



A YEAR-ROUND PROCESS

On Friday, December 11, Emory University staff received an automated email from the PeopleSoft system that new Performance Management forms have been created for FY21.

As in years past, rather than waiting until the end of the year to complete your performance evaluation forms (either for yourself or for your direct reports), you can write in these forms throughout the year at your convenience. This eliminates the need for notes, reviewing old emails and calendar events, or simply trying to remember!

Please note: FY20 forms will soon be inactivated, so if you have a form that needs to be “acknowledged” or marked “complete” this needs to be done prior to January 15, 2021.

GETTING STARTED

- **Step 1** (December 11 or after) – Log into PeopleSoft > Performance Management. Choose your FY21 review form and you will see the “Start” step to

the left. Write in any goals and responsibilities you want to emphasize for the upcoming year (in the “goals” and “responsibilities” sections). Your supervisor can then discuss these with you and approve them.

- **Step 2** – Once approved, you can then update your progress throughout the year. By keeping your forms updated year-round, you won't forget important accomplishments. And, by the time your mid-year and year-end forms are due, you will be practically done! ****Please note that employees hired after the FY21 form launch, must have their PM form individually created as part of their on-boarding process.**

NEED HELP?

If you would like to learn more about the Performance Management system, we have classes and online help available.

Computer Based Training in ELMS:

We have two CBTs created with user-controlled tutorials on PeopleSoft 9.2:

Class Name	Class Code
Performance Management at Emory: What Employees Should Know	200882-15920
Performance Management at Emory for Managers: What Managers Should Know	200884-15921

Online tools:

Step-by-Step Guides located on the Performance Management website can help you navigate the new features in the system

- [Step-by-Step for Managers](#)
- [Step-by-Step for Employees](#)

More information about Emory University's Performance Management process can also be found on the [Performance Management webpage](#).