Manager Sends the Employee Performance Plan to Completion

This guide focuses on sending the employee performance plan to completion <u>after</u> the 1:1 meeting.

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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

o Mangers will have the following task in the their "To Do" tile. This informs the manager that the employee has reviewed their performance plan and it is now time to schedule the 1:1 meeting.

1:1 Meeting Scheduled and Held with Manager and Team Member

o After the 1:1 meeting is complete, the manager clicks on the task. It will prompt managers to send to completion. The plan is not considered complete until this action is taken. This action puts the plan in a final, completed status.

Cancel   Save and Close   Send to Previous Step   Send to Completion
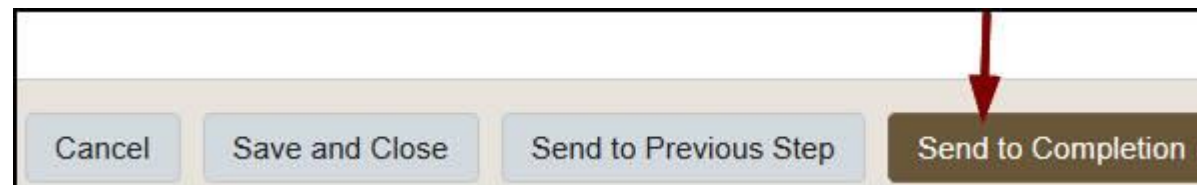
Contacts

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This information is available in alternate format upon request from the Office of Disability Services.