



Planning Phase for Rating Officials

Performance Plan Review and Signature Process

Employees, Administrators, and Rating Officials can create new employee performance plans. For specific instructions to create a plan, please refer to the *Performance Plan Development* guide.

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Review the Plan

1. From the **Dashboard** page, click **Sign (FY) Plans as Rating Official**.

The screenshot shows the USA Performance dashboard for user Adalyn Malone. The navigation bar includes Home, Performance Management, Reports, and Resources. The main content area is divided into three sections: 'Tasks Requiring My Attention', 'My Employees' Plans', and 'Quick Links'. The 'My Employees' Plans' section is highlighted with a red box and contains the following links: 'Sign 2020 Plans as Rating Official' (with a notification badge of 1), 'Rate and Sign 2020 Plans' (with a notification badge of 1), 'Sign 2021 Plans as Rating Official' (with a notification badge of 2), 'Create 2021 Plans' (with a notification badge of 2), 'Rate and Sign 2021 Plans' (with a notification badge of 1), 'Create 2022 Plans' (with a notification badge of 11), and 'Release 2022 Ratings to Employees' (with a notification badge of 1). The 'Quick Links' section includes 'Performance Plan' with sub-links for 2020, 2019, and active plans, and a 'Help' section with a link to the Help Desk.

2. The **Performance Management** page will open filtered to show active employee plans.

3. Click the appropriate employee's name to navigate to the plan.

The screenshot shows the USA Performance Performance Management page for user Adalyn Malone. The page title is 'Performance Management'. Below the title, there is a section for filters with instructions: 'Select the filters you would like to apply to your available performance plans and click the "Show Performance Plans" button. You can load all performance plans by clicking the "Show Performance Plans" button without applying any filters.' The filters include 'Appraisal Period Year', 'Plan Status', 'Phase', and 'Pay Plan', all currently set to 'None selected'. Below the filters is a 'Show/Hide Additional Filter Options' button and a 'Show Performance Plans' button. At the bottom, there is a search bar with the text 'wynn' and 'Search' and 'Reset' buttons. Below the search bar is a table with the following columns: Name, Email, Organization, Rating Cycle Group, Plan Begin Date, Plan End Date, Phase, Status, and Pay Plan. The first row of the table is highlighted in red and contains the following data: Name: Wynn_Paige, Email: paige.wynn@pma.gov, Organization: Chief Financial Officer, Rating Cycle Group: Fiscal Year Cycle, Plan Begin Date: 10/1/2020, Plan End Date: 9/30/2021, Phase: Planning, Status: Active, and Pay Plan: GS.

4. The plan will open.

5. Review the plan including **Part 1. Employee Input** and **Part 7. Performance Elements**.

The screenshot shows the USA Performance system interface. The top navigation bar includes Home, Performance Management, Reports, and Resources. The user is logged in as Malone, Adalyn. The main menu has icons for Employee Input, Additional Instructions, Performance Elements, Narratives, Documents, Notes, Signature History, Save, Print, and Profile. The 'Employee Input' icon is highlighted with a red box. Below the navigation, the 'Part 1. Employee Input' section is active, showing a status of 'Eligible for eOPF' and 'Plan Status: Active'. The employee details for Paige Wynn are displayed, including her title 'Human Resources Specialist', organization 'Chief Financial Officer', and appraisal period from 10/1/2020 to 9/30/2021.

The screenshot shows the USA Performance system interface. The top navigation bar is the same as in the previous screenshot. The user is logged in as Malone, Adalyn. The main menu has icons for Employee Input, Additional Instructions, Performance Elements, Narratives, Documents, Notes, Signature History, Save, Print, and Profile. The 'Performance Elements' icon is highlighted with a red box. Below the navigation, the 'Part 6. Instructions' section is active, providing information about the annual performance appraisal process. The 'Part 7. Performance Elements' section is also active, showing the 'Oral Communication' element. This element is marked as 'Critical' and is aligned with Strategic Goal 3: Improve integration and communication of HR services to Federal agencies to meet emerging needs. The description of the element includes 'Fully Successful' and 'Exceeds Fully Successful' criteria.

Review Documents

1. To view or attach any supporting documents, click **Documents** on the navigation bar or scroll to **Employee Documents**. Additional documents are not required.

