



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 9, 2018

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY18-40

Distributed via Campus Email

To: President, Vice Presidents, Deans, Directors, and Department Heads

From: Corey Bradford 
Senior Vice President for Business Affairs

Re: Performance Management Strategies of Non-Faculty Employees in Workday

In accordance with the Texas A&M University System Regulation 33.99.03, which covers Performance Evaluation of non-faculty employees, you are required to complete annually a performance evaluation for each non-faculty employee (staff) reporting to you. We are very excited and will offer a number of training sessions as this will mark the first year PVAMU Performance Evaluations will be done electronically in Workday. The annual evaluation time frame will be January 1, 2017 – December 31, 2017. ***The Office of Human Resources will provide training to all supervisors responsible for evaluating their employees' performance at various times beginning April 11, 2018 through May 4, 2018.***

The purpose of performance evaluation is to provide feedback to each employee regarding the quality of his/her work with reference to the prior year goals, to identify those areas needing improvement, and to set specific goals for the calendar year. In your position as a supervisor, this process will assist you in evaluating your workforce, identifying employee potential, and establishing priorities for education, training, and reward.

Evaluations should be completed between: May 1, 2018 - May 31, 2018. **The deadline for the submission of the 2017 Performance Evaluations in Workday is May 31, 2018.**

The training sessions will be held in the Harrington Science Building, Room 101. Seating is limited and an on-line registration in TrainTraq is required. The training will highlight the following steps in Workday:

- How to enter the employee's goals from their 2017 performance evaluation into Workday, if applicable.
- The non-faculty employee and supervisor performance factors and scoring.
- The required process to update of a position description(s) in Workday, if applicable. Reviewing and updating position descriptions is of paramount importance especially of the data transitioned from PV Talent to Workday.

To register on-line for an upcoming training session: Log into TrainTraq, locate the section by clicking on the *Find Classroom Training* tab. Enter the section number below in the search filter, then *Search*. If the section number doesn't appear, reset the search by clicking the *Reset* link to the right of the *Search* button and try again.

2112631: Performance Management Strategies of Non-Faculty Employees in Workday

Any questions pertaining to the training should be directed to the Training Specialist, Ms. LaDonna Harris at x1724 or laharris@pvamu.edu; Questions related to the performance evaluation process should be directed to the Employee Relations Administrator, Ms. Maria Herrera at x1731 or mdherrera@pvamu.edu.