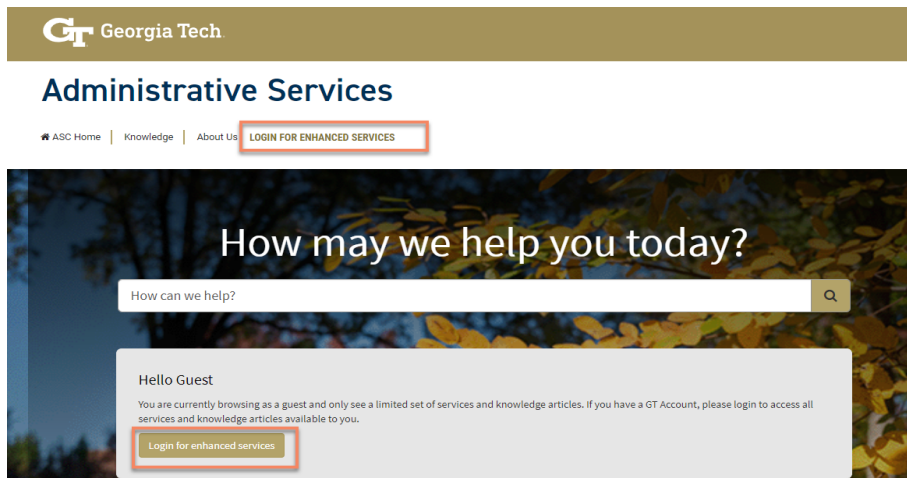


# The Manager and Employee Guide to Completing the Annual Performance Evaluation in the Performance Management @Tech System

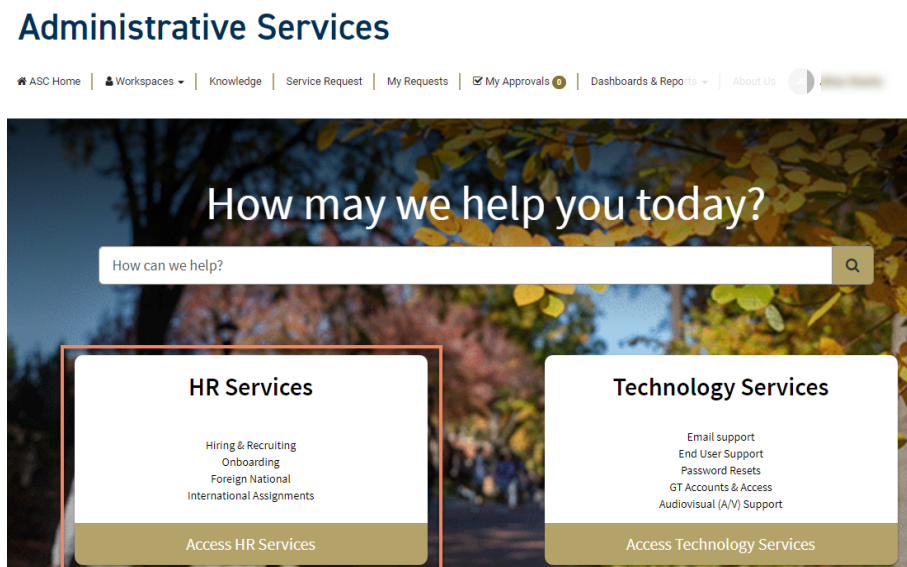
## Manager Steps to Creating the Annual Performance Evaluation

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](https://careers.gatech.edu/performance-management) to view the *Annual Evaluation Process Demo* video.

- Navigate to [asc.gatech.edu](https://asc.gatech.edu)
- Click on **Login for Enhanced Services**
- Login with your GT Single Sign-on (SSO) credentials



- Click on the **HR Services** tile.



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

- Click on the **Performance Management @Tech** tile.

