Performance Management Quick Reference Sheet

Tips to Get Your App Now – (The PSPM App that is!)

Here are a few tips to facilitate registration with the PSPM Application for you and your team. Before accessing the PSPM App, you should have the following information on hand:

➢ Your myKEY filename and password.

➢ Your PRI number

➢ All personal information (position numbers, Official Languages information, position requirements, etc.) for your direct reports, including those who have recently joined the organization or who are on secondment from another department or agency.

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

Once this is completed:

➢ Added employees will receive an automatic email generated by the PSPM App asking them to confirm their manager or supervisor; and

➢ Managers and supervisors can monitor employee confirmations in their "My Employee List".

Managers and supervisors should create and regularly update performance agreements for each of their direct reports (except Executives and Lawyers, whose performance agreements are not managed in the PSPM App). At ESDC, ALL the additional fields and/or sections in the PSPM App must be used.

Don't hesitate to contact your Performance and Talent Management Branch and Regional Coordinators Network (PTMBRCN) consisting of a representative

from each branch and region, as your one-stop/in-house source of information on the new PA and any elements that may be specific to your branch or region.

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