Performance Appraisals

This guide is for administrators with the **Performance Appraisals** permission. This permission allows administrators to create, view, and edit performance appraisals for their assigned organization and subordinate organizations.

This guide will address the initial creation of performance plans and the following various administrative tasks associated with plan changes.

- Create a Performance Plan
- Create a Performance Plan – Special Circumstances
- Open a Performance Plan
- Update Part 1: Employee Input after Planning Signatures
- Bypass Employee Signatures
- Remove Signatures in Plan
- Manage Notes in a Performance Plan
- Advance a Plan to the Rating Phase
- Executive Accomplishment Narratives
- Non-SES Accomplishment Narratives
- Release a Plan with No Employee Self Accomplishment Narrative
- Update Plan Status

For further information regarding establishing templates and settings, SES performance management cycles, non-SES rating cycle groups, or plan editing and issuance guidance, please see the applicable corresponding guides.

Create a Performance Plan

Performance plans can be initiated by employees, rating officials or administrators from the **Performance Management** tab. The **Performance Management** tab will only populate employees that have been assigned to a rating cycle group and template.

1. Click **Performance Management**.

2. Click **Show Performance Plans**. All applicable performance plans will display.

3. Applying filters such as *Appraisal Period Year*, *Phase*, or *Pay Plan*, will produce a filtered list of users. Click **Show/Hide Additional Filter Options** to sort by *Organization*, *Rating Cycle Group*, *Current Primary Rating Official* or *Template*.

4. Sorting arrows appear to the right of each column heading. If not filtering by the *Create Plan* phase, click the *Phase* column's arrows to sort employees by those pending plan creations.

5. Click **Create Plan** next to the user's name.

6. Click to confirm the action.

7. The performance plan will populate.

8. If the new plan is for an executive who had a plan the previous rating cycle, the administrator will see a prompt to import the previous plan information.

9. Click **Yes** to copy the contents of *Part 1. Consultation* and agency-specific requirements for the critical elements, weight settings, performance requirements, and strategic alignment. Click **No** if system settings have been updated.

10. The performance plan will populate.

Create a Performance Plan – Special Circumstances

Users can have multiple performance plans in one or more rating cycles. The multiple plans feature works in tandem with the rating cycle groups and plan status feature to allow users to reflect details, changes in performance plans, or any other related practices that may occur during the live performance management process. To keep with best practices, a user should only have one active plan per rating cycle group at any given time.

To assign a new plan to a user, all other plans assigned to the individual should be in an *On Hold* or *Closed* status. If the **Performance Management** tab does not prompt for a new plan to be created, the new plan can be initiated from the user's profile page through *Manage Users.*

1. Click **Admin**.

2. Click **Manage Users** under *Users & Permissions.*

3. To locate the user, sort, filter and search table items as explained in the *Basic Functionality* guide.

4. Select the user from the *Name* column.

5. The **Personal Information** tab will open. Click **Performance Plans**.

6. Click **Create New Plan** under *Plan Information*.

7. Use the *Rating Cycle Group* and *Template* drop downs to select the rating cycle group and template. Click **Create New Evaluation.** The employee plan will populate.

Open a Performance Plan

After a plan has been created, it may be necessary to access that plan to review the information or make changes. Administrators can open all plans regardless of the plan status.

1. Click **Performance Management.**

2. Click **Show Performance Plans** and all applicable performance plans will display. Applying filters such as *Appraisal Period Year*, *Plan Status*, *Phase*, or *Pay Plan*, *Organization*, *Rating Cycle Group*, *Current Primary Rating Official* or *Template* will produce a filtered list of users.

3. To locate the user, sort, filter and search table items as explained in the *Basic Functionality* guide.

4. Select the user from the *Name* column.

Update Part 1: Employee Input after Planning Signatures

User Profile Updates

When changes are made to the user profile, the administrator can automatically update the plan without removing signatures.