Helpful Topics

**Payroll & Taxes**

View Topic

**Benefits**

View Topic

**Access & Navigation**

View Topic

**Time Away from Work**

View Topic

**Career & Development**

View Topic

**Recruiting & Hiring**

View Topic

**Managers & Provisioned Initiators**

View Topic

**Hiring Requests**

Submit Request

**Performance Management @ Tech**

Access Workspace

- Click on **List** icon (three bars) under the **Home** icon on the left.

Appraisal Period Name	Start Date	End Date	State	Goal Setting Start Date	Goal Setting End Date	Annual Evaluation Start Date	Annual Evaluation End Date
2023 Performance Period	01/01/2023	03/31/2024	Annual Evaluation Period	04/03/2023	06/05/2023	02/01/2024	03/31/2024

**My Teams Open Appraisals**

4

Updated at 11:02 AM

**Goal Setting Status is Draft**

0

Updated at 11:02 AM

**My Teams Appraisals by Goal Setting Status**

Status	Count	Percentage
Approved	4	80%
Draft	1	20%

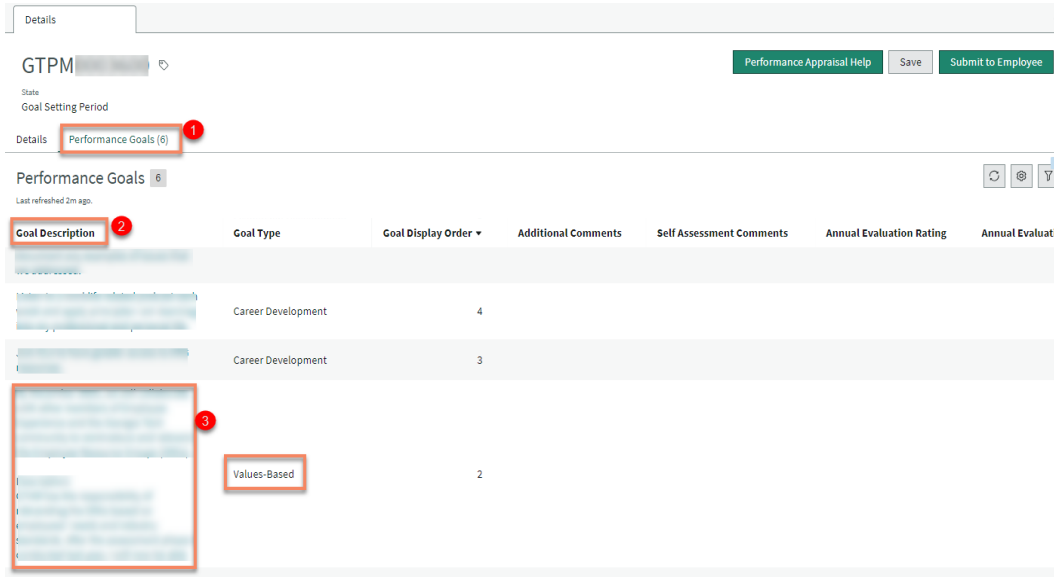
# The Manager and Employee Guide to Completing the Annual Performance Evaluation in the Performance Management @Tech System

- 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.