USA Performance® Home Performance Management Reports Resources Malone, Adalyn

Employee Input Additional Instructions Performance Elements Narratives Documents Notes Signature History Save Print Profile

Employee Documents - Wynn, Paige

Employee Documents Add Document Search: _____

File Name ^	Type ^	Description ^	Comments ^	Updated By ^	Last Updated ^	Action
IDP.docx	Individual Development Plan	IDP		Stark, Eleanor	7/26/2021 3:29:30 PM	Delete

Records displayed 25

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Review Notes

1. Click **Notes** on the navigation bar.

USA Performance® Home Performance Management Reports Resources Malone, Adalyn

Employee Input Additional Instructions Performance Elements Narratives Documents Notes Signature History Save Print Profile

2. The **Notes** box will open and any previously provided notes will be available.

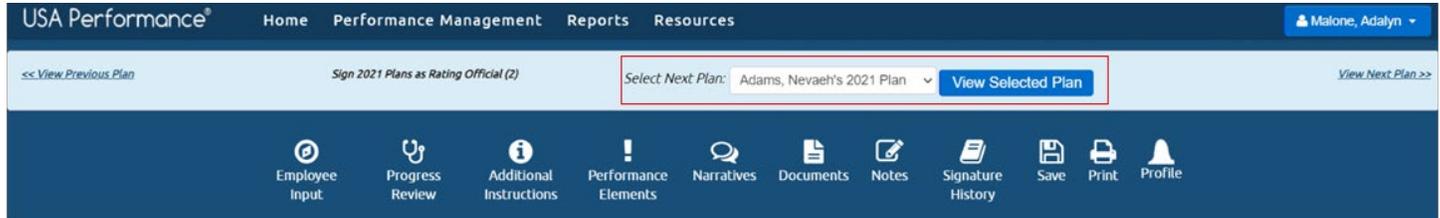
Notes for Wynn, Paige

Release this performance plan note

Save Close

Signature Process in the Planning Phase

Navigate between employee performance plans to review and sign plans by selecting the next employee to view and clicking **View Selected Plan**. You may also click **View Next Plan** or **View Previous Plan**.



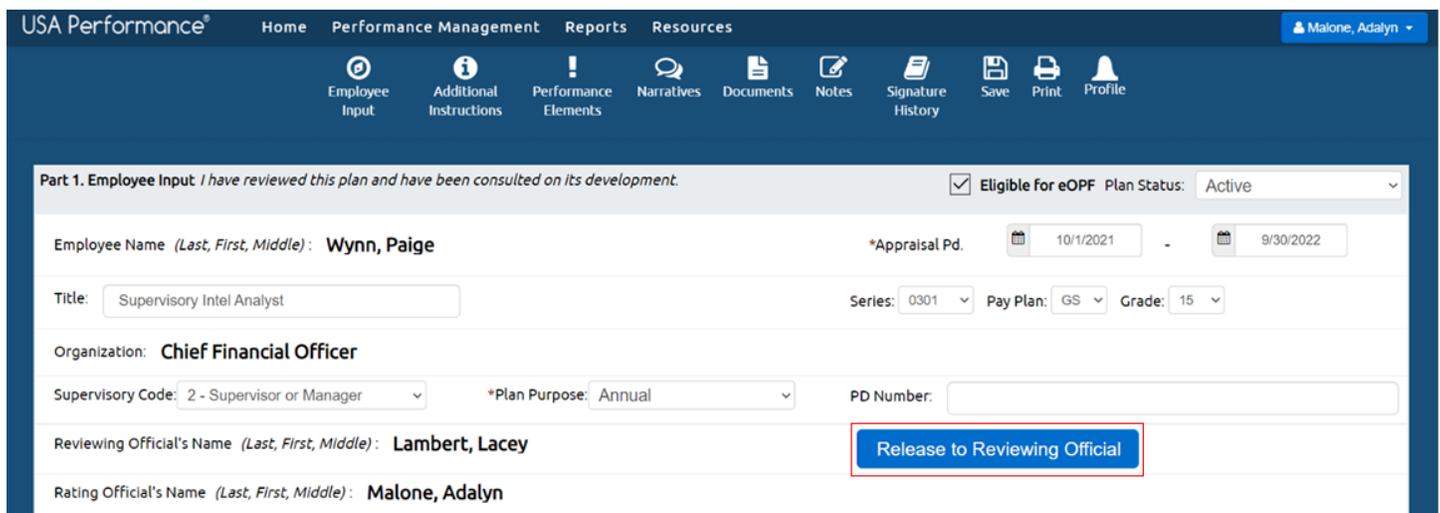
Agency policies indicate whether a Reviewing Official signature is required, optional, or not available. If the Reviewing Official signature is not necessary, only the Rating Official needs to sign prior to the employee signing. Refer to agency policy for further guidance.

After all supervisor signatures are applied, employees will sign the plan last.

Rating Official Process for Required or Optional Reviewing Official Signature

If the Reviewing Official signature is required or optional, release the plan to the Reviewing Official for review and signature.

