This job guide focuses on **adding work environment and physical demands**.

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. In addition to completing the goals and job duties section, managers will need to add **working environment and physical demands**. This task will show up in the managers “To Do” tile.

To view the **completed** performance plan, select the employee tile, actions, and choose June 2017-May 2018.

*Please note that the 2017-2018 performance planning process requires **no action** by the manager or employee for competencies and behaviors, they are automatically included in each and every employee plan.*

This ends the job guide on adding work environment and physical demands. For more training guides go to the Performance Management website at: [www.hr.txstate.edu/performance-management.html](http://www.hr.txstate.edu/performance-management.html)

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