This job guide focuses on giving badges out to any staff member.

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

1. From your “My Info” tile click on the wheel/gear icon.

2. Next click on “Profile”.

   ![My Info]

   ![My Info Links]

   Go To
   - Profile

   Notes
   - June 2016-May 2017 Performance Management Planning
   - Goal Plan
3. Click “carrot” by your name to bring up the search bar.

4. Start keying in the person’s name you want to send a kudo. Once you see their name appear just below, click on their name.

5. Towards the bottom right hand corner, click on a badge.
6. Click on the badge you would like to send.

7. Enter the text of your kudo and click the button “Give a badge”. The person and their supervisor will receive an email notification.

This ends the job guide on how to give a badge. For more training guides go to the Performance Management website at: 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.