Public Service Performance Management Application (PSPM App)
Quick Start Guide for Executives, Managers / Supervisors

The Fundamentals

1. The Public Service Performance Management Application (PSPM App) is an online software package that includes screens to capture information at each phase in the performance management cycle using standard tool bars, screen tabs, text fields and navigation buttons.

2. Public servants log in to register, enrol and use the PSPM App through an online gateway TBS Applications Portal (TAP).

3. TAP and the PSPM App are only available on TBS's Intranet Website.

4. For more information: Detailed step-by-step guidance on registering and using the application are provided in the *PSPM App User Guide for Executives, Managers and Supervisors* and the *PSPM App User Guide for Employees* available from the Performance Management Program for Employees website.

1. Before starting, you must have the following:

- Your myKEY filename and password (an ".epf" file, see #2 below for more information).
- Your PRI number.
- The PRI numbers of your direct reports, including those who have recently joined the organization or who are on secondment from another department or agency.

Note: If you do not have your myKEY or cannot log in, please refer to the Online Registration and Credential Administration (ORCA) or contact the National Service Desk.

2. Registration and enrolling is a one-time activity

Users log in using their myKEY filename and password.

- Click on the TBS Applications Portal (TAP).
- Click on PSPM App icon (left side of screen).
- Click "Continue to Application" (bottom left).
- Enter your **myKEY file** and **password** (To enter MyKey file name: Select "Browse" and then select the appropriate ".epf" file).

If necessary, select "Computer" from left column after selecting browse, and then select your personal drive (with your name), then select the file titled "MaCLéMyKey" – then select the file with the ".epf" ending and click "open".

- Enter your **myKEY password**.
- To complete the registration process, enter your PRI and date of birth, followed by given name and government email address.
- Enrol in the PSPM App by self-identifying as Deputy, or EX, manager or supervisor and click "save" before closing browser.

3. Send an email to your direct supervisor to let him know you have successfully registered and enrolled in the PSPM App.

- When you receive an automatic email generated by the PSPM app asking you to confirm your direct supervisor, click on the link in the email, log in and select "confirm".

Note: Once you have registered (even if you have the confirmation email from your direct supervisor), you may now move on to the next step to build your list of direct reports.

4. Establish teams and build list of direct reports

Note: This can be done as your employees start to register in the system. Your employees should be sending you an email to advise you that they have registered in the system. You will also receive a notification message in the PSPM App.

EXs, managers and supervisors must build a list of their direct reports using the "Add Employees" tab

- All employees must be claimed by their manager or supervisor.
- All employees claimed will receive an automatic email generated by the PSPM App asking them to confirm their manager or supervisor.
- This email will provide a link to the login page. Employees click on this, log in and click "Confirm".
- Managers and supervisors should monitor employee confirmations in their "My Employee List".

5. Claim each of your direct reports

Conduct a **search** for each of your employees, one at a time:
- Type in the surname of your direct report and his or her given name.
- Click "Find." After a few moments, the result will appear on the right of your screen.
- If the search produces no results, which may happen if your direct report is a recent transfer or on **secondment**, click the button to the right of your department's name and select "All" from the drop-down menu. Enter the employee's PRI and click "Find".
- **If the employee has registered and enrolled in the PSPM App**, "Yes" will appear in the "Registered" column with a button beside the employee's surname.

Claim each of your employees, one at a time:
- Confirm that this employee is your direct report by clicking on the button and then clicking "Add Employee."
- This action will trigger an automatic email to this employee asking him or her to confirm you as his or her manager/supervisor.
- **If the employee has not registered**, "No" will appear in the "Registered" column, and there will be no button beside the employee's surname.
- Contact the employee to direct him or her to register and enroll in the PSPM App.
- **Repeat this process for each of your direct reports** until all of them appear in your "My Employee List".

6. Monitor employee confirmations

- As each of your direct reports confirms you as his or her manager/supervisor, you will receive an email stating that the employee has done so.
- You will also receive a notification message in the PSPM App.
- To see notification messages, click "Notifications" in the menu bar at the top of the PSPM App screen.
- In your "My Employee List", the surname of any employee who has **not** confirmed you as his or her manager/supervisor will appear in italics with the notation "(*awaiting confirmation*)."

MORE TIPS FOR USING THE PSPM APP

Unless you want to exit from the PSPM App:
- **Do not** click on your browser's "Back" button or on the arrow at the top left corner of your screen. Instead, click "Index" in the horizontal menu at the top of the page; and
- **Do not** click "TAP Home" in the horizontal menu at the top of the page.
- All fields marked "required" must be completed; otherwise, you will not be able to electronically "sign" the employee's performance agreement.