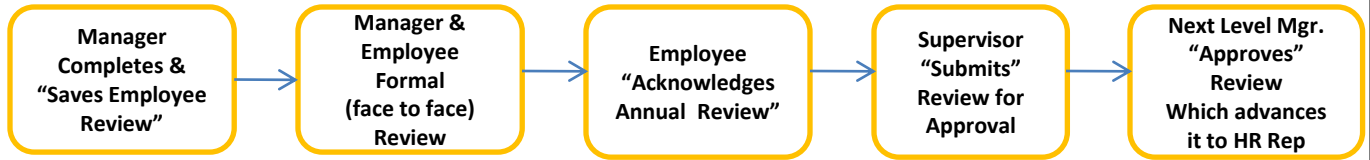


Overview

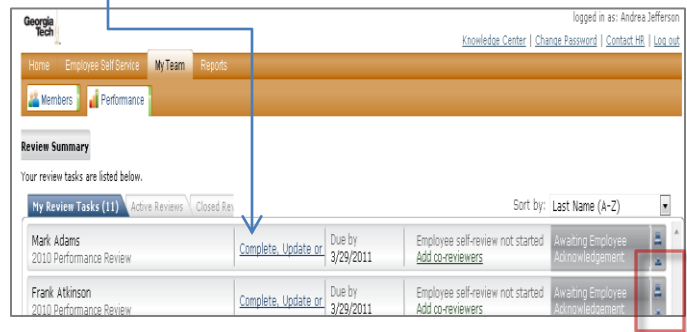
Employees and Supervisors can use the GT Performance Management (PM) system to complete the annual performance review process. Employees can conduct an optional self-assessment to provide their supervisors with additional performance feedback prior to the formal face to face review. The five required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



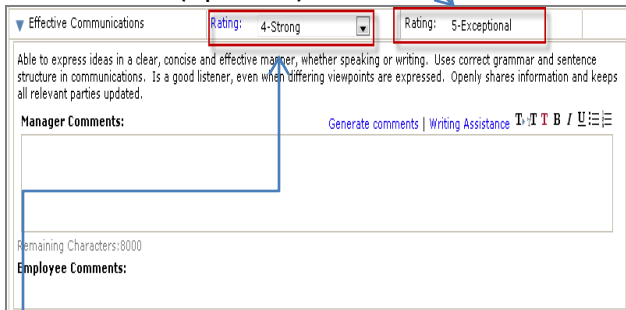
Completing a Performance Review for a Direct Report



1. Access the PM system via Techworks.
2. On the home page, click on "My Team>Reviews" to see a listing of your direct reports
3. From the list of direct reports, click on the link to "Complete, Update or Edit Review" to access an employee's review form.



4. On the review form, the employee's ratings will be displayed, if they completed a self-assessment (optional).



5. Supervisors will enter their ratings for each of the goals and job competencies listed on the form. If you rate the employee "Exceptional" or "Unsatisfactory" in any area, you must provide rationale for the rating in the comments section for that goal/competency.
6. You must enter an overall rating for the employee as well in the "Manager Score" section of the form.

7. After you've completed the review, you must click "Save Employee Review" at the bottom of the page, to save your entries. If you do not press "Save Employee Review" before exiting the form, any information you've entered will be lost.
8. You should provide a copy of the completed review to the employee prior to the face to face review meeting. You can click [these links](#) to either print the document or email it to the employee.
9. If changes need to be made to the review after the face to face meeting, you must enter these changes by repeating steps 1 – 7, You should then provide the employee with a copy of the revised review.
10. Once the review is final, the employee must proceed to "Acknowledge the Review" in the system.
11. After the employee acknowledges their review, the manager will enter the system to submit it for approval to his/her manager.