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](http://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”.

   ![Image of My Team tile with Go to Profile button highlighted]
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.
Add Note

Date
Mar 29, 2019

Visible to
You  Steve Simmons  Carol Clark

Include inactive users in search

Carol Clark  VP Marketing
Carol W Dochen  Dr. SLAC
Carol Lynn Wilkinson  Administrative Asst II
Carole Brauer-Dykerma  Accountant I
Carole Coburn  Administrative Asst II
Carolina A Benavides  Senior Secretary

Few weeks regarding your great teamwork.
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.

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.