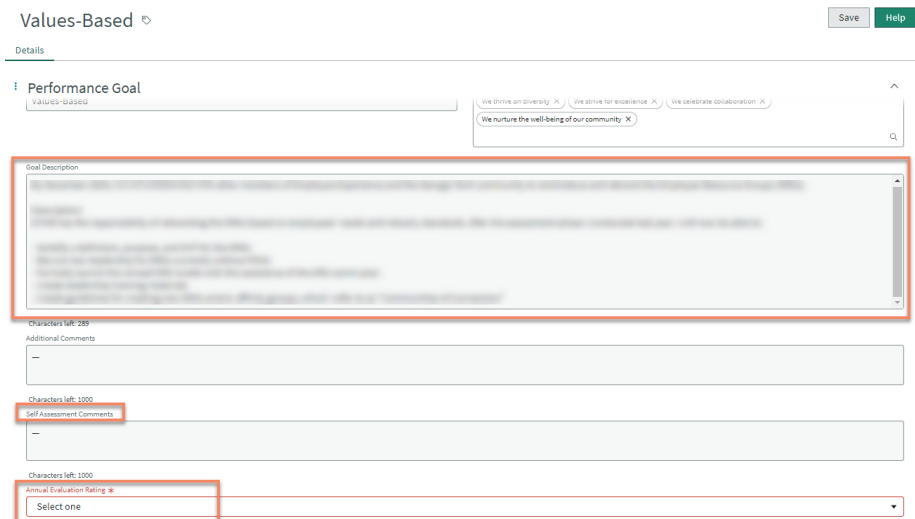
Number	Appraisal Period	Employee	Goal Setting Status	Self Assessment Status	Annual Evaluation Status
GTPMXXXXX	2023 Performance Period	[Employee Name]	Approved	Draft	Completed
GTPMXXXXX	2023 Performance Period	[Employee Name]	Approved	Draft	Draft
GTPMXXXXX	2023 Performance Period	[Employee Name]	Approved	Draft	Draft
GTPMXXXXX	2023 Performance Period	[Employee Name]	Approved	Draft	Draft

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

- 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.



- 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.



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

- Select a rating under the **Annual Evaluation Rating** field.

Characters left: 1000

Annual Evaluation Rating \*

Select one

Exceptional

Strong

Meets Expectations

Needs Improvement

Unsatisfactory

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

Characters left: 1000

Annual Evaluation Rating \*

Meets Expectations

Annual Evaluation Comment

Characters left: 4000

- 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.

Values-Based ⌵ 3 Save Help

Details

Performance Goal

Characters left: 33  
Additional Comments

Characters left: 1000  
Self-Assessment Comments

Characters left: 1000  
Annual Evaluation Rating \*

Meets Expectations

Annual Evaluation Comment

Test Annual Evaluation Comment

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

- To begin evaluating the employee on their Competencies and overall rating, please click on the **Details** tab. Scroll down to the **Annual Evaluation** section.

The screenshot shows the 'Performance Appraisal' details page. At the top, there are buttons for 'Performance Appraisal Help', 'Save', and 'Submit to Employee'. The 'Details' tab is selected, showing 'Performance Goals (6)'. The main section is titled 'Performance Appraisal' and contains several fields: Manager, End Date (04/01/2024), Department, Goal Setting Status (Approved), Assigned to, Goals Approved Date/Time (06/22/2023 05:24 PM), Self Assessment Status (Draft), and Annual Evaluation Status (Draft). Below this is the 'Self Assessment' section, where 'Annual Evaluation' is highlighted with a red box. At the bottom, there are fields for 'Annual Evaluation Start Date' (10/31/2023) and 'Annual Evaluation End Date' (04/01/2024). The 'Employee Competencies' section is partially visible at the bottom.

- Select a rating for each of the **Employee Competencies**. Comments are optional, except if a rating of **Exceptional**, **Needs Improvement**, or **Unsatisfactory** is selected.

The screenshot shows the 'Annual Evaluation' section with 'Employee Competencies' expanded. The 'Decision Making' competency is selected, showing its description: 'Able to analyze situations fully and accurately and reach productive decisions. Consults appropriate parties when necessary and identifies the key concerns and/or issues that need to be addressed in order to make the best decision possible.' Below the description is a 'Decision Making Rating' dropdown menu with 'Exceptional' selected. The 'Decision Making Comment' text area is highlighted with a red box. The 'Show less' link is visible below the description. The 'Activity' panel on the right shows system messages.

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

- For **Honesty & Integrity**, please select a rating of **Acceptable** or **Unacceptable**. A comment is required if the rating is **Unacceptable**.

Honesty & Integrity

Show More

Honesty & Integrity Rating \*

Acceptable

Select one

✓ Acceptable

Unacceptable

Honesty & Integrity Comment

Characters left: 1000

- 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.

