This job guide focuses on managers adding job duty competencies for their employees.

Access Performance Management by using your Texas State Net ID and password to logon to this site: [www.hr.txstate.edu/performance-management/login.html](http://www.hr.txstate.edu/performance-management/login.html)

1. From the “To Do” tile click on “Manager adds Job Duties”.

![Image of Texas State performance management dashboard]
2. Click on “Add Competency”.

The first action for the manager is to click on “Add Competency”. The manager will add the primary job duties for the employee; no more than eight job duties should be added. It is understood that employees may perform more than eight job duties. For the purposes of performance management only the essential job duty competencies should be included. Job duties are recurring tasks performed for a position.
A tile will appear that has categorized job duties. In the screen capture below you will see an example of categories. Other categories will be available for the manager upon login.
3. Click on one of the categories.

4. On the right side of the tile, check the boxes to select the appropriate job duties for the employee. After duties are selected, click “Add Selected”.

Categories of job duties for selection.
The job duties are returned to the performance management form. The manager can add comments to provide additional details or clarify as needed for the job duty.

5. Once all of the job duties are added click on “Send Employee Self-Assessment”.

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6. Click a second time on “Send to Employee Self-Assessment”. The form displays the employee’s name that is next in the workflow. If the manager has additional employees for which to add job duties, select “Send and Open Next Form” and the next employee form will appear to add selected job duties. If no other employees need job duties added, the manager’s work is completed.

This ends the job guide for creating job duties for employees. For more training guides go to the Performance Management website at: www.hr.txstate.edu/performance-management.html

For additional assistance please contact performancemgmt@txstate.edu or 512.245.2557. This information is available in alternate format upon request from the Office of Disability Services.