1. Click **Release to Reviewing Official** in **Part 1. Employee Input**.



2. The Reviewing Official will receive a notification to review and sign the plan. If you released the plan by mistake, click **Recall from Reviewing Official**.

USA Performance® Home Performance Management Reports Resources Malone, Adalyn

Employee Input Additional Instructions Performance Elements Narratives Documents Notes Signature History Save Print Profile

Success! This plan has been released. The Reviewing Official will receive an email alerting them that it's time to review and sign this plan.

Part 1. Employee Input *I have reviewed this plan and have been consulted on its development.* Eligible for eOPF Plan Status: Active

Employee Name (Last, First, Middle): **Wynn, Paige** *Appraisal Pd. 10/1/2021 - 9/30/2022

Title: Supervisory Intel Analyst Series: 0301 Pay Plan: GS Grade: 15

Organization: **Chief Financial Officer**

Supervisory Code: 2 - Supervisor or Manager *Plan Purpose: Annual PD Number:

Reviewing Official's Name (Last, First, Middle): **Lambert, Lacey** **Recall from Reviewing Official**

Rating Official's Name (Last, First, Middle): **Malone, Adalyn**

3. Once the Reviewing Official signs, the plan is open for your signature. Click **Sign** in **Part 1. Employee Input**.

USA Performance® Home Performance Management Reports Resources Malone, Adalyn

Employee Input Additional Instructions Performance Elements Narratives Documents Notes Signature History Save Print Profile

Part 1. Employee Input *I have reviewed this plan and have been consulted on its development.* Eligible for eOPF Plan Status: Active

Employee Name (Last, First, Middle): **Wynn, Paige** *Appraisal Pd. 10/1/2021 - 9/30/2022

Title: Supervisory Intel Analyst Series: 0301 Pay Plan: GS Grade: 15

Organization: **Chief Financial Officer**

Supervisory Code: 2 - Supervisor or Manager *Plan Purpose: Annual PD Number:

Reviewing Official's Signature: Electronically signed by LAMBERT, LACEY (Reviewing Official) Date: 7/26/2021

Originally signed by Lacey Lambert on 7/26/2021

Rating Official's Name (Last, First, Middle): **Malone, Adalyn** **Sign**

Rating Official's Signature: Date:

4. You will be asked to confirm your action. Click **Yes**.

USA Performance® Home Performance Management Reports Resources Malone, Adalyn

Employee Input Additional Instructions Performance Elements Narratives Documents Notes Signature History Save Print Profile

Part 1. Employee Input *I have reviewed this plan and have been consulted on its development.* Eligible for eOPF Plan Status: Active

Employee Name (Last, First, Middle): **Wynn, Paige** *Appraisal Pd. 10/1/2021 - 9/30/2022

Title: Supervisory Intel Analyst Series: 0301 Pay Plan: GS Grade: 15

Organization: **Chief Financial Officer**

Supervisory Code: 2 - Supervisor or Manager *Plan Purpose: Annual PD Number:

Reviewing Official's Signature: Electronically signed by LAMBERT, LACEY (Reviewing Official) Date: 7/26/2021

Originally signed by Lacey Lambert on 7/26/2021

Rating Official's Name (Last, First, Middle): **Malone, Adalyn** Sign

Rating Official's Signature: Date:

Are you sure you want to sign this Performance Plan?
Have you met with this employee to discuss this Performance Plan?

5. Your signature now shows on the plan, and the employee will receive a notification to sign the plan.

USA Performance® Home Performance Management Reports Resources Malone, Adalyn

Employee Input Additional Instructions Performance Elements Narratives Documents Notes Signature History Save Print Profile

Success! Your signature was successfully applied. The Employee will receive an email alerting them that it's time to sign their plan.

Part 1. Employee Input *I have reviewed this plan and have been consulted on its development.* Eligible for eOPF Plan Status: Active

Employee Name (Last, First, Middle): **Wynn, Paige** *Appraisal Pd. 10/1/2021 - 9/30/2022

Title: Supervisory Intel Analyst Series: 0301 Pay Plan: GS Grade: 15

Organization: **Chief Financial Officer**

Supervisory Code: 2 - Supervisor or Manager *Plan Purpose: Annual PD Number:

Reviewing Official's Signature: Electronically signed by LAMBERT, LACEY (Reviewing Official) Date: 7/26/2021

Originally signed by Lacey Lambert on 7/26/2021

Rating Official's Signature: Electronically signed by MALONE, ADALYN (Rating Official) Remove Signature Date: 7/26/2021

Originally signed by Adalyn Malone on 7/26/2021

Employee's Signature: Bypass Employee Signature Date:

Rating Official Process in Absence of Reviewing Official Signature

If the Reviewing Official signature is not available, you may sign the plan.

