

## Performance Management Employee Frequently Asked Questions (FAQ)

**Q: What is the first thing I should do when a task is assigned to me?**

A: Review the [Guide to Performance Management user guide](#) located on the Personnel Cabinet Performance Management web page for step-by-step instructions.

**Q: If I have questions or issues, who do I contact?**

A: Contact your Evaluator or the agency Performance Management Administrator (PM Admin). Locate your PM Administrator by viewing [Agency HR Administration Staff Listing](#) on the Personnel Cabinet Performance Management website.

**Q: Why do I see each performance task multiple times?**

A: During each performance phase, you have the opportunity to complete an optional Self Review to provide feedback to your evaluator. You will also be required to complete an employee acknowledgement step for each performance phase.

**Q: How do I go back to a section within a performance review task?**

A: If you have not submitted, you may select the Back button at the bottom of your screen or select the section title located to the left-hand side of the screen. If you have submitted and need to make a change, reach out to your Evaluator. The evaluator can reopen the step back you.

**Q: Who determines the core competencies?**

A: Core Competencies are predetermined and apply to all employees across the enterprise.

**Q: Do core competencies have tasks?**

A: Core competencies do not have tasks, only an optional comment box. Your evaluator may utilize the comment box to define expectations specific to the agency.

**Q: How are core competencies rated?**

A: The overall score is calculated on a 50-50 split of competencies and goals. Competencies are equally weighted and equal 100 %, this is done automatically by the system. Goals will use the defined weights (assigned by your evaluator) also equaling 100 %. Each section is worth 50 % therefore, the final overall score is an average of the two section ratings.

**Q: Are annual days rewarded for the top two rating?**

A: If you receive an Exceptional rating you will receive (2) annual days.  
If you receive a Distinguished rating you will receive one (1) annual day.

**Q: How do I edit a comment or add a comment to a Performance task after I have completed the self review?**

A: Contact your evaluator or your PM Admin. If appropriate, they will reopen the task to you.

**Q: How do I ensure a comment is deleted?**

A: When the Step is reopened back to an Employee to delete a comment, the user should delete the comment and add a new comment, if a comment is not needed the user should enter a period (.) in the comment box. It is necessary for a new data entry to be made for the deletion to save accordingly.

**Q: Where can I see my completed reviews?**

A: From the Performance Home page, select Profile, then MyPROFILE. From the Bio page, select Snapshot, then select Reviews to view your personal reviews.

**Q: If I leave State Government will I be able to log on to MyPURPOSE to obtain a copy of my Performance Evaluation(s)?**

A: Only active State Government employee have access to MyPURPOSE. We suggest that you print your past evaluations prior to your last day of employment.

**Q: What if I disagree with my performance review?**

A: You should work with your evaluator to resolve; however, you still have the option to decline to sign. You must submit the task for the task to complete. As a reminder, if you choose to decline to sign your Final Evaluation, you are not eligible for reconsideration, see reconsideration section of the [Guide to Performance Management user guide](#).