



HR LIAISON NETWORK NEWS

June 5, 2019 | **SPECIAL NETWORK NEWS MESSAGE**

Performance Review Completion for Non-Faculty Staff Members

The Performance Review Delivery Period ended May 31 per SAP 33.99.03.M0.01, and all reviews should have been completed and submitted in Workday. If you have the *Talent Analyst* role, the reports below are available to help you manage the performance review process. The [Performance Review Process \(All\) report](#) is the best for showing all activity for your entire area of responsibility. Please ensure all performance reviews for your area of responsibility are complete and submitted.

- **Performance Review Process (Incomplete)** – this report will list employees in your supervisory organization who have not yet completed the overall Performance Review Process. It will display which Review Template the employee is using, the Current State, and the Date and Time Initiated.
- **Performance Review Process (All)** - this report will display all employees in your supervisory organization, the current state of the Performance Review, the Status, the Date and Time Initiated, and which Review Template the employee is using.
- **Performance Review Acknowledgment Audit Report** - Returns a report of the manager and employee acknowledgements from the performance review process. Talent analysts may use this to audit where a position description may need to be updated or where an employee did not agree with the review.

Goals for Next Performance Review Period (Non-Faculty Staff Members)

Now that supervisors have reviewed their staff's past performance and talked about future goals and initiatives, it is a good time to enter those goals into Workday. Goals should be for the performance review period of 4/1/2019 – 3/31/2020. More information to Add and Edit Goals can be found on the [Resources](#) page on the [Performance Management](#) website.

When entering goals for the 2019-2020 performance year, the Due Date entered should be between 4/1/2019 and 3/31/2020 for that goal to pull into next year's evaluation.

Also remember that goals entered by the employee will route to the supervisor for approval. Please encourage the managers/supervisors you support to have their staff enter their goals into Workday.

Please email questions to HREvaluations@tamu.edu.



Division of Human Resources
& Organizational Effectiveness

QUESTIONS? HRnetwork@tamu.edu | 979.862.3191 | 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/liaisons

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