Attendance & Punctuality

To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the Institute, employees are expected to adhere to their work schedule and maintain punctual attendance at work. Assign a rating for attendance & punctuality and enter comments as appropriate in the comments section. A comment is required if it is determined that an employee has difficulty in attendance and punctuality.

Show less

Attendance & Punctuality Rating \*

Select one

Select one

Consistently adheres to agreed-upon schedule

Demonstrates adequate attendance and punctuality

Has difficulty in attendance and punctuality

Attendance & Punctuality Comment

Characters left: 1000

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

- 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.

Overall Ratings

Annual Evaluation Overall Rating  
Strong

Annual Evaluation Overall Rating Comment

Characters left: 3335

- 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**.

Overall Ratings

Annual Evaluation Overall Rating \*  
Select one

Annual Evaluation Overall Rating Comment

Characters left: 4000

Annual Evaluation Action Plan

Characters left: 4000

Annual Evaluation Employee Comments

Characters left: 4000

Overall Ratings

Annual Evaluation Overall Rating \*  
Select one

Annual Evaluation Overall Rating \*  
Strong

Annual Evaluation Overall Rating Comment

Characters left: 3335



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

- 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.

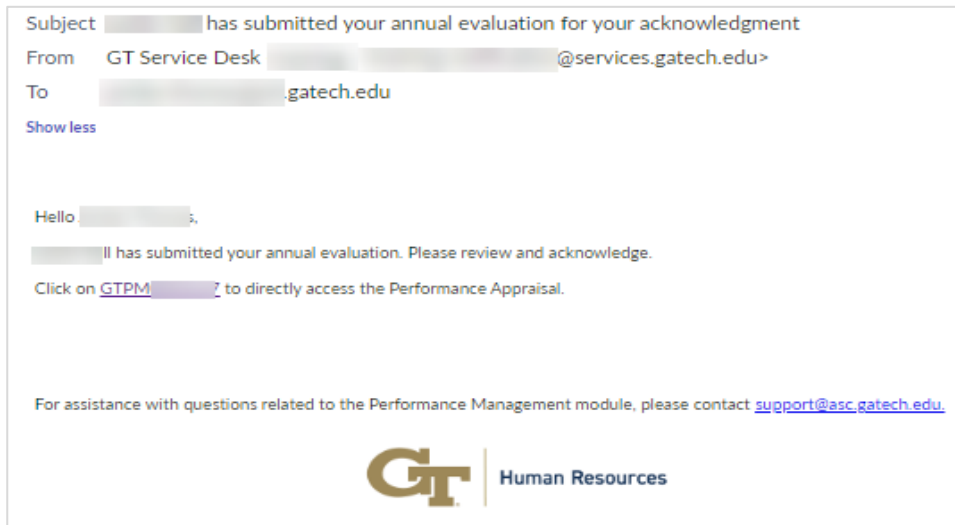
The screenshot shows the 'Annual Evaluation' form in the Performance Management system. At the top right, there are three buttons: 'Performance Appraisal Help', 'Save', and 'Submit to Employee'. The 'Submit to Employee' button is highlighted with a red rectangular box. Below the buttons, the form includes a dropdown for 'Interpersonal Relationships Rating' and a text area for 'Interpersonal Relationships Comment'. An 'Activity' panel on the right shows a system-generated email notification.

- The Annual performance evaluation status will update to **Submitted** after it is sent to the employee.

The screenshot shows the 'Performance Appraisal' form with various fields. The 'Annual Evaluation Status' field is highlighted with a red rectangular box and contains the text 'Submitted'. Other fields include 'Employee', 'Position', 'Manager', 'Department', 'Assigned to', 'State', 'Annual Evaluation Period', 'Start Date', 'End Date', 'Goal Setting Status', 'Goals Approved Date/Time', 'Self Assessment Status', and 'Annual Evaluation Status Submitted Date/Time'.

