

PEP FAQs

Performance Excellence Process FAQs

When can I access the 2024-2025 PEP documents?

PEP documents are available in PantherSoft HR (myhr.fiu.edu or my.fiu.edu).

When are PEPs due?

Managers and employees are advised to coordinate a PEP timeline so that 100% completion is achieved by September 30, 2025. Completion includes having the meeting, employee acknowledgement, final submission and second-level approval.

The timeline below may be useful for finishing on time:



The timeline says that Employee Documents are due July 26th, but I don't think I will be finished by that date. Will I still be able to access my self-evaluation after July 26th?

Please note that the process timeline is shared as a guide for timely completion. While the timeline lists July 25th as the deadline for Employee Documents (self-evaluations), this is only a suggestion. Employee documents can still be accessed and completed after this date. The goal is still to have the full process completed by September 30, 2025.

Are PEP documents available for Post-Docs?

All faculty evaluations are completed through Panther180. For more information about Panther180 and to discuss your evaluation needs, you may contact Academic Affairs through Panther180@fiu.edu

This is my first PEP document. I don't have any goals from last year. What should I do in section 1?

Section 1: Past Year's Goals and Achievements is pre-populated from an employee's previous PEP document. As this is your first document, you will not have any items listed in this section. However, we suggest that you speak with your manager to add any accomplishments you achieved during this fiscal year.

I'm a manager with direct reports who were hired within the last 8 months. Will they receive a PEP document as they have not been at FIU for a full year?

All full-time, benefits eligible employees employed with FIU within the 2024-2025 fiscal year will receive a PEP Document. For employees that have been with FIU 90 days or less, there is a rating option of "Too New to Rate." For those employees, we recommend that you focus on setting goals and expectations for the coming fiscal year. The completion of their PEP is still required. Anyone employed with FIU more than 90 days should be rated accordingly.

My direct report was on leave for part out of the last fiscal year. Would they be considered 'Too New to Rate' based on their time away?

The "Too New to Rate" option is only for those employees who have been with FIU 90 days or less. Employees who were on leave for any period within the last fiscal year are to be reviewed based on their performance for the period in which they were active.

I went to Current Documents to access my 2024-2025 PEP, but I see that there are PEPs from previous years listed there as well. Aren't my past PEPs supposed to go to Historical Documents?

Completed PEP documents are sent to Historical Documents after 2nd level approval. If PEP documents from previous years still appear in your Current Documents folder, the PEP process was not completed. Please review the Steps and Tasks Performance Process tool, on the upper-left side of the PEP document, to locate the status of the PEP document. Consult with your manager for completion.

I'm a manager. I'm looking through my Current Documents and there are PEP documents listed here from previous years for employees that no longer work with FIU. What do I do to take care of these?

The Human Resources Information Systems team is working to remove open PEP documents of inactive employees by the end of this PEP cycle. During this time, managers can disregard these PEP documents. Completion reports will only identify the PEP documents of active employees.

I'm working on my PEP document after business hours. Are there any online resources I can access if I have any questions?

Yes, our PEP Toolkits are great resources for PEP guidance. We have an Employee PEP Toolkit and a Manager PEP Toolkit. In each toolkit, there are step-by-step process instructions, preparation and goal-setting documents.

Both toolkits can be found in the 'Trending Now' banner on hr.fiu.edu or by using the pathways below:

- Employee PEP Toolkit: [HR.fiu.edu](http://hr.fiu.edu) → Employees & Affiliates → Working at FIU
 - Direct link: https://hr.fiu.edu/employees-affiliates/working-at-fiu/#emp_pep_toolkit

- Manager PEP Toolkit: [HR.fiu.edu](http://hr.fiu.edu) → Leadership → Performance Management
 - Direct link: https://hr.fiu.edu/leadership/performance-management/#pep_toolkit

I'm a manager and have shared the PEP document with my employee. They were in the process of documenting their self-evaluation and now their PEP is "locked". What happened?

Although the self evaluation and the manager evaluation are two separate documents, once a supervisor shares the manager evaluation with their employee, the PEP will automatically lock. Once this happens, the employee will not have access to document their self-evaluation and the manager will not be able to update the manager evaluation. This can be undone by [reopening the manager evaluation](#) which will give both parties access to the evaluations in order to make updates.

Why aren't all my Professional Development courses on the Training Summary?

At this time, only courses completed through the Develop and LinkedInLearning websites will automatically post your PantherSoft Training Summary.

I took a few LinkedInLearning.fiu.edu courses, but the Training Summary is only showing that I completed one of them. Why are some of my LinkedIn Learning courses missing?

Any courses completed through LinkedIn Learning should appear in your Training Summary. Please send an email to lilhlp@fiu.edu with a screenshot detailing the name of the missing course, length of course, and date of completion.

I attend conferences, courses and other job-related trainings outside of FIU. I have even done some sessions at FIU which were not on Develop or on LinkedInLearning. Would I be able to get Professional Development credit for attending these trainings?

Yes, you can receive professional development credit for attending external trainings. You can do so by going to PantherSoft (myhr.fiu.edu or my.fiu.edu), clicking on the Learning & Development tile, and completing the Professional Development Hours form (see screenshot below).

Professional Development Hours

This page is meant to self-report professional development learning events NOT recorded in the Training Summary. You are responsible for the accuracy of the information on this page.

Professional Development is defined as a learning event that will enhance your job performance at the University. This may include events such as presentations at professional associations, attending conferences and webinars, etc.

NOTE: If you are unsure about the relevance of a professional development submission, please consult with your supervisor.

Fiscal Year: 2023-2024

Event Details

Learning Event Title/Topic	Start Date	Completion Date	Hours	Edit	Delete

Fiscal Year 2023-2024 Total:

[Add Learning Event](#)

[Training Summary](#)
[Self Service Upload](#)

You will need to substantiate the content of the training, your attendance, and the number of actual learning hours. Please note that breaks, lunch, and networking events are not counted toward professional development credit.

Enclosed is the University's Official Learning Opportunities Policy for your reference:

<https://policies.fiu.edu/files/86.pdf>

Do volunteer hours count as Professional Development?

Generally, volunteer hours are not counted towards professional development. However, if you learned something that enhances your ability to perform your current role, can substantiate it and have your manager's approval.

How would we know how to categorize our Professional Development credits as far as literacy category?

Definitions of Future Focused Literacies and suggested courses within the literacy categories are listed on the HR.fiu.edu under Professional Development. Click this link for more information:

<https://hr.fiu.edu/employees-affiliates/professional-development/#Next-is-Now>

Additionally, you should consult with your supervisor regarding Next is Now literacies to plan your professional development goals accordingly.