1. **Where do I log in to submit my annual self-assessment?**
   - You can log in through the ASC Portal at asc.gatech.edu.
   - Click the “HR Services” Tile.
   - Click the “Performance Management @Tech” Tile.

2. **Is completing a Self-Assessment mandatory?**
   No. It’s optional, but completing a self-assessment is your chance to assess big projects, discuss accomplishments and highlight your value.

3. **Who has access to login to Performance @Tech to submit a self-assessment?**
   - All active regular staff with a goal-setting record for the 2023 Performance period.
   - Students, affiliates, faculty, GTRI, Athletics, and EI2 staff are not required to use this module.

4. **Who will have a self-assessment record in the performance management workspace?**
   - Any regular staff with a goal-setting record.
   - Probationary employees will not have a goal-setting record to complete the self-assessment, therefore, they will not complete the self-assessment.

5. **What is the role of the employee in the self-assessment process?**
   Staff members are responsible for submitting their self-assessment to their manager for acknowledgement during the self-assessment period.

6. **Can a supervisor edit comments entered on an employee’s self-assessment?**
   No. Supervisors shall not have the ability to edit comments written by the employee on the self-assessment. The supervisor can acknowledge the record and provide comments in the comments/work notes section.

7. **Can the employee edit comments written by the supervisor?**
   No. The employee cannot edit any comments written by the supervisor.
8. **What are Work Notes/Comments?**
The Work Notes/Comments section allows employees and supervisors to document feedback from ongoing communication. Work Notes/Comments are visible to the employee, supervisor, and HR Partner.

9. **Can I request additional feedback on my self-assessment from colleagues at work?**
Yes. During the self-assessment period and when your record is in a draft status, you can specify people from whom you would like to ask for feedback on your performance.

One to many names can be selected in the “Feedback List”, then click “Request Feedback” button. This can only be done once, so be sure to include the names in the feedback list before clicking “Request Feedback.”

10. **Can the self-assessment record be saved to be completed later?**
Yes. During the self-assessment period, users can save their progress and return later to submit.

11. **Who do I contact for questions about self-assessment?**
Call the Administrative Services Center (ASC) at 404-385-1111, email support@asc.gatech.edu, or submit a general HR inquiry through the ASC portal asc.gatech.edu.

12. **Where can I go to review information about self-assessment tips and best practices?**
Visit the Georgia Tech Human Resources (GTHR) Performance Management website: hr.gatech.edu/performance-management.

13. **Will department leaders and/or HR Partners be able to access self-assessment records for their entire department?**
Yes. Your department’s HR Partner and HR Department Support team will have access to all the employees in the departments they support.
14. If supervisors go on extended leave, how does delegation of the self-assessment record work? The HR Partner and or HR Department Support can access the records and reassign the employee to another supervisor.