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

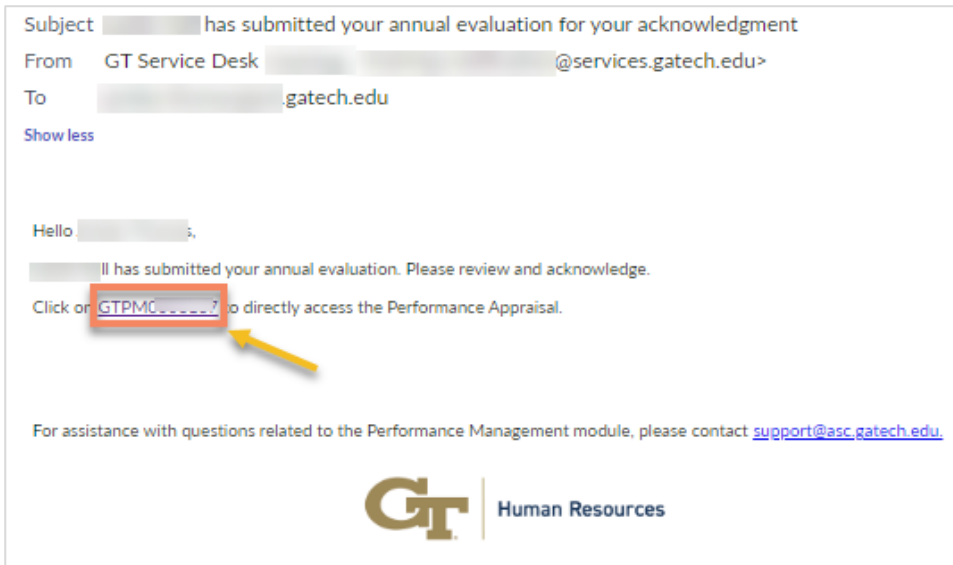
- An email will be sent to the employee after the manager submits the **Annual Evaluation**.



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

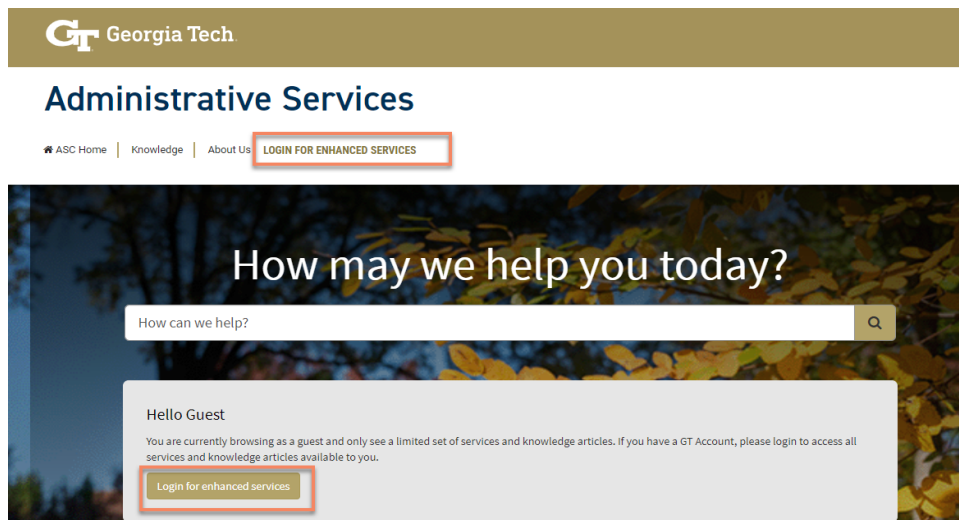
## Employee Instructions for Reviewing & Acknowledging the Annual Evaluation

- 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](http://asc.gatech.edu)).



