



HR LIAISON NETWORK NEWS

May 24, 2017 | **SPECIAL NETWORK NEWS MESSAGE**

PATHWAYS PERFORMANCE MANAGEMENT

Annual Performance Evaluations Due May 31

There are 4 working days remaining to finish performance evaluations by May 31, 2017. Texas A&M requires all evaluations to be completed by May 31, 2017 unless there are extenuating circumstances.

PATHways Performance Evaluation Status Report

Departments interested in receiving a status report of evaluations completed or still in progress can send a request for the Performance Evaluation Status report to hrbusinessservices@tamu.edu.

PATH Email Notifications

The PATH system email problem is not yet resolved. PATH is not sending email alerts related to performance management action items that are coming due or completed. Please remind supervisors to log in and check their inbox in the Performance Management module of PATH, as well as to communicate with their employees regarding the status of task items related to performance evaluations. Human Resources and Organizational Effectiveness is working closely with the vendor PeopleAdmin to resolve the email issues but it is unlikely they will be resolved before May 31.

Requesting an Extension

Texas A&M requires all evaluations to be completed by May 31, 2017 unless there are extenuating circumstances. Exceptions/variations to this timeframe for departments and units must be approved by Human Resources & Organizational Effectiveness and can be requested by sending an email to HRPATHways@tamu.edu. Exceptions to the timeframe for an individual because of extenuating circumstances (e.g., an employee who is out on long-term leave) must be approved by the appropriate Dean, Vice President, or designee. This approval should be placed in the employee personnel file; there is no need to send individual exceptions to Human Resources & Organizational Effectiveness.

Supervisor's Checklist

A checklist is available to guide supervisors through the process of preparing, discussing and finalizing the supervisor evaluation for their employees. This document can be accessed online at http://EODinfo.tamu.edu/media/373647/supervisor_checklist_performance_evaluation.pdf and also from the Resources tab on the PATHways webpage.

Absence of Performance Goals in PATH

The absence of performance goals can be reflected in the Performance Plan and Supervisor Evaluation as follows:

- **Performance Plan:** If performance goals were not established, the supervisor can add a comment in the performance plan to indicate that performance goals for this review period were not developed. This will allow the supervisor to complete the plan and the employee to acknowledge it (the two tasks that are required in PATH before an employee can create a self assessment and a supervisor can start the evaluation).
- **Supervisor Evaluation:** If performance goals were not established, the supervisor should base the evaluation on his/her best judgment of the employee's job performance and demonstration of

behavioral competencies. When preparing the evaluation, the supervisor will be able to draw from such information as personal observation, input from the employee's self assessment, and input from co-workers.

PATH System Availability

For performance evaluations requiring extensions, please be assured that the 2016-2017 program will remain open for a period of time beyond the May 31, 2017 deadline. Supervisors and employees will still be able to access the program to complete any outstanding tasks related to the evaluation process. Departments are responsible for maintaining documentation on why an evaluation may not have been completed by the deadline. HROE will communicate to HR Liaisons in advance of the formal closing of the 2016-2017 performance program.

PATHways Resources

Please encourage supervisors and employees to use the online step-by-step guides, videos, FAQs and resource documents available on the PATHways website at EODinfo.tamu.edu/PATHways. For assistance, please contact the PATHways support team at HRPATHways@tamu.edu or (979) 845-4153.



Division of Human Resources
& Organizational Effectiveness

Questions? HRnetwork@tamu.edu | 979.862.3854 | 979.845.4141

The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for new hires to maintaining workplace unity while supporting employees and management. Learn more at: employees.tamu.edu/liasons

HR LIAISON
NETWORK
MEETINGS:

June 26, 2017