
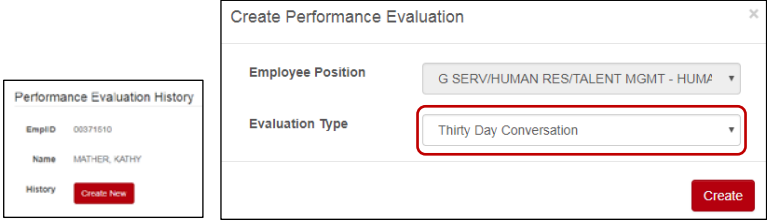
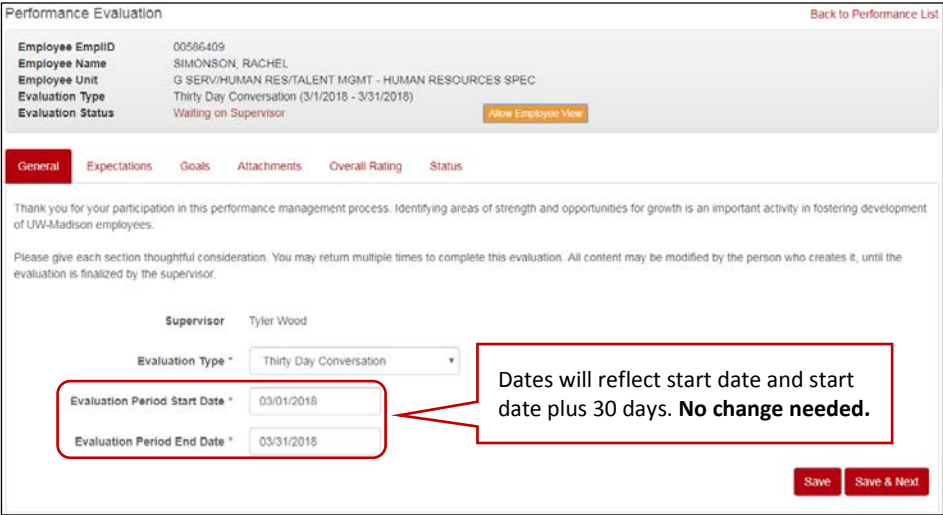
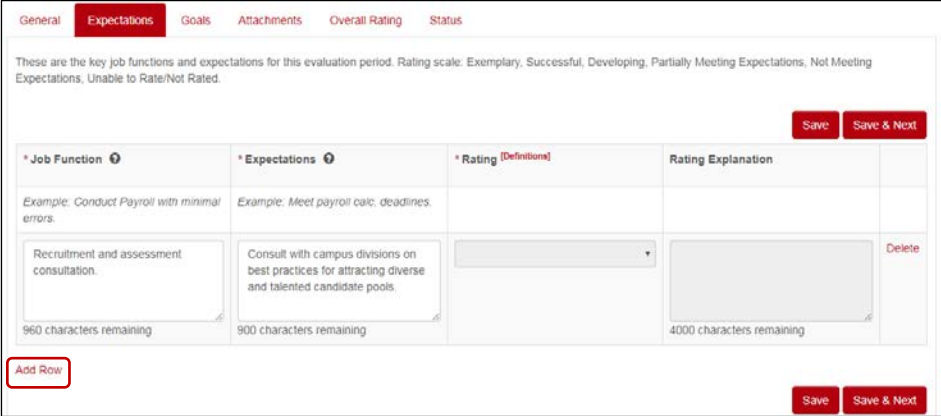
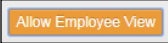
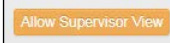
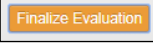



## HOW TO: COMPLETE A THIRTY DAY CONVERSATION



A documented 30-day conversation is required for new employees. See the Performance Management Policy at <https://kb.wisc.edu/ohr/policies/page.php?id=49583>. Conversation and documentation are required by 30 days after the employee’s start date.

Supervisor Action	Employee Action
<p>1. Supervisor logs into PMDP with NetID. (Available at <a href="http://pmdp.hr.wisc.edu">pmdp.hr.wisc.edu</a> or by adding the PMDP widget to your MyUW portal.)</p>	<p>1. No action required.</p>
<p>2. Start the evaluation by clicking either the EmplID or Start Evaluation.</p> 	<p>2. No action required.</p>
<p>3. Select <b>Create New</b>. Select <b>Thirty Day Conversation</b> and <b>Create</b>.</p> 	<p>3. Employee receives email indicating an evaluation has been started for them. No action required.</p>
<p>4. Evaluation Period Start Date will reflect the start date in HRS – no change needed. Evaluation Period End Date will reflect the start date plus 30 days – no change needed. Click <b>Save &amp; Next</b>.</p> 	<p>4. No action required.</p>

Supervisor Action	Employee Action
<p>5. Expectations - click Add Row to enter Job Functions and Expectations. You will not enter a rating or rating explanation. Job functions and expectations will carry forward to the next evaluation (Mid Probation). Click <b>Save &amp; Next</b>.</p> 	<p>5. No action required.</p>
<p>6. Goals - click Add Row to enter goals. All goals are future. Click <b>Save &amp; Next</b>.</p>	<p>6. No action required.</p>
<p>7. Upload attachment if needed. Click <b>Save &amp; Next</b>.</p>	<p>7. No action required.</p>
<p>8. Schedule conversation with employee. When prepared (either before, during or after the in-person conversation), click <b>Allow Employee View</b> on the evaluation. Employee can view all information currently in the evaluation and can upload an attachment, but cannot edit information that you entered.</p> 	<p>8. Employee receives email that supervisor allowed view. <b>Log in to PMDP</b> with NetID. (Use email link, <a href="mailto:pmdp.hr.wisc.edu">pmdp.hr.wisc.edu</a> or add PMDP widget to MyUW portal.)</p>
<p>9. No action required.</p>	<p>9. Review information, <b>upload attachment</b> if desired, click <b>Allow Supervisor View</b>.</p> 
<p>10. Meet with employee and have conversation.</p>	<p>10. Meet for conversation.</p>
<p>11. After (or during) conversation, open evaluation and record <b>Conversation Date</b>. Click <b>Save</b>. Click <b>Finalize Evaluation</b>. (Employee has to “Allow Supervisor View” in order to Finalize. An error message indicates if the employee needs to allow view.)</p> 	<p>11. Employee receives email notification that an evaluation is waiting for acknowledgement.</p>
<p>12. No action required.</p>	<p>12. Open evaluation and Click <b>Employee Acknowledgement</b> and select <b>Reviewed and AGREE</b> or <b>Reviewed and DISAGREE</b>.</p> 
<p>13. Supervisor and Human Resources receive email notification that evaluation is final and acknowledged.</p>	<p>13. Receive email that evaluation is final and acknowledged.</p>
<p>14. END OF PROCESS</p>	<p>14. END OF PROCESS</p>