## Accessing the Annual Evaluation record without using the link:

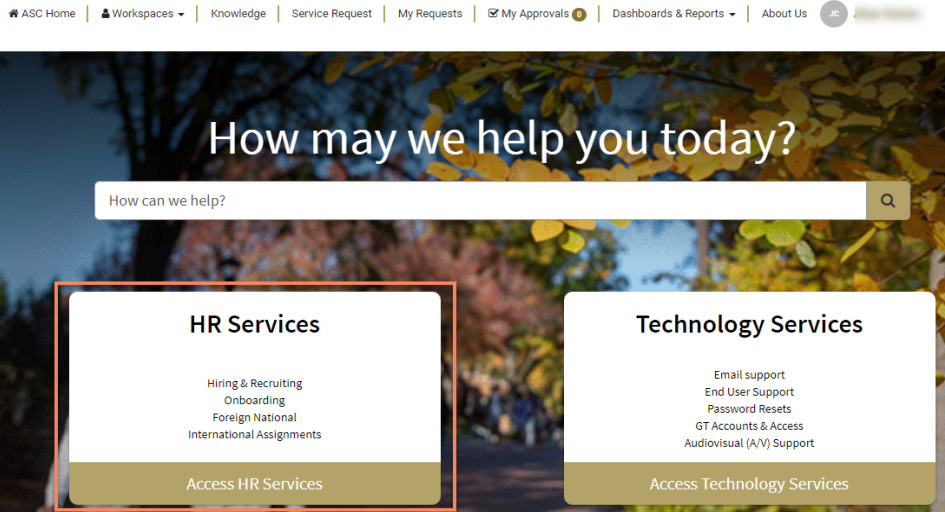
- Navigate to [asc.gatech.edu](http://asc.gatech.edu)
- Click on **Login for Enhanced Services**
- Login with your GT Single Sign-on credentials



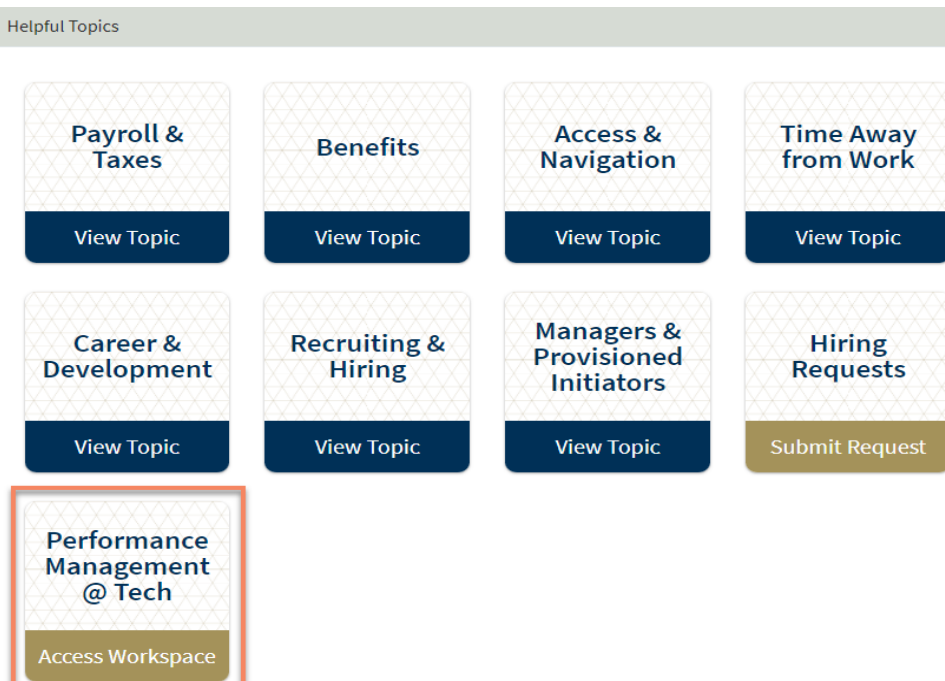
# The Manager and Employee Guide to Completing the Annual Performance Evaluation in the Performance Management @Tech System

- Click on the **HR Services** tile.

