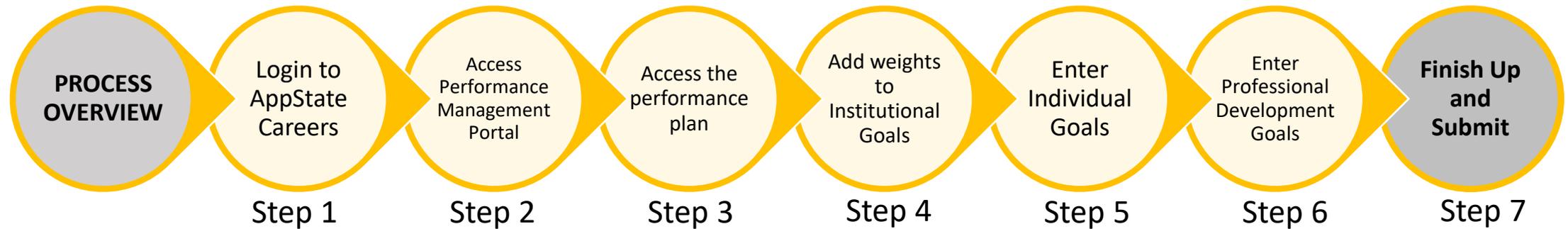


Performance Plan Creation

Quick Reference Guide for Managers

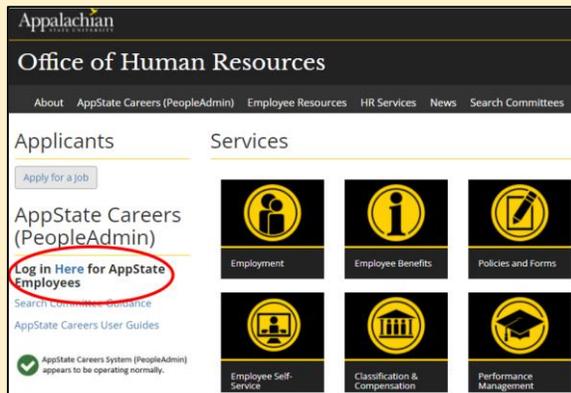


System Access and Performance Management Portal

1

Login to AppState Careers

- AppState Careers can be accessed from the Office of Human Resources' home tab.
- Use your AppState login and password to access the App State Careers system.

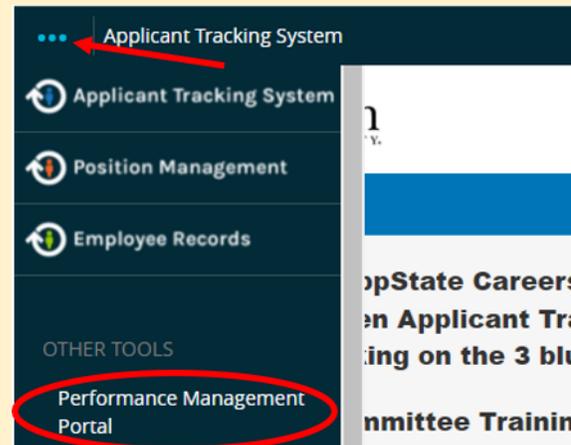


2

Access the Performance Management Portal

To access the performance management portal:

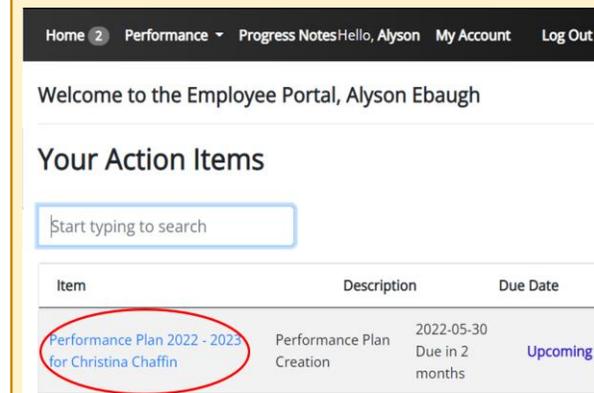
1. Click the 3 dots in the top left corner.
2. Click "Performance Management Portal" at the bottom of the menu.



3

Access the Performance Plan

- Click the link for the performance plan under *Item* to access the performance plan for the employee.



Enter Goals, Weights, and Comments

4

Enter weights & comments for Institutional Goals

- Enter weights for the 5 shared Institutional Goals
- Enter optional comments or suggestions for improvement
- Supervision Goal – Enter “0” if the employee is not a supervisor

All weights on this page must equal “50”

EXPERTISE

- **Precision:** Produces work that is accurate, thorough, and demonstrates sufficient analysis and decision-making to meet the requirements of the employee's position and profession.
- **Resourcing:** Makes efficient and appropriate use of materials.
- **Innovation:** Continuously looks for ways to improve efficiency or quality.
- **Development:** Maintains technical skills and relevant professional credentials.

* Weight

*The total of the weights on this page must add up to 50. This field should contain numerals only.

Comments or Performance Improvement Plans

Remove Entry?

5

Enter Individual Goals

- Enter Goal Name
- Enter description of the goal
- Enter the goal weight
- Click “Add Entry” to add a new goal
- Enter weight for shared Organizational Values Goal (not pictured)

You can add up to 4 individual goals.

All weights on this page must equal “50”

* Goal name

1.

* Description

2.

* Weight

3.

*The total of the weights on this page must add up to 50. This field should contain numerals only.

Remove Entry?

Add Entry

6

Enter Professional Development Goals

- Enter professional development goal
- Click “Add Entry” to add a second professional development goal (2 max)
- Click “Save and Continue”

* Professional Development Goals

Remove Entry?

Add Entry

Save Draft

Save & Continue

Finishing Up

7

Finish Up and Submit

- Click “Complete” to submit the performance plan to the Second-Level Manager for review and approval
- You will get a pop-up window to confirm you want to complete the plan
- Once you click “OK” in the pop-up window, you will not be able to edit the plan

During the year, you can:

- revise goals at any time
- initiate the "Peer Feedback" option
- complete an [off-cycle review](#)
- use the "Progress Note" tab at the top of the screen to document performance issues or achievements. Progress notes may be shared or left private.

Once you select the "Complete" button below, the employee's performance plan will be sent to the second-level supervisor for review and approval.

appstate-sb.peopleadmin.com says
Are you sure you want to complete this plan?
OK Cancel

Save Draft Complete

QUESTIONS

Questions related to performance management can be sent to performance@appstate.edu