This job guide focuses on **creating notes in the system** to notate activities, conversations, accomplishments or any other item the manager wishes to document. *(The employee can also create notes and that is covered in another employee job guide).*

Access Performance Management by using your Texas State Net ID and password to logon to this site: [www.hr.txstate.edu/performance-management/login.html](http://www.hr.txstate.edu/performance-management/login.html)

1. From the home Performance Management home page, under the “My Team” tile select an individual to create a note.
2. This window will appear; click on “Note”.

3. Enter the title of the note and the message. The note can be made visible to the manager, the employee and others. If the “Others” option is clicked, enter a partial name (first or last) or Net ID to search for the other person. After the entry is complete, click “Add” to add the note.
Multiple “Others” can be included in the note. Continue to initiate searches until all individuals desired are included.

The manager will view the notes by selecting the individual from the “My Team” file.

4. Click on Actions or the gear icon.

- Local Time: 04:41:25 PM
- Ian is on track
5. Click on notes.

This is a view of all notes (created by manager and others) for employee.

The employee will see the notes by using the “My Info” tile and clicking the gear icon.
6. Clicking on “Notes”.

Employee will see all of notes made visible to them.

This ends the job guide on creating notes in employee profiles. For more training guides go to the Performance Management website at: [http://www.hr.txstate.edu/performance-management.html](http://www.hr.txstate.edu/performance-management.html)

For additional assistance please contact performancemgmt@txstate.edu or 512.245.2557. This information is available in alternate format upon request from the Office of Disability Services.