



## Performance Management Evaluators Frequently Asked Questions (FAQ)



- Q: If I have questions or issues, who do I contact?
- A: Your agency Performance Management Administrator (PM Admin)
- Q: Who is my PM Admin?
- A: Locate your PM Administrator by viewing [Agency HR Administration Staff Listing](#) on the Personnel Cabinet Performance Management website.
- Q: What should you do first, when a performance review task is launched?
- A: Access MyPURPOSE to verify you have a performance review task listed for all eligible employees who report to you. If any employee is missing, contact your PM Admin. **(Do NOT launch a New Position Performance Plan task)**
- Q: What should I do if I have launched an off cycle review (PIP/New Position Performance Plan) in error?
- A: Have your PM Admin submit a business request to the Personnel Cabinet.
- Q: Why do I see employees who are not performance eligible under Team Goals in MyPURPOSE?
- A: All employees who report to you will appear under your Team Goals Tab within MyGoals. Only performance eligible employees will have a performance review task.
- 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.
- Q: Do competencies have tasks?
- A: Competencies do not have tasks, only an optional comment box.
- Q: How are 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: My employee has the wrong competencies listed, how do I correct this?
- A: Have your PM Admin submit a business request to the Personnel Cabinet.
- Q: What do these goal statuses mean: Pending Goal Modification/Road Block?
- A: When using the Team Goals page within the MyGoals tab to create goals for employees, it is important to remember any edits to these goals should be made from the Team Goals page. The information from the Team Goals will feed into the performance review. If corrections are made to goals within a performance review, that were created originally from the Team Goals page, the evaluator will need to “Approve” these edits from the Team Goals page before they reflect in the performance review.

Q: How do I edit a performance review once submitted?

A: Please review the Reopen section of the Guide to Performance Management found on the [Personnel Cabinet Performance Management](#) web page.

There are several options available to edit;

- 1.) If the performance review task is fully complete and want to edit a typo or any other information - Request your PM Admin to submit a business request to have the any step reopened to you.
- 2.) If the performance review task is fully complete, you can modify goals from Team Goals within the MyGoals tab.

Q: How do I ensure a comment is deleted?

A: When the Step is reopened back to the Evaluator or 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 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 review here in a read only view.

Q: What should you do if you receive a performance eligible employee effective 2/1 who doesn't have a completed Annual Performance Plan?

A: If you received an employee effective 2/1 and the Annual Performance Plan was not completed by the previous supervisor, the performance review task will automatically be assigned to you, take no action on the task. Contact your PM Admin for assistance, the previous manager **must** complete the Annual Performance Plan. Note: Once the Annual Performance Plan is completed, you are required to complete a New Position Plan within 30 days of receiving the employee. See the Guide to Performance Management found on the [Personnel Cabinet Performance Management](#) web page for instruction on New Position Plans.

Q: How do I know where a performance review task is in workflow or if it has been completed?

A: Managers have the ability to run a Standard Performance Review Step Status report, see instructions below.

- Hover over Reports>Select Standard Reports>Select Performance tab>Select Performance Review Step Status Report
- Select User Criteria>should be limited to your org
- Select Performance Review Task
- Select Export to Excel

For more detailed report instructions, please visit the [Personnel Cabinet Performance Management](#) website.