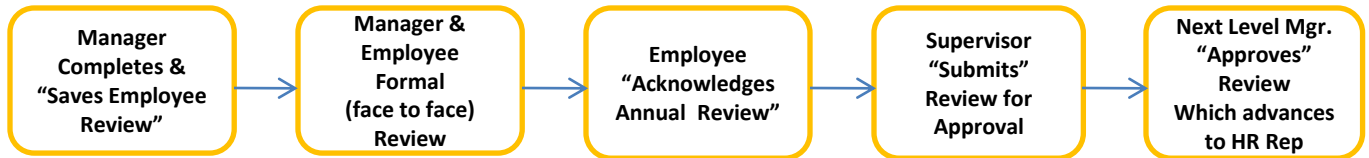


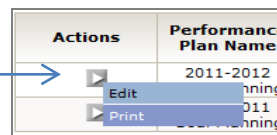
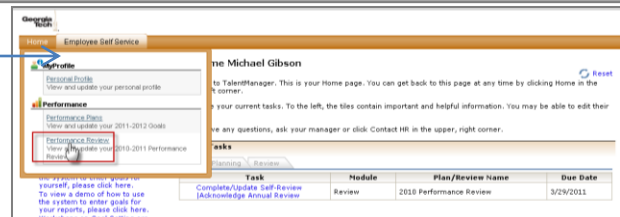
Overview

Employees and Supervisors can use the GT Performance Management (PM) system to complete the annual performance review process. Employees can conduct an optional self-assessment to provide their supervisors with additional performance feedback prior to the formal face to face review. The five required steps of the review process are:



How to Access Your Review Form

1. Access the PM system via TechWorks.
2. On the home page, click the "Complete/Update Self Review" task to view your review form.
3. If the task does not appear when you login, click on "Employee Self Service>Performance Review".
4. On the next screen, click the arrow beneath the Actions column and select "Edit"

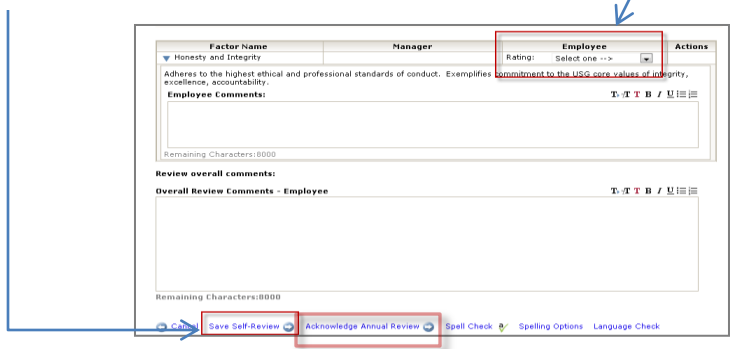


How to Complete the Employee Self-Review (Optional)

The Self-Assessment enables you to provide useful feedback to your supervisor as he or she prepares to complete your annual review.

For goals and competencies, you can assess your performance using a 5-point scale: Exceptional, Strong, Satisfactory, Needs Development, or Unsatisfactory. You can also provide feedback on Attendance/Punctuality and Honesty/Integrity.

5. Rate your performance on both goals and job competencies. You may also enter comments.
6. Click SAVE SELF-REVIEW when done.



How to Acknowledge Review after formal face to face review meeting (Required)

1. Your supervisor will provide a copy of your performance review prior to your formal face to face meeting.
2. You and your supervisor will then meet to discuss the review. If any changes are made, your supervisor will provide a new copy of the review at the conclusion of the meeting.
3. After the meeting, you should login to the system to access your review form and if necessary add any final comments. You must then click "Acknowledge Annual Review" to complete the process.
4. Your supervisor's ratings will immediately appear in the system for you to view/print as you wish.