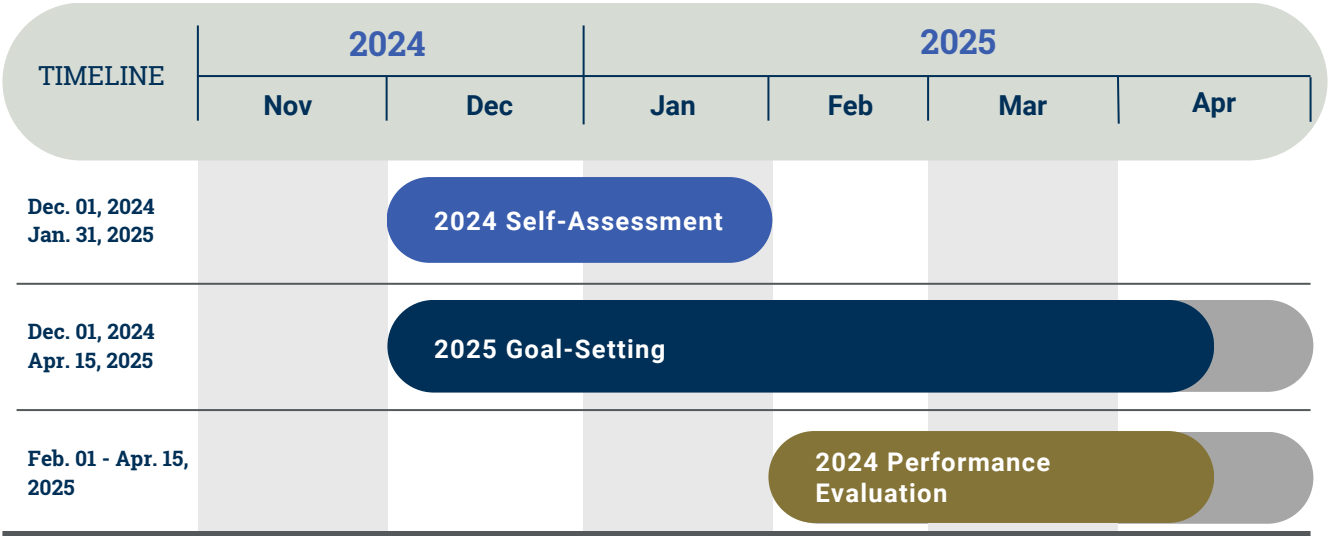


Performance Evaluation FAQs

1. **How do I export/print the employee evaluation?** View or download the [step-by-step guide](#).
2. **How do I reassign the manager on the performance evaluation?** The HR Partner can assist with updating the manager on the performance evaluation in the PM@Tech system. The update can also be made by contacting the ASC support at support@asc.gatech.edu. View or download the [step-by-step guide](#).
3. **How do we complete the performance evaluation if the supervisor is on leave and not expected to return before the end of the evaluation period?** The evaluation can be completed by the next-level supervisor. Consult your HR Partner for additional guidance.
4. **How do I upload an attachment as supporting documentation to an appraisal record?** View or download the [step-by-step guide](#).
5. **Can a supervisor still approve a submitted employee self-assessment?** Yes, through the end of the evaluation period.
6. **Can a supervisor view a saved self-assessment record that is still in draft?** No.
7. **I am in a position that is classified as a manager, but I don't have any current employees as direct reports. Should I be evaluated on leadership competencies?** Yes. Based on the employee profile the position will automatically require leader competencies. If something has changed, contact your HR Partner for guidance.

Performance Cycle

Staff Performance Management @Tech



To learn more, visit the [PM@TECH website](#).