



## Performance Management Employee Frequently Asked Questions (FAQ)



- Q: What is the first thing I should do when a task is assigned to me?
- A: Review the Guide to Performance Manual located on the Personnel Cabinet Performance Management web page for step by step instructions.
- Q: If I have questions or issues, who do I contact?
- A: Contact your Evaluator or the agency Performance Management Administrator (PM Admin). Locate your PM Administrator by viewing [Agency HR Administration Staff Listing](#) on the Personnel Cabinet Performance Management website.
- Q: Why do I see each task twice?
- A: During each performance phase, you now have the opportunity to complete a Self Review to provide feedback to your evaluator. The Self Review is optional however, we strongly encourage you to take advantage of this opportunity. If you have no feedback to add simply submit, there is no acknowledgement on the Self Review step.
- Q: How do I go back to a section within a performance review task?
- A: If you have not submitted, you may select the Back button at the bottom of your screen, or select the section title located to the left hand side of the screen. If you have submitted and need to make a change, reach out to your Evaluator. The evaluator has the ability to reopen the step back you.
- Q: Who determines the core competencies?
- A: Core Competencies are predetermined and apply to all employees across the enterprise.
- Q: Do core competencies have tasks?
- A: Core competencies do not have tasks, only an optional comment box. Your evaluator will utilize the comment box to define expectations specific to the agency.
- Q: How are core competencies rated?
- A: The overall score is calculated on a 50-50 split of competencies and goals. Competencies are equally weighted and equal 100 %, this is done automatically by the system. Goals will use the defined weights (assigned by you) also equaling 100 %. Each section is worth 50 % therefore, the final overall score is an average of the two section ratings.
- Q: Are annual days rewarded for the top two scores?
- A: If you receive an Exceptional rating you will receive (2) annual days.  
If you receive a Distinguished rating you will receive one (1) annual day.
- Q: What do these goal statuses mean: Pending Goal Modification/Road Block?
- A: This means that you evaluator created your goals through the Team Goals page within MyGoals. Any edits to these goals must be made from the Team Goals page. If corrections are made to goals within a performance review, which were created originally from the Team Goals page, the evaluator will need to “Approve” these edits from the Team Goals page.
- Q: How do I edit a comment or add a comment to a Performance task after I have completed the self review?

- A: Contact your evaluator or your PM Admin. If appropriate, they will reopen the task to you.
- Q: How do I ensure a comment is deleted?
- A: When the Step is reopened back to an Employee to delete a comment, the user should delete the comment and add a new comment, if a comment is not needed the user should enter a period (.) in the comment box. It is necessary for a new data entry to be made in order for the deletion to save accordingly.
- Q: Where can I see submitted/completed reviews?
- A: From the Performance Home page, select the MyEvaluations tab, then select the box next to *Show completed and expired task*. This will list steps and performance reviews you have completed for your employees. You can view the performance reviews here in a read only view.
- Q: If I leave State Government will I be able to log on to MyPURPOSE to obtain a copy of my Performance Evaluation(s)?
- A: Only active State Government employee have access to MyPurpose. We suggest that you print your past evaluations prior to your last day of employment.
- Q: What if I disagree with my performance review?
- A: You should work with your evaluator to resolve, however you still have the option to decline to sign. You must submit the task in order for the task to complete. As a reminder, if you choose to decline to sign your Final Evaluation, you are not eligible for reconsideration, see reconsideration section of the Guide to Performance Management manual.