To Access the Online Performance Management System:

1. Open your internet browser (**Google Chrome** or **Mozilla Firefox** is recommended) and go to [jobs.villanova.edu/hr](http://jobs.villanova.edu/hr)

2. Enter your Villanova username and password. This is the same username and password that you use for logging into MyNova and your University email.

3. Click the three dots in the top left corner of your screen.
4. From the menu that appears, select **Performance Management Portal** under OTHER TOOLS.

*If you do not see this link or are having any other technical difficulties, please contact* hr@villanova.edu.