

The Employee Guide to Completing the Performance Evaluation in the Performance Management @Tech System

Employee Steps to Review & Acknowledge the Annual Evaluation

- After the supervisor completes the performance evaluation, the employee will receive an email notification to review and acknowledge the evaluation.
- The employee has the option to click on the link in the email to directly access their annual evaluation record **or** log in to the **Performance Management Workspace** via the **ASC Portal** (asc.gatech.edu).

Subject [REDACTED] has submitted your annual evaluation for your acknowledgment
From GT Service Desk [REDACTED] <[REDACTED]@services.gatech.edu>
To [REDACTED].gatech.edu
[Show less](#)

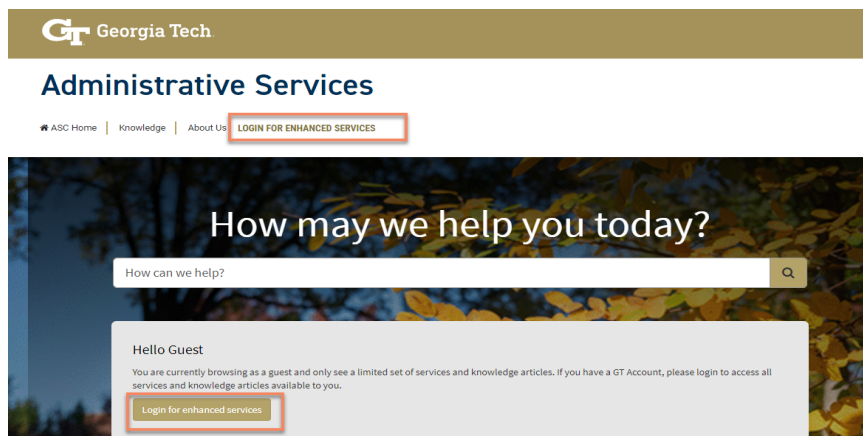
Hello [REDACTED],
[REDACTED] has submitted your annual evaluation. Please review and acknowledge.
Click on [GTPM\[REDACTED\]](#) to directly access the Performance Appraisal.

For assistance with questions related to the Performance Management module, please contact support@asc.gatech.edu.



Accessing the Annual Evaluation record without using the link:

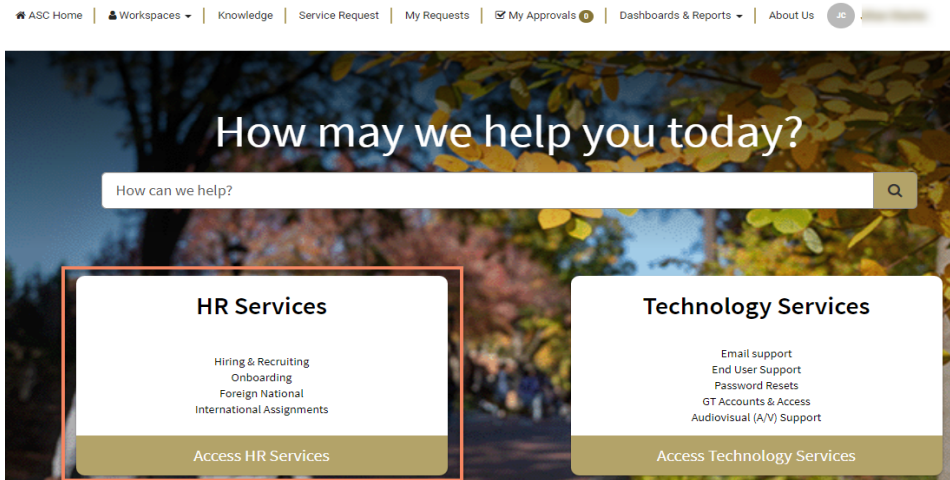
- Navigate to asc.gatech.edu
- Click on **Login for Enhanced Services**
- Login with your GT Single Sign-on credentials



