Human Resources

Performance Management @Tech Launch
Frequently Asked Questions

1. **Where do I log into the new performance management module?**
   You can log in through the ASC Portal: asc.gatech.edu

2. **Who is required to login to Performance @Tech and set goals?**
   - All active regular staff
   - Students, affiliates, and faculty, GTRI and EI2 staff are not required to use this module.
   - required to set goals and participate in the Performance Management Process.

3. **How long will I have to enter and submit my goals to my supervisor?**
   Please complete the goal setting process by June 30, 2023.

4. **Can I edit or delete my goals after I submit them?**
   Goals can be modified only when the record is in "Draft" status during the goal setting session period. Once the period closes, these cannot be modified.

5. **If I have a question or an issue about using the performance management module, who can I contact?**
   - Call the Administrative Services Center (ASC) at 404-385-1111
   - Email support@asc.gatech.edu
   - Submit a general HR inquiry through the ASC portal asc.gatech.edu and indicate that your issue is related to **Annual Performance Management & Goal Setting** from the drop-down menu

6. **Where can I go to review information about goal setting tips and best practices?**
   - Visit the Performance Management Learning Path from LinkedIn Learning: linkedin.com/learning/paths/georgia-institute-of-technology-performance-management?u=2163426
   - Visit the GTHR Performance Management website: hr.gatech.edu/performance-management

7. **Where can I go to self-enroll in an online tutorial that will teach me how to use the Performance Management @Tech module?**
   Beginning Monday, April 3, you can access the performance management

tutorial: gatech.geniussis.com/Registration.aspx?aid=842

8. **What if my manager's role is currently vacant?**
   You should contact your HR Partner so they can manually assign someone to serve as your manager in the goal-setting module. The MSS transaction should also be submitted in the system to ensure the reporting change is updated in OneUSG Connect. Another option is to submit a request to the Administrative Services Center (ASC) via support@asc.gatech.edu or 404-385-1111 indicating a supervisor update in the Performance Management module.

9. **Do managers have the option to create goals for the employee?**
   No, only an employee can enter their goals, however, a conversation should take place between employees and their supervisors prior to submitting the goals in the system to ensure alignment on goals.

10. **Will staff who have been employed for less than 6 months be loaded into the system?**
    Yes, these employees will be included in the Performance Management population, with the expectation their supervisors will complete the six-month probationary evaluation form when it becomes available in the system.

    Please note that any staff hired on or after 04/01/2023 will not be included in the Performance Management population, a probationary record will be initiated by their manager when the form becomes available in the system.

11. **Can you clarify how many goals of each type we are required to submit?**
    - Create a minimum of 2 values-based goals for the year
    - Create a minimum of 1 career goal for the year
    - Create 1 –2 leader competency goals (Supervisors only)
    - Utilize the SMART goal process (Specific, Measurable, Achievable, Relevant, and Time-Based) to create goals that increase motivation and commitment to goal attainment
    - Reference Georgia Tech's L.O.V.E. GT Values

12. **Will department leaders and/or HR Partners be able to access goals for their entire department?**
    Yes. Your department's HR Partner will have access to all the employees in the departments they support.

13. **Will managers who only manage student employees need to submit a leadership goal?**
    Yes, these managers are in a space of leadership and need to submit a leadership goal.

14. **If managers go on extended leave, how does delegation of the goal-setting process work?**
    The HR Partner can access the records and reassign the employee to another manager.