1. Click **Admin**.

2. Click **Manage Users** under *Users & Permissions*.

3. To locate the user, sort, filter and search table items as explained in the *Basic Functionality* guide.

4. Select the user from the *Name* column.

5. The **Personal Information** tab will open. Click **Performance Plans**.

6. Make any necessary revisions to the user data. Click **Save**.

7. To populate the changes to a plan that is active or on hold, click **Update Plan** next to the plan.

8. Click to confirm this action. You will receive a confirmation message.

Plan Purpose

Administrators may update the **Plan Purpose** field on active plans.

1. Open the performance plan.

2. Use the *Plan Purpose* drop down to select the new plan purpose. Click **Save**.

Appraisal Pd.

Administrators may update the **Appraisal Pd.** dates on plans in an Active, On Hold or Under Review plan status.

1. Open the performance plan.

2. Use the *Appraisal Pd.* calendar selection to select the new dates. Click **Save**.

Bypass Employee Signature

Administrators can bypass an employee signature in the planning and progress review phases by clicking **Bypass Employee Signature** and in the rating phase by clicking **Employee Refused to Sign**. Administrators can remove a bypassed signature as necessary.

1. Open the performance plan.

2. Use the plan navigation bar or navigate to the appropriate phase within the plan for which a signature bypass is necessary.

3. Click **Bypass Employee Signature** next to the corresponding employee signature box.

4. Use the *Signature Bypass Reason* drop down to select the appropriate reason for the bypass including: 1. Refused to sign, 2. Unable to sign, 3. Detail, 4. On leave, 5. Active Duty, or 6. Other.

5. Click to confirm the action.

6. The administrator's name and bypass reason will be documented.

7. To then allow the employee to sign in place of the bypass, click **Undo Bypass of Employee Signature** to remove the administrator's name.

Remove Signatures in Plan

Administrators may remove signatures in the Planning and Rating phases of non-SES plans or any phase of SES plans. Plans must be in an Active status. Administrators may remove signatures from a specific phase depending on if plan changes are needed or specific signatures corrected.

Signature removal does not need to be sequential unless a plan is in a Completed status. If a plan is in a Completed status, Rating phase signatures must be removed first.

When an administrator removes a signature in a phase, all signatures are removed for that specific phase. All parties will need to re-sign the plan for the phase in which signatures are removed.

Remove Signatures for Planning

1. Open the performance plan.

2. Navigate to *Part 1: Employee Input* to remove signatures for non-SES plans. Navigate to *Part 1: Consultation* for SES plans. Rating phase signatures must be removed first if a plan is in a Completed status.

3. Click **Remove Signatures**.

Non-SES

SES

4. You will be asked to confirm your action. Click to confirm the action.

Remove Signatures for Progress Review

Administrators may only remove signatures for active SES plans in the Progress Review phase.

1. Open the performance plan.

2. Navigate to *Part 2: Progress Review* for SES plans. Rating phase signatures must be removed first if a plan is in a Completed status.

3. Click **Remove Signatures**.

SES

4. You will be asked to confirm your action. Click to confirm the action.

Remove Signatures for Rating Phase

To remove signatures at the Rating phase the plan must be in Active or Completed status.

1. Open the performance plan.

2. Navigate to *Part 5: Rating Signatures* to remove signatures for non-SES plans. Navigate to *Part 3: Summary Rating* for SES plans.

3. Click **Remove Signatures**.

   #### *Non-SES*

   #### *SES*

4. You will be asked to confirm your action. Click to confirm the action.

Manage Notes in a Performance Plan

Throughout the rating cycle it may be necessary to add administrative notes or feedback from other sources to a user's plan, retract notes that have been released or delete notes.

To Create Notes

1. Open the performance plan.

2. Click **Notes** on the plan navigation bar.

3. *Notes for [employee name]* will open allowing you to copy/paste or type directly in the text box.

4. To release this note, check **Release this performance plan note** and click **Save**. Click to confirm the action.

5. To keep the note private, leave the **Release this performance plan note** box unchecked and click **Save**.

6. Your name, the date, time of the note and the note status showing if it is released will be documented.

Retract or Delete Notes from a Plan

1. Open the performance plan.

2. Click **Notes** to view evaluation notes.

3. An administrator can view all evaluation notes. To delete a note, click **Delete** corresponding with the note to be deleted.