## Administrative Services

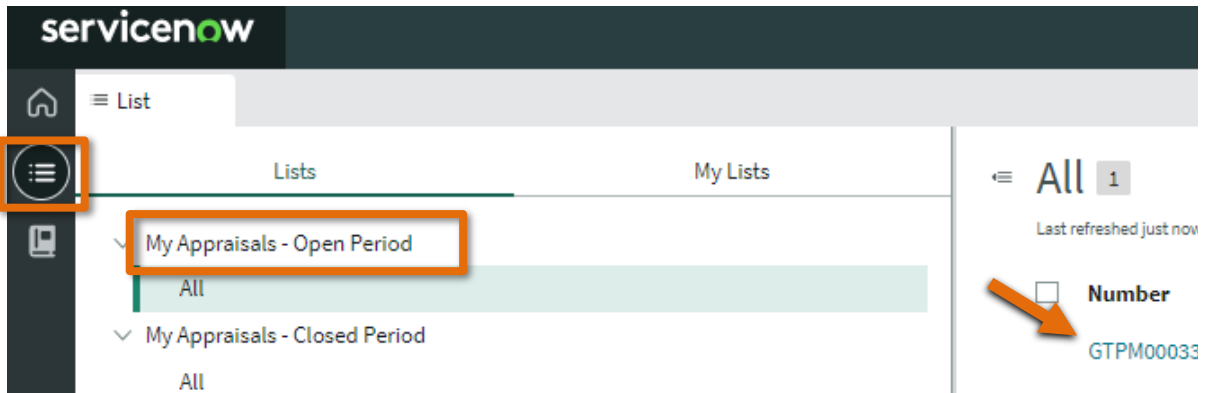


- Click on the **Performance Management @Tech** tile.

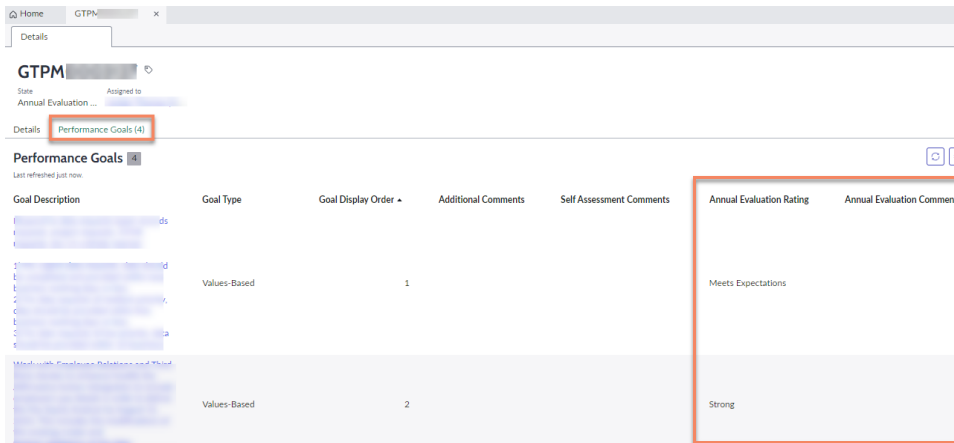


## The Manager and Employee Guide to Completing the Annual Performance Evaluation in the Performance Management @Tech System

- 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 **GTPMXXXXX**.



- 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.



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

- 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.

The screenshot shows a web interface for performance management. At the top, there is a 'Details' tab. Below it, the user 'GTPM' is identified. The 'Annual Evaluation' section is highlighted with a red box. It includes a 'Self Assessment' dropdown menu and an 'Annual Evaluation' section. The 'Annual Evaluation' section contains two input fields: 'Annual Evaluation Start Date \*' and 'Annual Evaluation End Date \*', with the end date set to '03/31/2024'. Below this is the 'Employee Competencies' section. The first competency, 'Decision Making', is highlighted with a red box. It includes a description: 'Able to analyze situations fully and accurately and reach productive decisions. Consults appropriate parties when necessary and identifies the key concerns and/or issues that need to be addressed in order to make the best decision possible.' Below the description are two input fields: 'Decision Making Rating' (set to 'Strong') and 'Decision Making Comment' (set to '-'). The 'Characters left: 1000' indicator is visible below the comment field. The second competency, 'Effective Communication', is partially visible below.

