***Performance Management Quick Reference Sheet***

 **Performance Agreements: Register to the Application**

 As you know, the Public Service Performance Management (PSPM) Application was implemented on April 30, 2014. This tool allows managers and employees to complete and update online performance agreements.

Recently, up to 95% of ESDC employees have registered in the PSPM Application. We’re doing well! Let’s keep up the momentum by making sure all performance agreement registrations are up to date to help us attain our goal of 100%.

The information collected through registrations allows our department to comply with TBS requirements on performance management, and it may help you, as managers and supervisors, by providing you with the following:

* Lists of direct reports and the entire organizational structure below, if applicable.
* Descriptive statistics, such as:
* The number of employees in the reporting structure below;
* The number of performance agreements created; and
* The number of employees who acknowledge having had a discussion at the beginning of the year and who have signed their performance agreement.

Note: statistics may not always be accurate

Need more information to get started? Consult the [Performance Management iService page](http://iservice.prv/eng/hr/pla/index.shtml) where you will find a [Quick Start Guide](http://iservice.prv/eng/hr/pla/tools_and_resources/docs/hrsb_tool_quick_start_guide_pspma_app.pdf) for the PSPM App, and access the application through the [TBS Applications Portal](https://portal-portail.tbs-sct.gc.ca/home-eng.aspx).

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