This job guide focuses on the manager adding job duties for the employee assessment. Job duties must be added for the assessment in addition to the plan.

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. In your “To Do” tile click on the Manager Add Job Duties for Assessment.

2. Click on “Add Competency” to add job duties. Note this is the first step in the workflow.
3. Displayed will be categories of job duties. Select from the list the appropriate category.

This example uses Office Administration. Displayed on the right are a list of job duties associated with office administration. Use the scroll bar on the right to view more job duties in the category.
4. Select the appropriate job duties by clicking the individual job duty items and then click on the “Add” button.

5. After the job duties are added, click “Send to Employee for Self-Assessment”

A comment/note to the employee can be added which the employee will see in the email notification. This is optional.
Note that in the “Recently Completed” section, you will see confirmation that the manager’s task is complete. It is now up to the employee to perform a self-assessment. After the employee completes the self-assessment, the manager will be notified to perform their assessment of the employee’s goals, job duties, competencies and behaviors.

This ends the job guide on adding job duties for assessment. For more training guides go to the Performance Management website at: http://www.hr.txstate.edu/performance-management.html