Commonly Asked Employee Questions

I can’t log in to Trakstar, can you help?

Confirm that you are entering the correct company name (FSU) and username and that the password is case sensitive. The login information is the same as your FSU network login information.

Can my manager see my self-appraisal before I send it to them?

No. Your manager cannot see your ratings, comments or answers on the self-appraisal until you select ‘Send to Manager’ and confirm your submission.

What is the difference between Notes and Comments?

Notes are taken throughout the year while comments are only available to be entered during the Scoring phase of an appraisal. Notes have a private vs. public setting while comments do not. You may have multiple notes taken over the course of an appraisal period that you will summarize or pull from when creating a final comment. You can also copy a note word-for-word into a comment using the ‘Copy to comment’ feature.

When will my employee see my comments and scores?

Your comments and scores will be visible to the employee once a document is archived. If employee acknowledgement is part of your required approvals the employee will be able to also see it when the appraisal is sent to them for acknowledgement.
Commonly Asked Employee Questions

Oops! I forgot to add or update an employee’s goals, can I change them now?

If an appraisal is in scoring but you want to update goals for the period that is currently under review you can select ‘Manage Goals and Notes’ on the appraisal and make these updates. Remember that you should only add goals that were previously discussed and that the employee was aware of the expectations.

When should I archive an appraisal?

Once an appraisal has completed all required steps and been presented to the employee it should be archived. This may include the completion of the self-appraisal from the employee (if required), the manager's completed appraisal, and any necessary approvals and/or acknowledgement. Archiving is an important step in the appraisal process and ensures that you stay on track for the next appraisal and goal setting!

We have the option for Multi-Rater, can my employees see the responses?

No. Your employee will not be able to see what a Multi-Rater has submitted. The feedback is presented directly to you as the manager and it is at your discretion how and what is shared with the employee.

Wait! I need to change something! What do I do if my employee’s appraisal has already been sent for approval?

If you have already sent an appraisal off for approval it is currently locked and cannot be changed; however if you need to make a change, your request for approval can be canceled in the appraisal workshop by ‘Managing Approvals’. Please note that this will cancel all approvals and approver comments that have been entered.
Commonly Asked Employee Questions

Does the employee see comments left by an approver?

No, an employee does not see the comments made by an approver unless the manager selects to include them on a PDF version of the appraisal.

How is the final score calculated?

The final score of an appraisal is the manager's score. While Trakstar may present the employee and Multi Rater scores (if used) they are not included in the calculation of the final score.