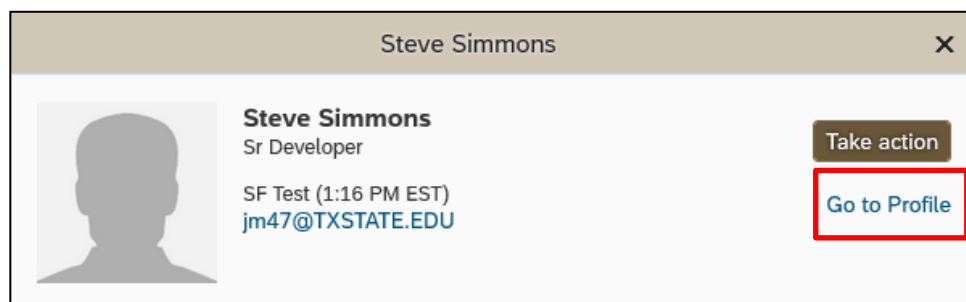
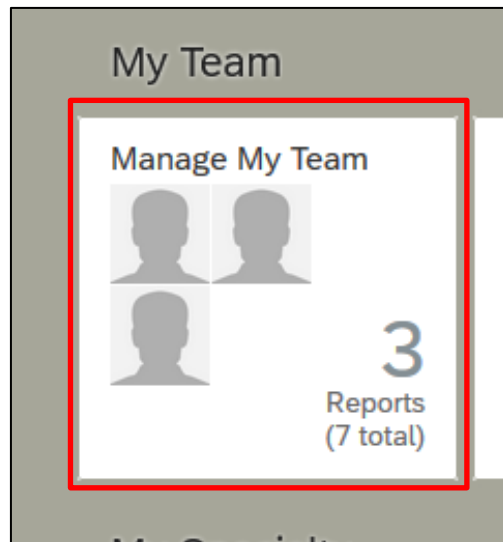


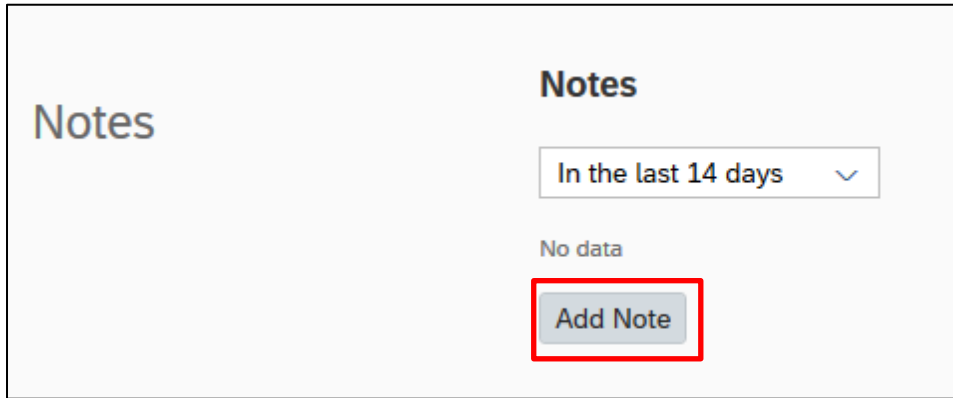
This job guide focuses on **creating notes in the system** to notate activities, conversations, accomplishments or any other item the manager wishes to document. *(The employee can also create notes and that is covered in another employee job guide).*

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

1. From the Performance Management home page, click the “My Team” tile, and select an individual to create a note by clicking “Go to Profile”.



2. This window will appear; click on “Notes” in the employee profile, and then click on “Add 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 you want to add others to the note, click the dropdown and enter a partial name (first or last) or Net ID to search for the other person. After the entry is complete, click “Submit” to add the note.

A screenshot of the 'Add Note' form. The form has a title bar that says 'Add Note'. It contains several fields: 'Date' with the value 'Mar 29, 2019'; 'Visible to' with a list of users including 'You' and 'Steve Simmons' (with a close icon); a dropdown menu showing 'Steve Simmons' (with a close icon); 'Title' with the value 'Teamwork'; and 'Comment' with the text 'Steve, I've heard good comments these last few weeks regarding your great teamwork.' At the bottom right, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.

Add Note

Date
Mar 29, 2019

Visible to

You Steve Simmons

Steve Simmons

carol

Include inactive users in search

- Carol Clark
VP Marketing
- Carol W Dochen
Dir, SLAC
- Carol Lynn Wilkinson
Administrative Asst II
- Carole Brauer-Dykema
Accountant I
- Carole Coburn
Administrative Asst II
- Carolina A Benavides
Grant Senior Secretary

few weeks regarding your great teamwork.

Cancel Submit

Add Note

Date
Mar 29, 2019

Visible to

You Steve Simmons Carol Clark

Carol Clark

4. To view Notes, click on “Notes” in the employee profile.



*The manager will view the notes by selecting the individual from the “My Team” tile.
Employee will see all of notes made visible to them.*