Manager Completes Employee Performance Assessment

Step 2 in the Performance Review
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
Step 1 – Open Assessment

- Click on your “To Do” tile.
Next, click on “Manager Evaluates Employee Performance”.
Step 2 – Assess Goals

- GOALS: Use the drop down box to select an assessment value that corresponds to the performance of each goal for the employee.
Goals: Click on the icon beside Manager Rating, to display the attributes of each rating.
Determine a performance assessment for each goal listed. Add a comment related to the assessment decision, if desired.
Step 3 – Assess Job Duties

- **JOB DUTIES:** Determine an assessment for each of the job duties listed. The number and kind of job duties that need to be assessed have been determined and agreed upon by the staff employee and the manager.
Step 4 – Assess Competencies

- Competencies: Determine an assessment for each of the seven (7) competencies.

- Competencies that the University has determined should be considered for all staff employees. The competencies are: Communication, Customer Service, Decision Making, Problem Solving, Professional Knowledge, Time Management, and Work Effectiveness.
If help is needed developing a comment, if a comment is desired. Click on the “Writing Assistant” button.
After clicking the Writing Assistant, topics/links to comment suggestions will be displayed.

Click on a topic/link that is applicable and the full text will be displayed. If the text is desired for the assessment, click on the “Place Quote” button.

It is possible to select multiple statements for the self-assessment. If desired choose another item and again click the “Place Quote” button.
Step 5 – Assess Behaviors

- The “Behaviors” section contains four (4) behaviors that the University has determined should be considered for all staff employees. The behaviors are: **leadership, ownership/accountability, initiative, collaboration and teamwork.**
Assess Behaviors

- Behaviors: Provide an assessment for each of the four (4) behaviors. The “Writing Assistant” is also available for the behaviors comments, if desired.
Each section (goals, job duties, competencies, behaviors) has a comment section. Rather than writing comments for each component of a section, a section comment can be written that covers the entire section.
At the very end of the assessment, the manager will make a decision if the employee is eligible for merit or not. No longer are points assigned to an employee assessment, the manager just determines if the employee is eligible or not for merit. Any merit decisions/award will be handled through the annual salary review process.
When completed with the assessment, click the “Send to 1:1 Meeting” button.

The manager will see a second prompt to push the process to the 1:1 Meeting. The options are to cancel, which will return the manager to the review document or move forward with the 1:1 meeting.

The manager’s performance assessment is complete. It is now the responsibility of the manager to check calendars and schedule a 1:1 meeting to review the assessment with the employee.
Contacts

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This information is available in alternate format upon request from the Office of Disability Services.