

Supervisor Guide

Mid-Period Review - Touch Point

The Mid-Period Review is a structured touch point between supervisors and employees to discuss progress toward goals, recognize accomplishments, identify needed support, and make any necessary adjustments for the remainder of the review period. This guide will walk you through documenting the touch point process in ADP Talent.

1. Log In to ADP Talent

- **Access the System**

- Go to **https:**

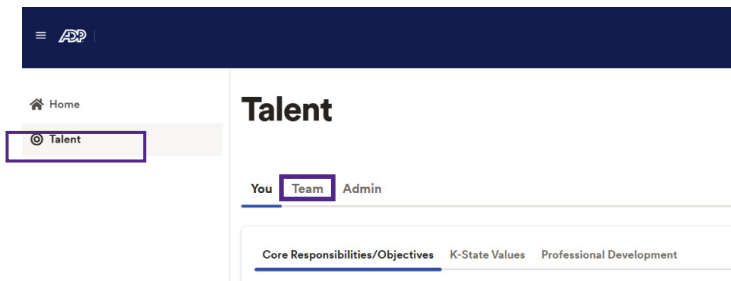
<https://mobifed.adp.com/oauth/client/v2/770871fb-7456-4905-bb81-a9828123866f?run=true&adpwf=true&appid=REDBOX>

- sign in using your K-State Single Sign-On (SSO) credentials

2. Validate Your Team Roster

- **Verify Your Team Roster**

- Before starting reviews, confirm all direct reports appear correctly in the system
 - From the Home Page, select **Talent**, then open the **Team** tab



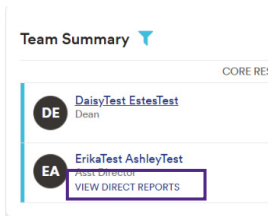
The screenshot shows the ADP Talent interface. At the top left, there is a dark blue header with the ADP logo and a hamburger menu icon. Below the header, there is a navigation menu with a home icon and the text 'Home', and a 'Talent' tab which is highlighted with a purple border. To the right of the navigation menu, the main content area is titled 'Talent'. Below the title, there are three tabs: 'You', 'Team', and 'Admin'. The 'Team' tab is highlighted with a purple border. Below the tabs, there is a horizontal line, and below that, there are three sub-sections: 'Core Responsibilities/Objectives', 'K-State Values', and 'Professional Development'. The 'Core Responsibilities/Objectives' sub-section is highlighted with a purple border.

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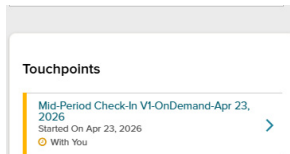
2. Validate Your Team Roster (cont.)

- **Review your reporting structure.** If you have a direct report who also supervises others, please select **View Direct Reports** under their name.
- **Please Note:**
 - Report corrections to: **talentappsadmin@ksu.edu**
 - New hires may not appear until after the next system sync, contact your HR Liaison to confirm whether a review is needed for new staff.
- **Optional: Add Goals**
 - You may copy employee goals into the Core Objectives/Responsibilities section now. This is optional for mid-period reviews but required for year-end evaluations.



3. Complete a Mid-Period Check-In

- From the **“Team”** tab, click on an **employee name** to navigate to their page.
- On the right-hand side of the screen under **“Touchpoint”**, click the available **Mid-Period Check-In form**.



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3. Complete Mid-Period Check-In (cont.)

- **Complete** all required fields.

Please note: The system saves your changes automatically.

After finalizing your feedback, click **Submit** to route the form to your employee for their comments.

The form will then indicate that it is with the employee.

If you need to make any changes, click **Recall** to retrieve the form.