Welcome to the Frequently Asked Questions (FAQs) document on the Continuous Performance Management Process (CPM) for Classified employees. This resource is designed to provide you with answers to commonly asked questions about the performance management process.

Contact the AgCenter Office of Human Resource Management (HRM) Performance Management Team at hrmhelp@agcenter.lsu.edu if you have any additional questions or need further clarification.

General FAQs

1. As a manager, how do I find all the available resources on Performance Reviews (Planning Sessions and Annual Evaluations) to produce the best results for my employee?
   a. LSU offers performance management resources such as trainings, job aids, and other informational guidance in our Digital Resource Library.
   b. If you have questions or need assistance in navigating this, please reach out to your campus HR office.

2. Are Performance Reviews required for part-time employees?
   a. Per Civil Service, Performance Reviews are required for all Classified employees, excluding Wages as Earned (WAE) employees.

3. If my employee is resigning within the Performance Review period, does it still need to be completed?
   a. No. If this applies to you, please reach out to your campus HR office.

4. Can medical information, such as FMLA, be included in my employees' Performance Reviews?
   a. No, medical information **CANNOT** be included in an employee's Planning Session or Annual Evaluation. If medical information is included, HRM will cancel the Planning Session and/or Annual Evaluation and initiate a new one to be completed.

5. How do I print Performance Reviews?
   a. Find your employee in Workday.
   b. Click the **Performance** tab.
   c. Click **Create New PDF** on the document that you need to print.
   d. Click the **Download** button (upper right corner).

6. What if my employee does not want to approve the Performance Review in Workday?
   a. An acknowledgment in Workday only indicates that the contents have been discussed and reviewed. It does not signify that an employee is agreeing/disagreeing with the review.
   b. For Planning Sessions, the employee does have the option to send it back to the manager with comments.

7. How can I see if my team's Performance Reviews are completed?
   a. As manager, you have access to a Workday dashboard designed to view the status of performance templates of your direct reports. Visit our Digital Resource Library to view the Team Performance Dashboard job aid explaining this process.

Planning Sessions FAQs

1. The Planning Session is awaiting action from an inaccurate manager. How can we get it to the correct manager?
    a. Only your campus HR can only reassign the Planning Session to the primary manager. If the employee is not reporting to the accurate manager in Workday, a Move Worker may need to be completed prior to the reassignment of the Planning Session.

2. How do I create the Major Responsibilities for my employee?
    a. Copy and paste each duty from the job description into the Major Responsibilities section. Each duty that is entered as a Major Responsibility should have its own weight (based on the job description) and should not be combined with another Major Responsibility. The sum of the Major Responsibilities should equal 100%.

3. Can I enter all my employee's Major Responsibilities in one section?
    a. Each duty needs to be categorized as a **separate** Major Responsibility. This allows each responsibility to be accurately rated.

4. As a manager, how can I make changes to my employee's Planning Session, after I submit it?
    a. If the Planning Session is awaiting the employee's approval, you can ask them to send it back to you for revisions.
    b. If the Planning Session is at the To Do Meeting step you can make the changes by completing a Manual Send Back, which can only be done by the manager. The process to complete a Manual Send Back:
        1) View the To Do in your "My Tasks" in Workday.
        2) Hover over the **brick** by the "Overall process".
        3) Hover over the **Business Process** then click **Manual Send Back**.
        4) **Select To**: Select your name.
        5) Leave a comment.
        6) Click **Submit**.
        7) From there, you will be able to open the Planning Session to revise the content.

Annual Evaluations FAQs

1. How do I evaluate a new employee fairly?
    a. This depends on several factors. For assistance on this matter, please reach out to your campus HR office.

2. I am a new manager at LSU, and I have been here less than 90 days, but my employees have been with the department for more than 90 days. How should I evaluate them?
    a. It is recommended that you work with your manager or department head to complete their Annual Evaluation.

3. Are comments required?
    a. Yes, comments are required at the end of each section (e.g., Major Responsibilities, Competencies, and Overall Evaluation Rating).

4. When do I use the rating "Not Evaluated"?
    a. As a manager, you may assign an employee who has worked for the University less than three calendar months (90 days) in the evaluation year a rating of "Not Evaluated." The effect of a rating of "Not Evaluated" will be equivalent to an evaluation of "Successful." "Not Evaluated" may only be given when:
        i. The employee is an active employee on October 1st, and
        ii. The employee has worked less than three months at the evaluating agency within the performance year.
        iii. Please note: The Annual Evaluation will be routed to HRM when the rating of Not Evaluated is used.
    b. You will assign a rating of "Not Evaluated" on the Leading Others competency only if the employee being evaluated is **not** a supervisor.

5. How is the overall evaluation calculated?
    a. The Major Responsibilities account for 70% of the overall rating.
    b. The University-set Competencies account for 30% of the overall rating.

6. As a manager, how can I make changes to my employee's Annual Evaluation after I submit it?
    a. If the Annual Evaluation is awaiting the employees' approval, you can ask them to send it back to you for revisions.
    c. If the Annual Evaluation is at the To Do Meeting step you can make the changes by completing a Manual Send Back, which can only be done by the manager. The process to complete a Manual Send Back:
        1) View the To Do in your "My Tasks" in Workday.
        2) Hover over the **brick** by the "Overall process".
        3) Hover over the **Business Process** then click **Manual Send Back**.
        4) **Select To**: Select your name.
        5) Leave a comment.
        6) Click **Submit**.
        7) From there, you will be able to open the Planning Session to revise the content.

5. As an employee, I do not agree with my Annual Evaluation. What are my options?
    a. If an employee disagrees with a particular rating, a written comment, or the overall rating, then the employee may prepare a comment in the Acknowledgment section of the "Provide Employee Review Comments" step. The comment on the evaluation will be included with the performance evaluation in Workday and will be a part of the employee's official personnel record.
6. Contact AgCenter HRM at hrmhelp@agcenter.lsu.edu for assistance.