4. To retract a released note, click **Retract**. The retracted note can be released again later as needed. Retracting makes the note viewable only to the administrator.

Advance a Plan to the Rating Phase

Performance plans automatically advance to the rating phase after the final signature in the progress review. However, administrators may bypass the progress review(s).

1. Open the performance plan.

2. Use the plan navigation bar or navigate to *Part 2: Progress Review*.

3. For non-SES click **Bypass Progress Reviews**, or for SES click **Advance Plan to Rating.**

   Non-SES

   SES

4. You will be asked to confirm your action. Click to confirm the action.

5. Your action will be documented.

To reverse the Advance to Rating and return to Progress Review:

1. Click **Return To Progress Reviews** to reverse the bypass and return the plan to the progress review phase.

2. You will be asked to confirm your action. Click to confirm the action.

3. The progress review(s) will now be available.

Executive Accomplishment Narratives

Executive accomplishment narratives are optional. Administrators have the option to edit and forward accomplishment narratives to the rating official. Administrators can also recall the narratives to prevent rating officials from viewing them as necessary.

1. Open the performance plan.

2. Click **Narratives** on the navigation bar or navigate to *Part 7. Executive Accomplishment Narrative.*

3. If necessary, make edits to the narrative and click **Save** on the plan navigation bar.

4. Although not required, select **Send to Rating official** to forward the executive narrative.

5. Click to confirm the action.

6. You will receive a confirmation message and the ***Enable Edit and Re-release*** checkbox under Part 7 will appear.

7. Check **Enable Edit and Re-release** to recall the narratives for editing and re-release as applicable. Click to confirm the action.

Non-SES Accomplishment Narratives

Non-SES employee self-accomplishment narratives, element narratives and summary narratives may be required, optional, or not available depending on agency-specific guidelines. Administrators can review and edit element level narratives for employees and supervisors when they are required, and release employee self-accomplishment narratives (SAN) to rating officials as necessary.
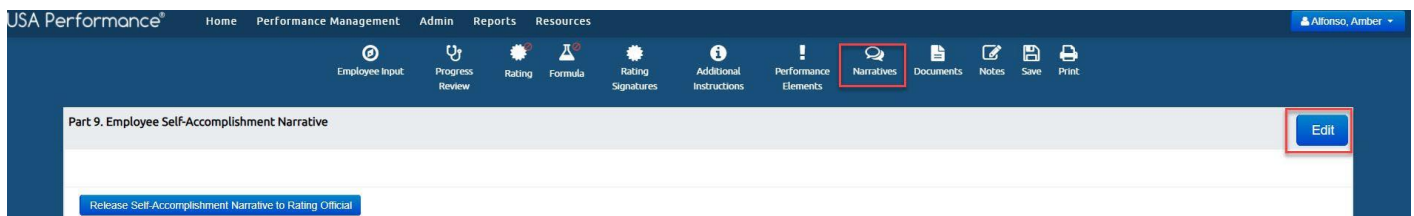
Employee Self-Accomplishment Narrative

1. Open the performance plan.

2. Click **Narratives** on the plan navigation bar or navigate to *Part 9. Employee Self-Accomplishment Narrative*.

3. Click **Edit** in *Part 9: Employee Self Accomplishment Narrative*.

4. If necessary, make edits to the narrative and click **Done**.

5. Click **Release Self-Accomplishment Narrative** to forward the employee SAN to the rating official for review.

6. Click to confirm your action. The self-accomplishment narrative release date will be documented.

7. To retrieve the employee self-accomplishment narrative for changes **Unrelease Self-Accomplishment Narrative from Rating Official**. The SAN can be re-released to the rating official using the same process as above.

8. The date that the narrative was released to the Rating Official; as well as the verification date once the employee self-accomplishment narrative is reviewed by the rating official will be documented.

Element Level Narratives

Element level narratives will only be available for administrator editing/review when element level narratives are mandatory.

1. Open the performance plan.

2. Click **Performance Elements** on the plan navigation bar or navigate to *Part 7. Performance Elements*.

3. To edit element narratives click **Edit** next to the corresponding supervisor or employee element narrative boxes.

4. Provide an element narrative in the *Employee Element Self-Accomplishment Narrative* text box or the *Rating Official Element Narrative* text box and click **Done**.

