Please make the following information available to employees in your department as appropriate.

January 14, 2014 – SPECIAL NETWORK NEWS MESSAGE

2013-2014 Performance Evaluation Process

On Thursday, January 23, Human Resources will implement its new online performance management process, referred to at Texas A&M University as PATHways. The PATHways process formally begins in the PATH Performance Management module (Portal Access for Total HR) with the creation of a Performance Plan and culminates with the Evaluation. The Performance Management module is accessed by selecting PATH Portal Access for Total HR from the Single Sign On Screen (SSO).

PATHways will be required for all non-faculty employees in next year’s (2014/2015) performance review period. For the current review period, university departments will have the option of using the online PATH Performance Management module (hereafter referred to as PATH) or an alternate process that they manage within their departments (e.g., department-specific form used last year or the Performance Feedback Form provided by HR). Regardless of the process used, all evaluations for the April 1, 2013 through March 31, 2014 performance review period must be completed by May 31, 2014.

To help you determine whether to use the online PATH system in the current review period, please review the PATH Performance Management Module Overview that provides detailed information describing PATH’s functionality and requirements.

What to Expect

When the PATHways Performance Management process is launched on January 23, all supervisors of eligible non-faculty employees will receive a PATH system-generated email informing them that the Performance Plan for their employees can be created.

- For departments/supervisors using PATH: Supervisors will begin the evaluation process by creating the performance plan for each of their employees. Review Your PATHways 2014 Roadmap for more information.
- For departments/supervisors that do not use PATH: Employees can ignore this and any subsequent PATH system-generated emails through the duration of the current performance evaluation period (which culminates May 31, 2014).

What Liaisons Can Do to Prepare

- Discuss with department/division head to find out which method (online in PATH, department-specific form used last year, or HR’s Performance Feedback Form) your department will utilize.
- Communicate departmental processes and requirements to all employees within department.
- Let supervisors know to expect a system-generated email from PATH on January 23, informing them that they can create performance plans for their employees.
- For departments that choose not to use PATH for the current review period, alert employees and/or supervisors that they can ignore the system-generated PATH emails.

Summary

1. It is the department head’s responsibility to ensure evaluations are completed by May 31.
2. If PATH is not used, the department can use the HR-approved Performance Feedback Form (located at http://eodinfo.tamu.edu/pathways/ under Resources) or may substitute it with the approved form that was used last year. No new alternate forms will be approved.
3. If PATH is used, supervisors and employees will receive emails from the PATH system to notify them when actions are required. If PATH is not used, the department will manage the process of communicating requirements and monitoring completions for its respective employees.
4. If PATH is used, 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. If the HR-approved Performance Feedback form or the department-specific form from last year is used, both the supervisor and employee must sign the evaluation, which must then be placed in the employee’s personnel file.

5. Regardless of process used, an Overall Rating is required.

To see a demo of the system, we encourage you to register for an upcoming session, “PATHways to Success: Performance Management Process Overview and PATH Demo,” on either January 17 @ 9:00 to 10:30 or February 3 @ 3:00 to 4:30 (http://training.tamu.edu/Courses/Detail/1726).

For assistance with PATHways and the online PATH Performance Management system, visit the website at http://EODinfo.tamu.edu/PATHways or contact the PATHways support team at HRPATHways@tamu.edu or (979) 845-4153.