1. Click **Employee Self Service > Performance Documents**. You are now at the main **Employee Documents** screen and can view your performance documents in a list. The **Search Criteria** box enables you to sort your documents if you choose.
2. Click the hyperlink of your name for the most recent document, for this is the document you will record your progress in.

**Search Criteria**

**Document Type:** Performance Review

**Earliest End Date:**   **Author Type:** Employee

### Troubleshooting Tip

If the **Author Status** column states "Complete", it means that your supervisor has possession of your document and you will not be able to make any edits. Ask your supervisor to send your document back to you. Steps on how to do this can be found in the Supervisor's Mid-year Review Job Aid.

**Your Documents**

Begin Date	End Date	Document Type	Document Status	Approval Status	Author	Author Type	Author Status
07/01/2009	06/30/2010	Perf Rvw	InProgress	Not Required	<a href="#">Employee Name</a>	Employee	InProgress
07/02/2008	06/30/2009	Perf Rvw	InProgress	Not Required	<a href="#">Employee Name</a>	Employee	InProgress

3. You are now in the **Maintain Performance Document** screen, where you can update your goals and record comments on your progress. During the Mid-year Check-in, you will only work in the Operational Goals section of the document. Click the arrow before **Operational Goals** to expand the section.
4. Review the Operational goals and, if necessary, modify based on any changes to the goals.

**Job Title:** ADMIN STAFF ANALYST

[Expand All Sections](#) [Collapse All Sections](#)

- ▶ Achievement Goals
- ▶ Satisfaction Goals
- ▶ Operational Goals
- ▶ Overall Summary

### Troubleshooting Tip

For assistance with modifying goals see the Goal Setting Job Aid.

5. Insert **additional** comments under each Operational goal, stating (1) the status of the goal; (2) any barriers to success you may have faced; and (3) any support you may need to achieve your goal.
6. From here you can choose to click **Save for Later** or **Complete** to send it to your supervisor. Please note, your supervisor will not be able to review your documentation until you click the **Complete** button.

**7. You are now finished documenting your progress!** Click the **Sign Out** button in the top right-hand corner to exit the system. Your supervisor should review your documentation and set up a meeting to discuss your progress.

