



FY25 and FY26 Performance Management Information

August 4, 2025

Dear HR Community,

As we have started a new fiscal and performance year, the DOAS HRA Enterprise Talent Management Team would like to send a few reminders regarding the closing of the FY25 performance management cycle and the start of the FY26 performance cycle. This is a follow up to the communication sent on February 11, 2025.

Below is more information for each step of the performance management process and how it should be managed:

FY25 Goal Setting:

Performance and development goals should have been set by August 15, 2024 (45 days after the beginning of the performance year). For agencies using ePerformance, we recognize that you may have already created documents and established goals in TeamWorks, and that is fine. If goals have not yet been established and communicated to employees, please do that now in TeamWorks.

FY25 Mid-Year Reviews and Check-Ins:

Mid-year reviews should have been conducted in December/January (or based on the agency timeline) and should have been recorded using your current method for these meetings. If your agency is using the Checkpoint template in ePerformance, these are built in, and the notes can be recorded in Checkpoint

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For agencies that require employee self-evaluations, employees can complete those in TeamWorks, per your established timeline.

FY25 Annual Review:

The FY25 annual review can be completed in TeamWorks ePerformance. Please have all FY25 documents finalized by **August 31, 2025**.

Performance Document Retention:

The FY25 annual review with final ratings can be presented according to the agency timeline, but we recommend that all reviews be completed and that documents be acknowledged and closed by **August 31, 2025**.

FY26 Performance Management Process

The move to GA@WORK will bring significant changes to the Performance Management process moving forward. Most notably, the SOG performance rating scale will change in FY26 from a 5-point scale to a 4-point scale. Also, there will be new performance templates in GA@WORK, so document cloning will not be available. A demo of the performance management process (goal setting, performance reviews, and reports) in GA@WORK was held on Tuesday, July 29, 2025, from 1:00pm – 3:00pm and we invite HRDs to share the recording that will be provided in the next week or so.

NOTE:

With the shift of the go-live date for GA@WORK from October 1, 2025 to **April 1, 2026**, the FY26 performance review process can continue in TeamWorks for those agencies using ePerformance.

If you have any questions related to the performance management process, please reach out to Monique Jenkins at monique.jenkins@doas.ga.gov.

Thanks,

HRA-Enterprise Talent Management Team

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