5. The element narrative will appear under the applicable *Element Narrative* text box.

Release a Plan with no Employee Self-Accomplishment Narrative

If an employee is unable or unwilling to write a self-accomplishment narrative (when required by the agency), the administrator will need to bypass the employee self-accomplishment narrative.

1. Open the performance plan.

2. To bypass the employee self-accomplishment narrative, click **Narratives** or navigate to *Part 9. Employee Self-Accomplishment Narrative.* Click **Bypass Narrative**.
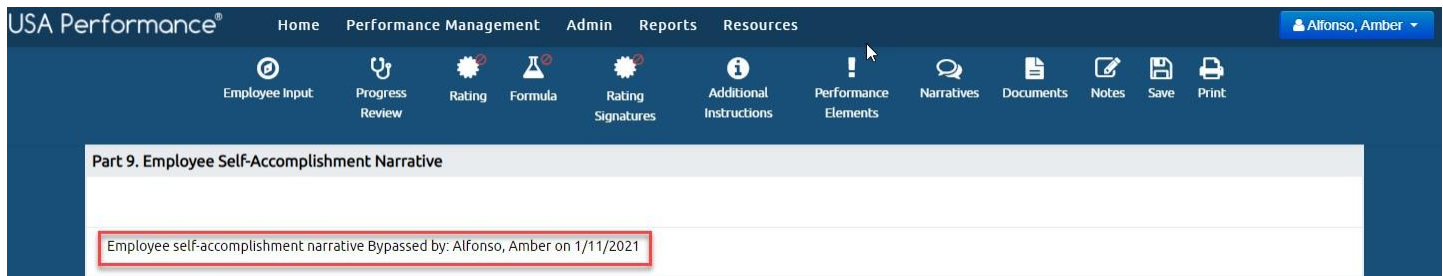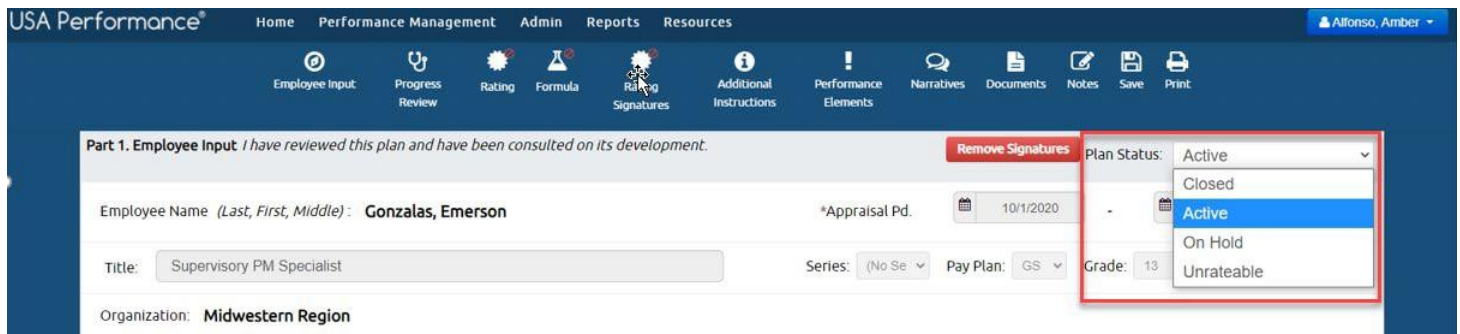
3. Click to confirm the action.

4. The administrator and bypass date will be documented. This plan may now move forward in the process.

Update Plan Status

Performance plans can be moved to a different status as necessary when an employee leaves the agency, begins or ends a detail, is away from the agency for a period or a plan is created erroneously. In addition, administrators can mark performance plans with an *Unrateable* status option for non-SES which will allow transmission to eOPF, without being in a complete status.

1. Open the performance plan.

2. Select *Closed, Active, On Hold, or Unrateable* from the *Plan Status* drop down*.*

3. Click to confirm your action. You will receive a confirmation message.