- Review the **Annual Evaluation Overall Rating** and **Actual Evaluation Overall Rating Comment**.

The screenshot shows the 'Overall Ratings' section of the performance management system. It is highlighted with a red box. It contains two input fields: 'Annual Evaluation Overall Rating' (set to 'Strong') and 'Annual Evaluation Overall Rating Comment' (set to 'Test'). The 'Characters left: 3996' indicator is visible below the comment field. Below this is the 'Annual Evaluation Action Plan' section, which is currently empty. At the bottom, there is a section for 'Annual Evaluation Employee Comments', which is also empty. The 'Characters left: 4000' indicator is visible below this section.

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

- The employee has the option to enter comments on their annual evaluation using the **Annual Evaluation Employee Comments** field.

**Overall Ratings** ^

Annual Evaluation Overall Rating

Annual Evaluation Overall Rating Comment  
  
Characters left: 3996

Annual Evaluation Action Plan

Characters left: 4000

Annual Evaluation Employee Comments

- 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.

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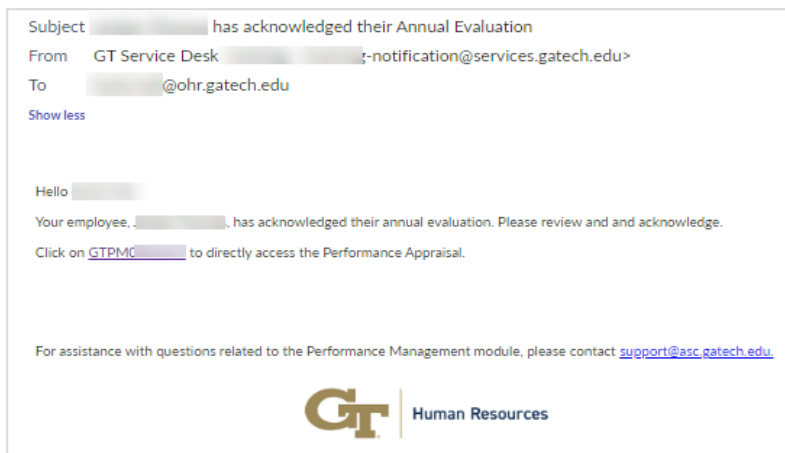
**pose**

your Comments here

none can see this comment

**Attachments**

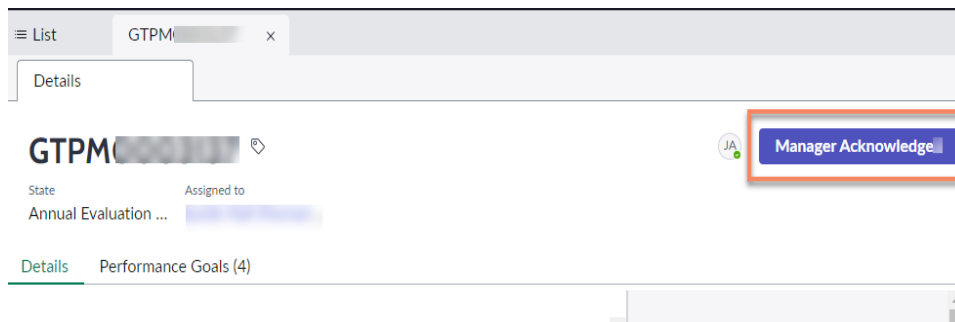
- An email will be sent to the manager after the employee acknowledges their Annual Evaluation record.



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

## 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.

Subject Your annual evaluation for 2023 Performance Period is complete  
From GT Service Desk [redacted]@services.gatech.edu>  
To [redacted].@oit.gatech.edu  
[Show less](#)

Hello [redacted],  
Your annual evaluation for 2023 Performance Period is complete.  
Click on [GTPM](#) to directly access the Performance Appraisal.

For assistance with questions related to the Performance Management module, please contact [support@asc.gatech.edu](mailto:support@asc.gatech.edu).



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

- 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.

