

To Access the Online Performance Management System:

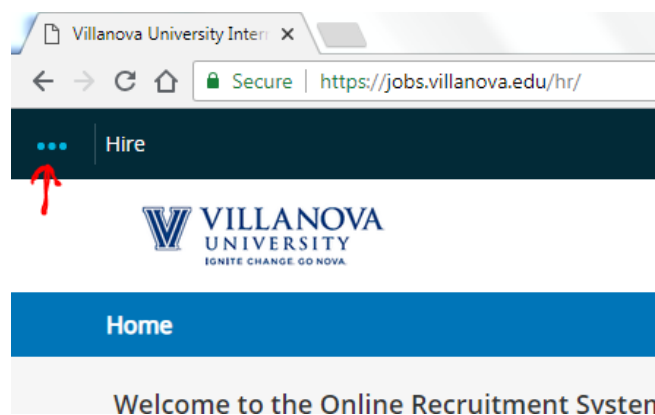
1. Open your internet browser (**Google Chrome** or **Mozilla Firefox** is recommended) and go to jobs.villanova.edu/hr



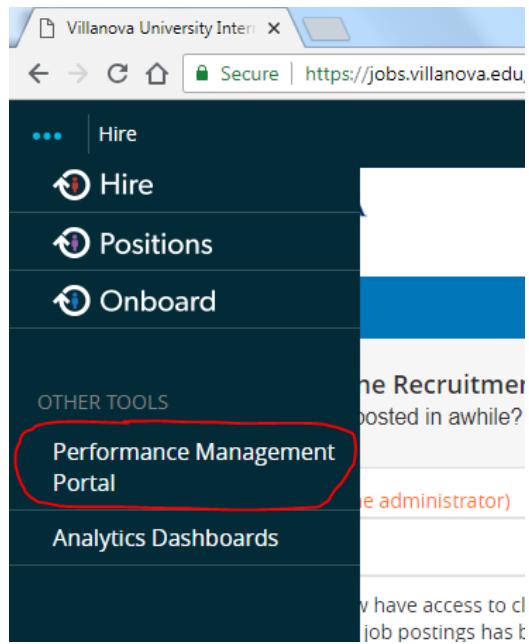
2. Enter your Villanova username and password. This is the same username and password that you use for logging into MyNova and your University email.

A screenshot of a login page with a dark background. The title is 'Villanova University Job Posting & Performance Management Portal'. Below the title, there is a paragraph of instructions: 'Please log into the system using your normal Villanova user name and password. If you have trouble logging in, please contact Human Resources at 9-7900.' Another paragraph follows: 'You are about to log in to a secure system. When you are finished, please click the Logout link to ensure that others cannot access the information in the system.' There are two input fields: 'USERNAME' and 'PASSWORD'. Below these fields is a blue 'Log In' button.

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.