How to Submit a Self-Assessment via the Performance Management Workspace

Staff can submit a self-assessment each calendar year. This article provides the steps required to complete your self-assessment.

- Navigate to http://asc.gatech.edu
- Click on Login for Enhanced Services
- Log in with your GT Single Sign-on credentials
• Click on the **HR Services** tile.

Administrative Services

• Click on the **Performance Management @Tech** tile.
• Click on the Go to Record button or click on List menu icon. Under My Appraisals – Open Period, click on All, then click on your GTPMXXXX Appraisal Number.

• The Details tab will display your personal information.

• To access the Knowledge Based Article related to the Self-Assessment, click on the Performance Appraisal Help button in the upper right corner of the record.

• Click on the Performance Goals tab to start entering your self-assessment comments.
• Click on the link to each goal to enter self-assessment comments.

• Enter your comments related to the goal in the **Self-Assessment Comments** field. Updates to your goal can also be captured in the **self-assessment comments** field.

• Click on **Save**. Repeat this step if needed for each of your goals. **Please note:** If no goals were submitted during the Goal-Setting period, please use the **Accomplishment of Pride** fields to enter your goal(s) and comments
  - **Accomplishment of Pride** can be found on the **Details** tab.

• Once you’re done entering the **Self-Assessment Comments** for your performance goals, click on the **Details** tab to continue with the **Self-Assessment Questionnaire**.
• Scroll down past the employee details until you get to the **Self-Assessment** Questions. Please note that the questions are optional. You can respond to the questions in the **comments** field below each question.

• Enter your **Accomplishments of Pride**. **Please note:** the “Accomplishment of Pride section” can also be used to capture your goals if no goals were submitted during the goal-setting period.
• Please use the Feedback List to request performance feedback from others within the Georgia Tech Organization. Provide the names of the individuals you would like to receive performance feedback from. Limit to 3 names.

• Enter up to 3 names in Feedback List.
• Click Save.
Once you're done with the Feedback List, click on the Request Feedback button. **Please Note:** Request Feedback can only be done once; please ensure you have the appropriate names listed before clicking Request Feedback.
- An email will be sent to the individuals listed in the **Feedback List**. See Activity Log. The individuals will simply reply to the email and their feedback will be captured in the **Activity Log**.

![Email Example](image)

- Once you’re done with your self-assessment, click on the **Submit to Manager** button.

![Submit to Manager Button](image)

- An email will be sent to the manager (see image example below).
Manager Acknowledgement of Self-Assessment

- The manager has the option to click on the link in the email to directly access the employee’s self-assessment record.
Another option to access the employee’s record is to Log in to the Performance Management Workspace to review your direct report’s Self-Assessment record.

- Click on the **List** icon (three bars under the **Home** Icon).
- Under **My Team Appraisals – Open Period**, click on **My Direct Reports**.
- A Self-Assessment record with the status of **Submitted** means that the record is ready for your acknowledgement.
- Click on the **GTPMXXXXX** record number to access the record.

- The **Details** tab will display your direct report’s personal information and the self-assessment questionnaire.
- Click on the **Performance Goals** tab to review the self-assessment comments entered for the performance goals. **Please Note:** If no goals were submitted by the employee during the goal-setting period, this field will be blank.
• Please note that the Self-Assessment comments fields are optional, therefore, comments are not required by the employee.

• Click on the Details tab to review the comments entered on the self-assessment questionnaire.
• Scroll down to view responses/comments to questions.
• The manager has the option to enter comments using the **Additional Comments** field.

• An email will be sent to the employee after the manager acknowledges the self-assessment.
This completes the Self-assessment process. The status of the record will update to Acknowledged.