

The 2024 Performance Review Cycle Has Begun—Get Started Today!



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The 2024 Performance Review cycle has officially begun! From now until 6 December, you'll have the opportunity to review, evaluate your accomplishments, and engage in a one-on-one performance discussion with your manager.

If you haven't already, take some time to finalize your goals in Dayforce, as your performance will be evaluated based on these goals. Here's how to access your Dayforce goals:

1. Log in to Dayforce by hovering over **Tools & Resources** in the top navigation of One PMI.
2. Select **Dayforce** under the Employee column to be redirected to the Dayforce home page.
3. Then choose **Performance** from the Dayforce Links list or the top-left drop-down menu.

Performance reviews are a powerful opportunity to reflect on your growth, celebrate your wins, and plan for what's next. To make it easy we've curated a checklist to help you prepare:

Employee Performance Review Checklist

- Explore the [LinkedIn Learning Path](#) to sharpen your approach to presenting your achievements. To access the training, you must have a complementary and active [PMI LinkedIn Learning account](#). For question or support, reach out to talentdevelopment@pmi.org.
- Watch the performance review training for a high-level overview of the process and helpful tips to help you navigate your performance discussion.
- Reach out to your manager to schedule and prioritize completing your performance review by 6 December.
- Assess your goals and progress by using the Conversations tool in Dayforce to record milestones, feedback, and accomplishments.

What to Expect

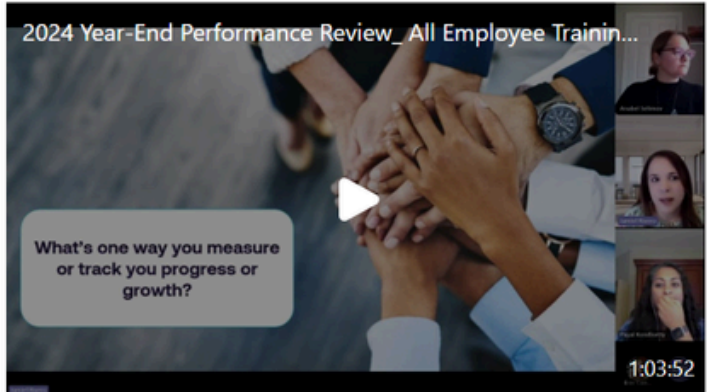
Your participation and commitment are vital for fostering a culture of growth and collaboration at PMI. Here's what you can expect during this process:

- **Self-Evaluation:** You'll begin by completing a self-evaluation, reflecting on your progress and achievements over the past year.
- **Performance Discussion:** After submitting your self-evaluation, you'll engage in a one-on-one performance discussion with your manager to review your goals, successes, and opportunities for growth. Approach these conversations with an open mind and be welcoming to feedback and new ideas.

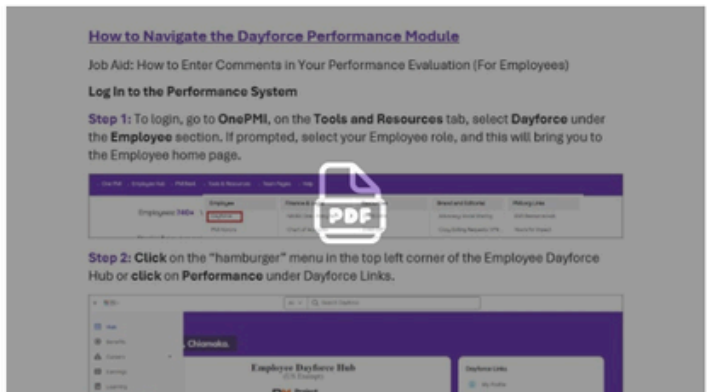
All performance reviews must be completed by 6 December. For questions or concerns, reach out to GlobalTalent@pmi.org.

Together, we can finish the year strong, setting our sights on higher goals and seizing the opportunities that 2025 has in store!

Performance Review Employee Training Recording



This training recording covers everything you need to know to prepare for an impactful review ahead of your performance discussion with your manager, including an overview of performance evaluations, the benefits of completing them, the 2024 performance alignment journey, navigating the Dayforce evaluation process, and developing skills for effective conversations.



This job aid provides practical instructions for navigating the Dayforce performance module.

Discover Your Career Development Path

Resources to support ongoing career development