



PATHways PATH Performance Management Process Overview

The PATHways process formally begins in the PATH Position Management module (Portal Access for Total HR) with the review of the Position Description and culminates with the Evaluation. The PATH system is accessed from the Single Sign On Screen (SSO).

REQUIRED FUNCTIONS

Position Description Review

1. Supervisor accesses the Position Management module in PATH to review the position description for the employee.
2. If the position description does not require any changes, the supervisor initiates the “review position description” action and sends it to the employee for acknowledgement. If changes need to be made, the supervisor initiates a “position description update.”
3. The employee acknowledges the position description, which sends it back to the supervisor for completion.

Success Tips:

- It is important that this step is completed at the beginning of the review period since job duty performance will be evaluated during the performance evaluation.

Performance Plan

1. Supervisor accesses the Performance Management module in PATH to create the performance plan send it to the employee.
2. Employee accesses PATH to acknowledge the plan.

Success Tips:

- Supervisor and employee meet to establish specific performance goals and discuss expectations for the job duties (which are based on position description) and behavioral competencies (which are the same for all employees).

Important Note: The PATH system requires that the performance plan be created and acknowledged before the supervisor will be able to create an evaluation in PATH.

Performance Evaluation

1. Supervisor accesses PATH to draft the performance evaluation and then prints the evaluation to discuss with the employee. The supervisor should not complete the evaluation until after meeting with the employee.. Supervisor attaches documents and makes edits as desired and, when final, completes the evaluation, which sends it to the employee. Once the evaluation document has been submitted to the employee, no further edits can be made.
2. Employee accesses PATH to acknowledge the evaluation.
3. Supervisor accesses PATH to read comments and then closes the evaluation.

Success Tips:

- While not required, it is recommended that the supervisor add explanatory comments for each rated item.
- Employees may enter comments when acknowledging the evaluation.

Important Notes:

- Ratings for each Behavioral Competency, a summary rating for Job Duties, and the Overall Rating are required; ratings on performance goals are optional.



- The evaluation form does *not* need to be printed and placed in the personnel file, as it will be stored within PATH for the duration of the records retention time frame.
- Employees should check with their HR Liaisons for additional departmental processes and requirements.

ADDITIONAL FEATURES

Progress Notes – The supervisor and employee may enter private progress notes at any time during the review period. The supervisor cannot read the employee’s progress notes and vice versa.

Self Assessment – PATH provides the opportunity for employees to create a self assessment to provide input to their supervisor. Employees should check with their HR Liaison or supervisor to determine if this activity is required.

VIEWING INFORMATION IN THE PATH SYSTEM

- Supervisors may view the completed performance plans and evaluations of two levels of employees within their organization (e.g., direct reports, employees of their direct reports), thus allowing supervisors to share employee evaluations with the next level supervisor.
- A supervisor can designate certain PATH functions by using the “Other User” function. The Other User role may be assigned to a secondary supervisor, a delegate, or any other administrator. (See information on the Other User role below.)
- There is not an “adloc view” for HR Liaisons. An HR Liaison can view an evaluation and status for an individual employee only if the Liaison has been designated as an Other User.
- HR Liaisons who have been designated by the department head/director to have update/create access to the PATH system can obtain summary reports of all employees in their department/adloc. The following reports can be requested by sending an email to hrbusinessservices@tamu.edu: Performance Plan Status, Performance Evaluation Status, Overall Ratings

“Other User” Role –

- A supervisor can designate certain PATH functions by adding an Other User.

Important Consideration: The Other User is able to Create a Plan, Create a Performance Evaluation, and Close a Performance Evaluation as the supervisor’s delegate for the specified employee. While the Other User can add Progress Notes, the Other User cannot read Progress Notes that were entered by the Supervisor, and vice versa.

- Only supervisors have the ability to add an Other User in PATH.
- A supervisor must add the Other User individually for each employee.
- Each employee can only have one designated Other User at a time.

A supervisor may add, change or remove an Other User at any time during the performance review period, except after the performance evaluation has been submitted to the employee for acknowledgment.

- Attention: The PATH system allows one performance evaluation per employee per year. HR’s Performance Feedback Form (available in MS Word) can be used for mid-year evaluations.

Information:

- Website: <http://EODinfo.tamu.edu/PATHways/>
- Email: HRPATHways@tamu.edu