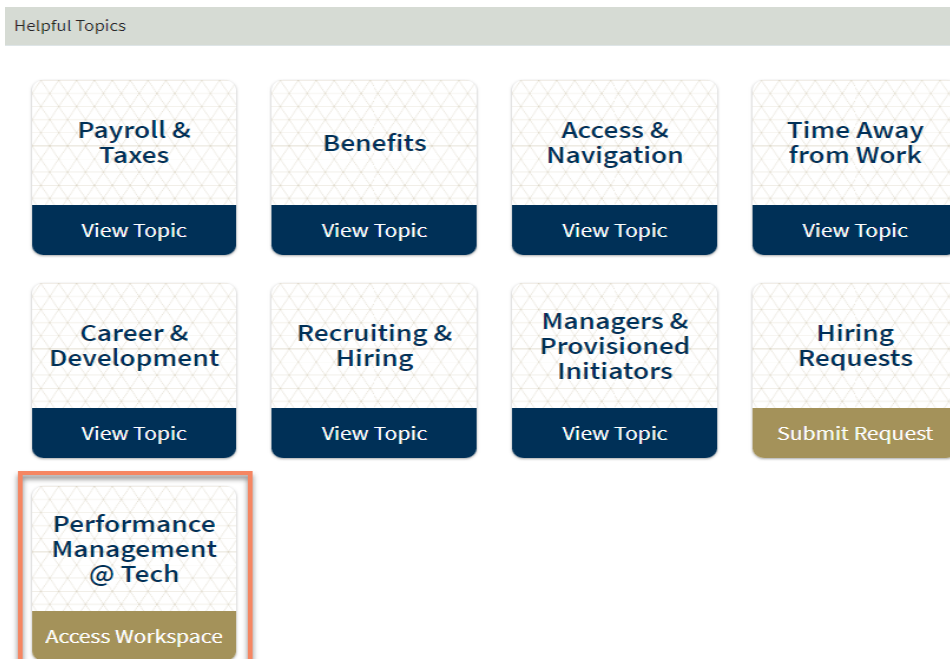
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- Click on the **HR Services** tile.

Administrative Services

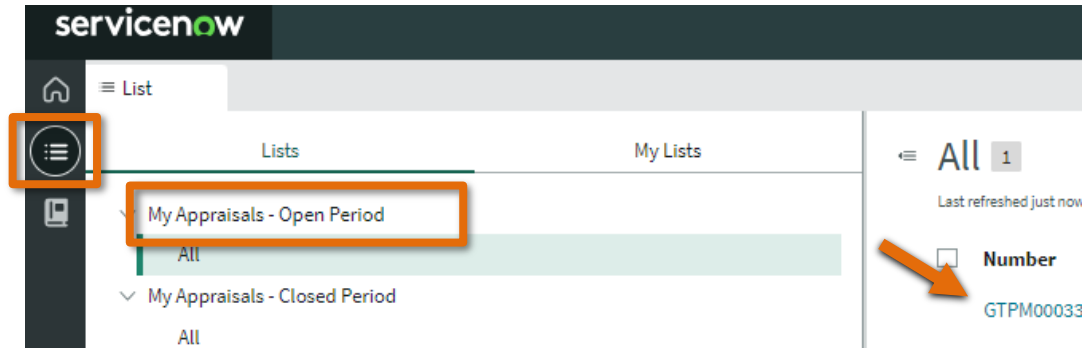


- Click on the **Performance Management @Tech** tile.

