

Frequently Asked Questions

This is an online course open to all employees. The purpose of the *Performance Management for Employees* course is to ensure that employees understand their responsibilities and follow the performance management principles and process that are fundamental for achieving and maintaining a high-performing and productive work environment. Employees will learn how the basic components of performance management will help them perform their jobs effectively.

Who must take the course?

All Library employees EXCEPT the following are required to take the course:

- Employees in temporary positions (appointments of less than one year)
- Copyright Royalty Board members
- American Folklife Center Board members
- Open World Leadership staff
- Office of Compliance staff
- Little Scholars staff
- Kluge Center chairs and fellows

How much time will it take?

You should be able to complete the course in about 45 minutes.

What's the deadline for taking the course?

All employees must complete the course by June 30, 2017.

What if I can't access the training from my workstation?

PCs are available in the Learning Lab (LM-654) from noon to 4:00 p.m., Monday through Friday.

How do I take the course from outside the Library?

The course is available to you on LOC SkillPort, which you can access from outside the Library at any time. Follow these steps:

1. Go to the Office of Workforce Learning and Development (WLD) website: <https://olc.loc.gov>.
2. On the right-hand side of the website, find the **LOC SkillPort** section and click on [LOC SkillPort Sign On](#).
3. Sign in with your email address and LOC SkillPort password (use the "Forgot password" link to retrieve your password, if necessary).
4. Click on **View Learning Plan and Mandatory Courses**.
5. Locate **Performance Management for Employees** and click **Launch**.

How can I get help?

If you have a problem accessing the course or questions about how to take the online course, please contact the OCOO/HRS/Office of Workforce Learning and Development at cld@loc.gov, or ext. 7-6348.

For questions about workforce performance management or information contained in the course, please contact Alison Pullins at apul@loc.gov.