Performance Management @Tech
Self-Assessment Frequently Asked Questions

1. Where do I log into the PM@Tech system?
   You can log in through the ASC Portal: asc.gatech.edu

2. Who is required to login to PM @Tech system and set goals?
   • All active regular staff
   • Students, affiliates, and faculty, GTRI, GTAA and EI2 staff are not required to use this module.

3. What is the timeline for the self-assessment phase?
   December 1st – January 31st.

4. When is self-assessment accessible?
   The self-assessment is available in PM@Tech on December 1st.

5. Do supervisors approve their employee’s self-assessment?
   Supervisors will acknowledge review of the employee’s self-assessment.

6. Can self-assessments be submitted for review to the supervisor after January 31st?
   Employees must submit their self-assessment prior to the end of the self-assessment period. Self-Assessments cannot be updated/submitted to their supervisor for review after January 31, 2024. Manager acknowledgment of the self-assessment can occur outside the self-assessment period until the end of the annual evaluation cycle which ends on March 31, 2024.

7. Are self-assessment required?
   Employees are strongly encouraged to complete the self-assessment. Self-assessments provide employees with an opportunity to share their perspective on progress/completion of their goals, creating a two-way feedback process essential for building trust and ensuring that employees feel heard and valued. Self-Assessments help increase employee satisfaction and motivation at work by being involved in their own performance development.

8. Can I add, edit or delete my goals in the self-assessment phase?
   There are specific times when employees can modify goals.
- Goals can be modified when the record is in “Draft” status during the Goal Setting phase.
- Employees can add goals in the Self-Assessment phase. The Accomplishment of Pride section can be used to note new goals that were never entered during the goal setting phase.
- Employees can modify existing goals during the Self-Assessment phase using the Self-Assessment Comments field in the Performance Goals section.
- Lastly, Managers can add goals during the Annual Evaluation Phase for employees who do not have goals using the Annual Evaluation Overall Rating Comment field.

9. Can an employee or manager add goals during the Annual Evaluation Phase?
   - Managers can add goals during the Annual Evaluation Phase using the Annual Evaluation Overall Rating Comment field.

10. 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 and indicate that your issue is related to the Annual Performance Management process.
    - Submit a general HR inquiry through the ASC portal asc.gatech.edu and indicate that your issue is related to the Annual Performance Management process and select the specific issue from the drop-down menu.

11. Where can I go to review information about Self-Assessment tips and best practices?
    - Visit the GTHR Performance Management website for general information, recorded sessions, FAQs and self-directed online tutorial from WLPD: hr.gatech.edu/performance-management

12. Where can I go to self-enroll in an online tutorial that will teach me how to use the Performance Management @Tech module?
    - Beginning December 1, 2023, you can access the performance management tutorial: gatech.geniusiss.com/Registration.aspx?aid=842

13. What if my manager’s role is currently vacant or if the manager is on extended leave?
    - 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 the specifics related to the supervisor update in the Performance Management module that’s needed.

14. **Will staff who have been employed for less than 6 months be loaded into the system?**
   Any staff hired on or after 04/01/2023 will not be included in the Performance Management @TEnch. All others will receive a Self-Assessment and Performance Evaluation record.

15. **Will department leaders and/or HR Partners be able to access the Self-Assessment records for their entire department?**
   Yes. Department leaders and the HR Partner will have access to all the employees in the department.

16. **Can I invite colleagues to share feedback about my performance?**
   Yes, employees can send up to three invitations to colleagues to provide performance feedback in the self-assessment phase.

17. **How is the feedback from the invitation collected?**
   The feedback will be displayed in the employee’s self-assessment. The supervisor and employee can see the feedback.