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

Manager Steps to Creating the Annual Performance Evaluation

Managers are required to complete an annual performance evaluation for their direct reports each calendar year. This article provides the steps required to complete the annual performance evaluation for your direct reports. Visit careers.gatech.edu/performance-management to view the Annual Evaluation Process Demo video.

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

- Click on the HR Services tile.
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- Click on the Performance Management @Tech tile.

- Click on List icon (three bars) under the Home icon on the left.
Under My Team Appraisals – Open Period, click on My Direct Reports.

An Annual Performance Evaluation Record with the status of Draft means that the record is ready for your evaluation.

Click on the GTPMXXXXX record number to access the record.
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- The **Details** tab will display your direct report’s personal information, the employee self-assessment questionnaire, and the Annual Performance Evaluation section.
- Click on the **Performance Goals** tab to begin evaluating the employee on their Values-Based Goals. **Please Note**: If no goals were submitted by the employee during the goal setting period, this section will be blank.

![Image of Performance Goals tab]

- Please provide an Annual Evaluation rating for each of the Values-Based Goals. Ratings are not required for Career Development and Leadership Development goals.
- Click on the link to the Values-Based Goal under the **Goal Description** column.
- Review the detailed description of the employee’s Values-Based goal and the self-assessment comments if applicable. Once reviewed, select a rating from the **Annual Evaluation Rating** field.

![Image of Values-Based Goal section]
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- Select a rating under the **Annual Evaluation Rating** field.

- **Annual Evaluation Comment** field is optional. However, a comment is required if the rating selected is **Exceptional**, **Needs Improvement**, or **Unsatisfactory**.

- Once you have selected your rating and entered a comment (if applicable), click **Save**. Repeat this step to evaluate each of the employee’s Values-Based goals.
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- To begin evaluating the employee on their Competencies and overall rating, please click on the **Details** tab. Scroll down to the **Annual Evaluation** section.

- Select a rating for each of the **Employee Competencies**. Comments are optional, except if a rating of **Exceptional**, **Needs Improvement**, or **Unsatisfactory** is selected.
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- For **Honesty & Integrity**, please select a rating of **Acceptable** or **Unacceptable**. A comment is required if the rating is **Unacceptable**.

- For **Attendance & Punctuality**, please select a rating of **Consistently adheres to agreed-upon schedule**, **Demonstrates adequate attendance and punctuality**, or **Has difficulty in attendance and punctuality**. A comment is required if **Has difficulty in attendance and punctuality** is selected.

- Once you’ve completed the ratings on the Competencies, proceed to the **Overall Ratings** section to rate the employee on their overall performance for the calendar year.
The Annual Evaluation Overall Rating Comment field shall be used to provide your overall feedback on the employee’s performance. This field can also be used by managers to add goals for their direct report if no goals were submitted by the employee during the Goal-Setting period.

- Provide overall comments in the Annual Evaluation Overall Rating Comment field. If the Annual Evaluation Overall Rating selected is either Exceptional, Needs Improvement, or Unsatisfactory, a comment is required.
- A comment is required in the Annual Evaluation Action Plan box if the Annual Evaluation Overall Rating is either Needs Improvement or Unsatisfactory.
- Please select an Annual Evaluation Overall Rating.
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- The record can be saved and returned to later. Once you are done evaluating the employee, it is important that you take the time to meet with the employee to discuss the ratings and comments before submitting the record to the employee for acknowledgement.
- After you’ve met with the employee, please click on the Submit to Employee button. An email will be sent to the employee to review and acknowledge the evaluation record.

- The Annual performance evaluation status will update to Submitted after it is sent to the employee.
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- An email will be sent to the employee after the manager submits the Annual Evaluation.

Subject: [Name] has submitted your annual evaluation for your acknowledgment
From: GT Service Desk <services.gatech.edu>
To: [Name]@services.gatech.edu

Hello [Name],

[Name] has submitted your annual evaluation. Please review and acknowledge.

Click on GTPM to directly access the Performance Appraisal.

For assistance with questions related to the Performance Management module, please contact support@ssc.gatech.edu.
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Employee Instructions for Reviewing & Acknowledging the Annual 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).

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.

- 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 GTPMX00XX.

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.

- Review the Annual Evaluation Overall Rating and Actual Evaluation Overall Rating Comment.
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- The employee has the option to enter comments on their annual evaluation using the Annual Evaluation Employee Comments field.

- 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.

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

- 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.
- Comments can be added to the record using the Additional Comments or Compose fields.
- To provide an acknowledgement, click on Manager Acknowledge.

- This completes the Annual Performance Evaluation Process. The status of the record is now marked as Completed.

- An email notification is sent to the employee when the evaluation is completed.

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- If an annual evaluation record has an overall rating of Needs Improvement or Unsatisfactory, not only will the employee receive an email confirmation that the evaluation is complete, the HR Partner and ER Consultant will receive an email notification.

![Email Example](image-url)