

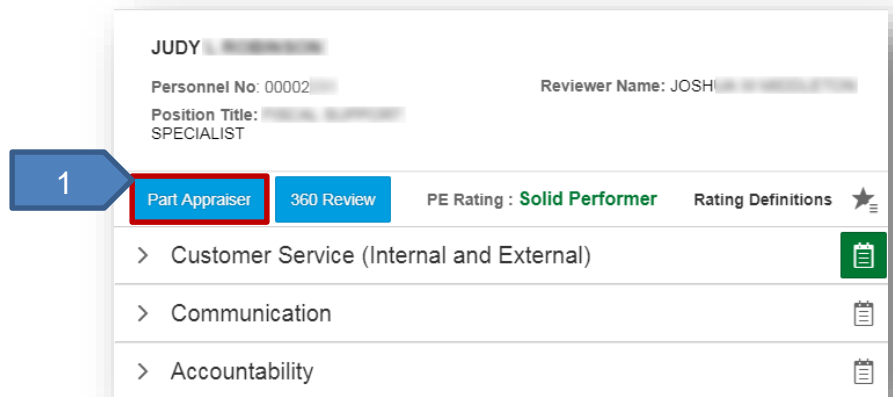


Department of Transformation and Shared Services  
Office of Personnel Management  
Performance, Goals, and Compensation System (PGCS)  
Sending a Part Appraiser Form

**Purpose:** Use this job aid to use the Part Appraiser tool to request performance criteria for an employee in your direct report. The Part Appraiser option may be necessary for employees who are directly supervised by Non-AASIS personnel or was directly supervised by someone other than the current evaluator (special project assignment, transferred employee, etc.). It can also be used to request feedback from internal and external customers or vendors. Information gathered can be used at the evaluator's discretion.

1. Click the **Part Appraiser** button from an employee's performance evaluation template.

**NOTE:** A Part Appraiser button is located on each employee template on the **Performance Evaluation** tab.

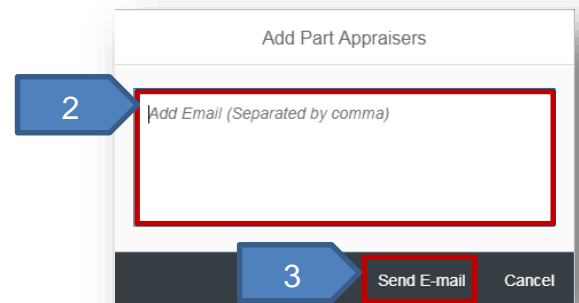


2. Type the email address of the recipient. Multiple email addresses can be listed and should be separated by a semicolon (;).

**NOTE:** Any email can be used. The tool is not restricted to state email only.

**NOTE:** A blank performance template is sent to the email(s) provided along with a carbon copy (cc:) to the manager/supervisor's Outlook Inbox. Only groups and measures selected in planning will display on the template.

**The FY21 template will display all seven groups and 35 measurements for all state employees.**



3. Click the **Send E-mail** button
4. Click the **OK** button

