

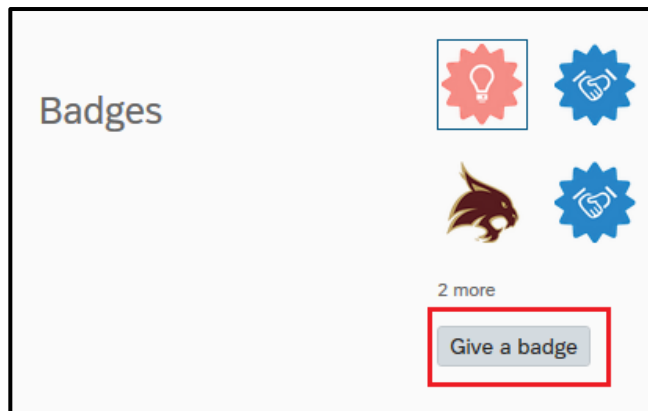
This job guide focuses on **giving badges out to any staff member.**

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

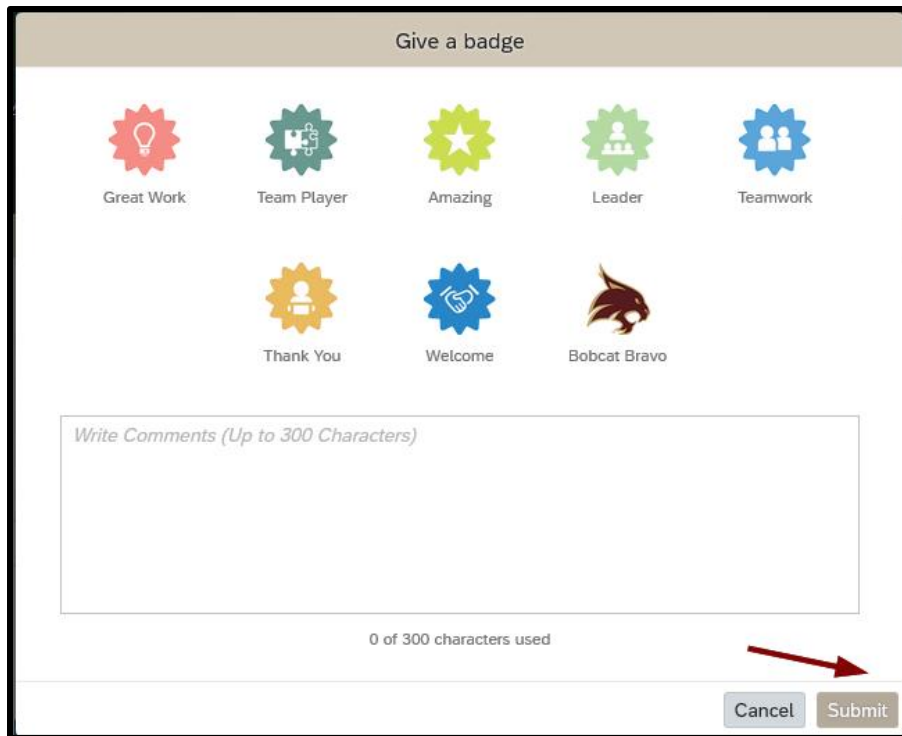
1. Enter name to search for the person that will receive the badge. Once you see their name appear, click on their name. This will take you to the person's profile.



2. Click on "Give a badge."



3. Select badge, enter text and click “Submit.” The person and their supervisor will receive an email notification.



The screenshot shows a web form titled "Give a badge". It features eight badge options arranged in two rows: "Great Work" (red gear with lightbulb), "Team Player" (green gear with puzzle pieces), "Amazing" (yellow gear with star), "Leader" (green gear with person icon), "Teamwork" (blue gear with two people), "Thank You" (yellow gear with person icon), "Welcome" (blue gear with hand icon), and "Bobcat Bravo" (brown bobcat head). Below the options is a text area labeled "Write Comments (Up to 300 Characters)". At the bottom, there is a character count "0 of 300 characters used" and two buttons: "Cancel" and "Submit". A red arrow points to the "Submit" button.

This ends the job guide on how to give a badge. For more training guides go to the Performance Management website at: <http://www.hr.txstate.edu/performance-management.html>