Performance Appraisal Tool FAQs

1) Whose appraisals can be prepared using PAT?

The PAT system is used by colleges and administrative units within the Academic Health Center, company UMN. It may be used to prepare appraisals for paid P&A, civil service, labor represented, graduate and professional student positions. Faculty appraisals are not prepared in PAT.

2) What supervisors have access to PAT to write appraisals?

All supervisors in the AHC (including faculty) are able to use this system to write appraisals for their employees who meet the criteria listed in question #1.

3) Where do I go to login?

Employees logging in to complete their self-assessment have a different URL than supervisors and administrators. Access to self-assessment: http://performanceappraisal.ahc.umn.edu/form
Supervisory or Administrative access: http://performanceappraisal.ahc.umn.edu/

4) As a supervisor, how do I get started?

Please see the Supervisor’s Guide.
If you are initiating the appraisal and filling in the ‘Major Responsibilities’ and ‘Goals’ section, DO NOT complete the supervisor assessment yet. This is to be done after the employee has completed the self-assessment.

5) I am a supervisor and not all of my employees are listed under the ‘My Employees’ tab (and they meet the criteria listed in question #1).

Please have HR check to see is the “reports to” relationship is correct in Position Management as this is where the employee-supervisor relationships are pulled from.

6) How do I know which performance year we are using?

Ask your HR contact; it is within the discretion of the college or unit to determine the appraisal cycle.

7) When (and how) can my employees log on to start their self-assessment?

Once you initiate the appraisal your employees will receive a system-generated email prompting them to complete their self-assessment and providing login instructions. (See Supervisor’s Guide for more information on how to initiate appraisals.)

8) When (and how) will supervisors know to complete their section of the appraisal?

Once the employee has submitted the self-assessment, supervisors will receive a system-generated email prompting them to complete the supervisor assessment and providing login instructions.

9) What is the ‘Designated Approver’ and why is it necessary for this field to be completed?

In some cases, the Designated Approver is a higher-level supervisor/director. In other cases, it is the PAT Administrator or a HR representative. In order to accommodate the variety of local processes, PAT requires a Designated Approver be assigned in order to initiate the appraisal. The supervisor name and x.500 can be used in situations where there is no need for a Designated Approver.
10) What do the circular (radio) buttons signify?

These illustrate what stage the appraisal is currently in. If the 'Initiated' indicator is green, the appraisal has been successfully initiated, it is now in the employee's hands, and the supervisor is locked out. If the 'Self-Eval' indicator is green, the employee has submitted their self-assessment, the appraisal is now in the supervisor's hands, and the employee is locked out. If the 'Reviewer' indicator is green, the supervisor has submitted the supervisor assessment, the appraisal is now in the Designated Approver's hands, and the employee remains locked out. If the 'Approved' indicator is green, the Designated Approver has approved the appraisal, all parties now have access, and an email has been sent to the supervisor and employee. This email prompts the employee to submit any final comments and electronically sign the appraisal. If the 'Employee Signature' indicator is green, the employee has had the opportunity to comment and has signed the appraisal by electronic submission.

11) I have already had an appraisal done this year and now I have transferred to another AHC department. Will we be able to do another appraisal on PAT as well?

You may have multiple appraisals done each year. However, only one appraisal may be open at a time in any given year.

12) How can I print the appraisal?

You can print the PDF finalized version of the appraisal from the PAT system by clicking on the 'print' icon on the ‘My Appraisals’ tab.

13) Where can I get further help or send feedback?

For assistance navigating within PAT, please see your local PAT Administrator. If you do not know who your PAT administrator is, a list of contacts can be found on the Performance Appraisal Tool Website. To report technical problems or share suggestions regarding the tool, the ‘Home’ tab on the PAT system has a place for you to do so. If you need assistance with a performance concern or policy issue, please contact your local HR representative.

14) What do I do if I accidentally submitted the appraisal but I need to make some additional changes?

If you need the appraisal reverted to a previous step, contact your PAT administrator. If you do not know who your PAT administrator is, a list of contacts can be found on the Performance Appraisal Tool Website.