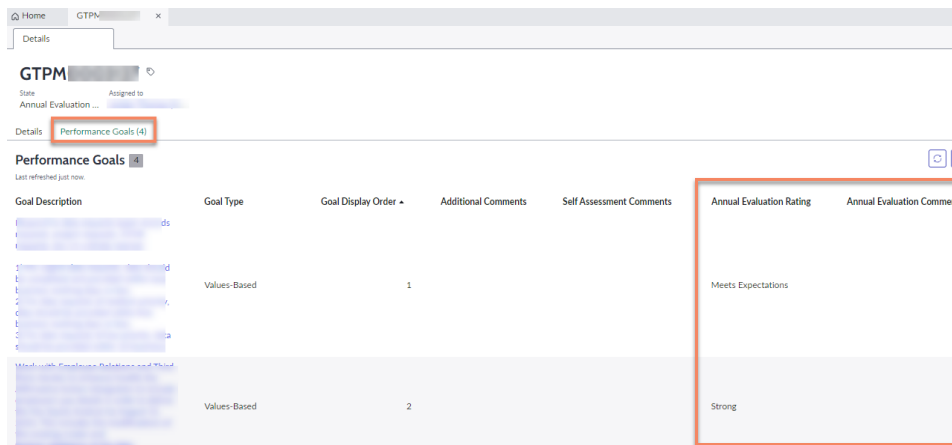


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- Click on the **List** icon (three bars) under the **Home** Icon on the left.
- Click on your appraisal record found under **My Appraisals – Open Period** using the link that begins with **GTPMXXXXX**.



- The **Details** tab will display the employee's personal information, **Self-Assessment**, and **Annual Evaluation** section.
- Click on the **Performance Goals** tab to review the **Annual Evaluation Ratings** and **Annual Evaluation Comments** on the Values-Based Goals that were submitted by the manager.



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- Click on the **Details** tab to review the Annual Evaluation Ratings and Comments that were submitted for each Competency by the manager. Scroll down to the **Annual Evaluation** section. Review the ratings and comments for each Competency.

Details

GTPM

State Annual Evaluation ... Assigned to

Details Performance Goals (4)

Self Assessment

Annual Evaluation

Annual Evaluation Start Date * Annual Evaluation End Date * 03/31/2024

Employee Competencies

Decision Making

Able to analyze situations fully and accurately and reach productive decisions. Consults appropriate parties when necessary and identifies the key concerns and/or issues that need to be addressed in order to make the best decision possible.

Show less

Decision Making Rating

Strong

Decision Making Comment

Characters left: 1000

Effective Communication

Able to express ideas in a clear, concise, and effective manner, whether speaking or in writing. Uses correct grammar and sentence structure in communications. Is a good listener, even when differing viewpoints are expressed. Openly shares information and keeps all relevant parties updated.

- Review the **Annual Evaluation Overall Rating** and **Actual Evaluation Overall Rating Comment**.

Overall Ratings

Annual Evaluation Overall Rating

Strong

Annual Evaluation Overall Rating Comment

Test

Characters left: 3996

Annual Evaluation Action Plan

Characters left: 4000

Annual Evaluation Employee Comments

Characters left: 4000

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- The employee has the option to enter comments on their annual evaluation using the **Annual Evaluation Employee Comments** field.

Overall Ratings

Annual Evaluation Overall Rating
Strong

Annual Evaluation Overall Rating Comment
Test

Characters left: 3996

Annual Evaluation Action Plan
—

Characters left: 4000

Annual Evaluation Employee Comments
Test employee comments.

- The record can be saved and returned to at a later time.
- The employee is responsible for acknowledging their annual evaluation by clicking on the **Acknowledge** button.

Acknowledge Performance Appraisal Help Save

pose

your Comments here

one can see this comment

Post Comments

Attachments

- An email will be sent to the manager after the employee acknowledges their Annual Evaluation record.

Subject [REDACTED] has acknowledged their Annual Evaluation

From GT Service Desk [REDACTED]:notification@services.gatech.edu>

To [REDACTED]@ohr.gatech.edu

Show less

Hello [REDACTED]

Your employee, [REDACTED], has acknowledged their annual evaluation. Please review and and acknowledge.

Click on [GTPM](#) to directly access the Performance Appraisal.

For assistance with questions related to the Performance Management module, please contact support@asc.gatech.edu.

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- Upon receipt of the email, the manager can click on the link in the email to directly access the Annual Evaluation record for the employee **or** log in to the Performance Management Workspace via the ASC Portal.
- The manager will acknowledge the performance evaluation and the Annual Evaluation will be complete.