Your pathways to success starts here!

Performance Management Process Roadmap
to PLAN - COACH - EVALUATE - REWARD

June-Oct
POSITION DESCRIPTION* - Supervisor reviews the Position Restriction within Workday. If the Position Restriction requires changes, supervisor updates the position restriction instead. NOTE: The job responsibilities on the position restriction will be evaluated during the performance evaluation.

June-Oct
GOALS* - Supervisor and employee establish performance goals and meet to discuss performance and behavioral expectations. Supervisor submits performance goals for employee acknowledgement. NOTE: For behavioral competency definitions, and examples refer to: Performance Evaluation - Competencies and Ratings Overview

All Year
PERFORMANCE NOTES - Supervisor and employee can create notes about employee performance at any time which are tracked outside the Workday system. They meet periodically to review progress and make adjustments to the Plan as needed. NOTE: Progress notes are not part of the personnel file, though they can be subject to open records requests.

March-May
SELF EVALUATION - Employee reviews yearly accomplishments and completes a Self Evaluation. NOTE: Employee should ask supervisor if this step is required, if it is not required and employee does not wish to complete a self evaluation the employee MUST skip this step in order for the supervisor to gain access to the Performance Evaluation.

April-May
PERFORMANCE EVALUATION* - Supervisor creates Performance Evaluation, referring to progress notes, self evaluation and/or other sources of information gathered throughout the year. Supervisor meets with employee to discuss evaluation ratings and provide feedback about strengths and areas for improvement. Supervisor submits Evaluation to employee. NOTE: Supervisor must enter Overall Rating, and may make comments before submitting evaluation.

By May 31
REVIEWS & ACKNOWLEDGEMENTS* - Employee Acknowledges the Performance Evaluation. Upon receipt, supervisor reads comments, takes appropriate action, and completes the process online. NOTE: Employee may add comments before acknowledging evaluation.

Congratulations! The Performance Management cycle for the review period is complete. It is now time to begin Planning for the next performance review year.

*REQUIRED STEP

The PCER (Plan, Coach, Evaluate, and Reward) model is used to facilitate the performance management process. This process is intended to create an ongoing dialogue between the supervisor and employee throughout the year. After the position restriction is reviewed, the supervisor creates the goals and discusses it with the employee, which helps to establish mutual understanding of performance and behavioral expectations. During the evaluation process, the supervisor may rely on multiple sources, such as performance notes created during the year, employee self evaluation, accolades and customer feed-back to assess the employee’s performance. At the end of the review period, the supervisor meets with the employee to discuss the performance evaluation, explain the ratings, and provide feedback about strengths and areas for improvement. The supervisor then completes the evaluation and sends it to the employee to review and acknowledge before formally closing the review online. The supervisor recognizes and rewards employee performance as merits. Learn more online:
employees.tamu.edu/PD/PATHways/model