



Performance Management @Tech Launch Frequently Asked Questions

- 1. Where do I log into the new performance management module?**
You can log in through the ASC Portal: asc.gatech.edu
- 2. Who is required to login to Performance @Tech and set goals?**
 - All active regular staff
 - Students, affiliates, and faculty, GTRI and EI2 staff are not required to use this module.
 - required to set goals and participate in the Performance Management Process.
- 3. How long will I have to enter and submit my goals to my supervisor?**
Please complete the goal setting process by June 30, 2023.
- 4. Can I edit or delete my goals after I submit them?**
Goals can be modified only when the record is in “Draft” status during the goal setting session period. Once the period closes, these cannot be modified.
- 5. If I have a question or an issue about using the performance management module, who can I contact?**
 - Call the Administrative Services Center (ASC) at 404-385-1111
 - Email support@asc.gatech.edu
 - Submit a general HR inquiry through the ASC portal asc.gatech.edu and indicate that your issue is related to **Annual Performance Management & Goal Setting** from the drop-down menu
- 6. Where can I go to review information about goal setting tips and best practices?**
 - Visit the Performance Management Learning Path from LinkedIn Learning: [linkedin.com/learning/paths/georgia-institute-of-technology-performance-management?u=2163426](https://www.linkedin.com/learning/paths/georgia-institute-of-technology-performance-management?u=2163426)
 - Visit the GTHR Performance Management website: hr.gatech.edu/performance-management
- 7. Where can I go to self-enroll in an online tutorial that will teach me how to use the Performance Management @Tech module?**
Beginning Monday, April 3, you can access the performance management



tutorial: gatech.geniussis.com/Registration.aspx?aid=842

8. What if my manager's role is currently vacant?

You should contact your HR Partner so they can manually assign someone to serve as your manager in the goal-setting module. The MSS transaction should also be submitted in the system to ensure the reporting change is updated in OneUSG Connect. Another option is to submit a request to the Administrative Services Center (ASC) via support@asc.gatech.edu or 404-385-1111 indicating a supervisor update in the Performance Management module.

9. Do managers have the option to create goals for the employee?

No, only an employee can enter their goals, however, a conversation should take place between employees and their supervisors prior to submitting the goals in the system to ensure alignment on goals.

10. Will staff who have been employed for less than 6 months be loaded into the system?

Yes, these employees will be included in the Performance Management population, with the expectation their supervisors will complete the six-month probationary evaluation form when it becomes available in the system.

Please note that any staff hired on or after 04/01/2023 will not be included in the Performance Management population, a probationary record will be initiated by their manager when the form becomes available in the system.

11. Can you clarify how many goals of each type we are required to submit?

- Employees with no direct reports are required to submit a minimum of one values-based goal, and a minimum of two career development goals.
- Supervisors (employees with direct reports) are required to submit a minimum of one values-based goal, two career development goals, and a minimum of one leadership competency goal.

12. Will department leaders and/or HR Partners be able to access goals for their entire department?

Yes. Your department's HR Partner will have access to all the employees in the departments they support.

13. Will managers who only manage student employees need to submit a leadership goal?

Yes, these managers are in a space of leadership and need to submit a leadership goal.

14. If managers go on extended leave, how does delegation of the goal-setting process work?

The HR Partner can access the records and reassign the employee to another manager.