

Performance Management @Tech Self-Assessment Frequently Asked Questions

1. What is the timeline for the self-assessment phase?

December 1st – January 31st.

2. When is the self-assessment accessible?

The self-assessment will be accessible to employees in PM@Tech on December 1st.

3. Where do I go to access the PM@Tech system?

- Access the PM@Tech system by logging into the ASC Portal: asc.gatech.edu.
- Click on the HR Services Tile
- Select the Performance Management @ Tech Workspace tile.

4. Who is required to login to PM @Tech system and complete the performance management process?

- All active regular staff will use PM@Tech system.
- Faculty who supervise staff will use PM@Tech system.
- Exceptions are as follows:
 - Students, affiliates, and faculty do not use PM@Tech.
 - GTRI, GTAA and EI2 staff **are not** required to use PM @Tech.

5. Will staff who have been employed for less than 6 months be loaded into the system?

Staff hired on or after 04/01/2023 - 12/31/023 will not have a self-assessment or performance evaluation record. A probationary evaluation will be issued for completion by the supervisor.

6. Do supervisors approve their employee's self-assessment?

Supervisors will acknowledge review of the employee's self-assessment in the PM@Tech system.

7. Can self-assessments be submitted for review to the supervisor after January 31st?

Employees should submit their self-assessment prior to the end of the self-assessment period. Self-Assessments cannot be updated or 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**.

8. Are self-assessments required?

While not 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.

9. Can I add, edit or delete my goals in the self-assessment phase?

There are specific times when employees can modify goals.

- 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.
- Goals can be modified when the record is in “Draft” status during the **Goal Setting** phase.

10. 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. Managers will use this space to outline the goal, provide feedback and the final rating.

11. 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.
- Outreach for support should specifically outline the issue for quick and efficient troubleshooting.

12. 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

13. 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 on Genius: gatech.geniussis.com/Registration.aspx?aid=842

14. What if my manager's role is currently vacant or if the manager is on extended leave?

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 PM@Tech that is needed.

15. Will department leaders and/or HR Partners be able to access the Self-Assessment records for their entire department?

Yes. Department leaders, Employee Relations Consultants, and the HR Partner will have access to all the employees. Managers and supervisors will have visibility for the records of their indirect reports.

16. Can I invite colleagues to share feedback about my performance?

Yes. The Self-Assessment phase allows employees the option to send up to three invitations to colleagues to provide performance feedback. The employee receiving the feedback must use the link provided to them through the PM@Tech system in order for it to be visible in the employee's self-assessment record. Sending the invitations to colleagues is not required.

17. Is the invitation to colleagues to provide feedback required?

Providing feedback is optional. There is no requirement to respond to the invitation to provide feedback.

18. If my colleague does not respond to the invitation to provide feedback, can I reassign that invitation to someone else?

No.

19. What considerations should be given when inviting colleagues to share feedback?

Employees may solicit feedback from colleagues of their choice. Colleagues should be able to share feedback related to the employee's performance goals, leadership and performance evaluation competencies.

20. Can employees upload supporting documents into the PM@Tech system?

No

21. Will employees receive reminders to complete the self-assessment?

Every 15 days an employee will receive an email reminder if their self-assessment is in "draft". Supervisors will also receive email reminders to acknowledge review of their employee's self-assessment and a reminder email stating that there is one or more of their direct reports awaiting acknowledgment on their self-assessment.