1. Click **Sign** in **Part 1: Employee Input**.

USA Performance® Home Performance Management Reports Resources Malone, Adalyn

Employee Input Additional Instructions Performance Elements Narratives Documents Notes Signature History Save Print Profile

Part 1. Employee Input *I have reviewed this plan and have been consulted on its development.* Eligible for eOPF Plan Status: Active

Employee Name (Last, First, Middle): **Wynn, Paige** *Appraisal Pd. 10/1/2021 - 9/30/2022

Title: Supervisory Intel Analyst Series: 0301 Pay Plan: GS Grade: 15

Organization: **Chief Financial Officer**

Supervisory Code: 2 - Supervisor or Manager *Plan Purpose: Annual PD Number:

Reviewing Official's Name (Last, First, Middle): **Lambert, Lacey**

Rating Official's Name (Last, First, Middle): **Malone, Adalyn** **Sign**

2. You will be asked to confirm your action. Click **Yes**.

USA Performance® Home Performance Management Reports Resources Malone, Adalyn

Employee Input Additional Instructions Performance Elements Narratives Documents Notes Signature History Save Print Profile

Part 1. Employee Input *I have reviewed this plan and have been consulted on its development.* Eligible for eOPF Plan Status: Active

Employee Name (Last, First, Middle): **Wynn, Paige** *Appraisal Pd. 10/1/2021 - 9/30/2022

Title: Supervisory Intel Analyst Series: 0301 Pay Plan: GS Grade: 15

Organization: **Chief Financial Officer**

Supervisory Code: 2 - Supervisor or Manager *Plan Purpose: Annual PD Number:

Reviewing Official's Name (Last, First, Middle): **Lambert, Lacey**

Rating Official's Name (Last, First, Middle): **Malone, Adalyn** **Sign**

Are you sure you want to sign this Performance Plan?
Have you met with this employee to discuss this Performance Plan? **Yes** No

3. Your signature now shows on the plan, and the employee will receive a notification to sign the plan.

USA Performance® Home Performance Management Reports Resources Malone, Adalyn

Employee Input Additional Instructions Performance Elements Narratives Documents Notes Signature History Save Print Profile

Success! Your signature was successfully applied. The Employee will receive an email alerting them that it's time to sign their plan.

Part 1. Employee Input *I have reviewed this plan and have been consulted on its development.* Eligible for eOPF Plan Status: Active

Employee Name (Last, First, Middle): **Wynn, Paige** *Appraisal Pd. 10/1/2021 - 9/30/2022

Title: Supervisory Intel Analyst Series: 0301 Pay Plan: GS Grade: 15

Organization: Chief Financial Officer

Supervisory Code: 2 - Supervisor or Manager *Plan Purpose: Annual PD Number:

Reviewing Official's Name (Last, First, Middle): **Lambert, Lacey**

Rating Official's Signature: Electronically signed by MALONE, ADALYN (Rating Official) Remove Signature Date: 7/26/2021

Originally signed by Adalyn Malone on 7/26/2021

Removing Signatures

1. The option to remove your signature will appear after you sign the plan. If you signed the plan by mistake or plan changes are needed after signing, click **Remove Signature**.

The screenshot shows the 'Part 1. Employee Input' section of a performance plan. The plan is for Paige Wynn, a Supervisory Intel Analyst, with an annual review purpose. The rating official is Lacey Lambert. The signature was electronically signed by Adalyn Malone on 7/26/2021. A red box highlights the 'Remove Signature' button next to the signature field.

2. You will be asked to confirm your action. Click **Yes**.

This screenshot shows the same performance plan as above, but with a confirmation dialog at the bottom. The dialog asks, 'Are you sure you want to remove your signature from this Performance Plan?' and has two buttons: 'Yes' (highlighted with a red box) and 'No'.

3. Your signature will be removed on the plan. The plan records the date of the original signature and additional signature actions will be documented in **Signature History**. All parties will need to sign the plan again to move to the monitoring phase.

- Employee Input
- Additional Instructions
- Performance Elements
- Narratives
- Documents
- Notes
- Signature History**
- Save
- Print
- Profile

Signatures were successfully removed. Once any changes have been made to the plan, the Reviewing Official will need to re-sign (if applicable), followed by the Rating Official, and then by the Employee.

Part 1. Employee Input *I have reviewed this plan and have been consulted on its development.*

Eligible for eOPF Plan Status: Active

Employee Name (Last, First, Middle): **Wynn, Paige**

*Appraisal Pd. 10/1/2021 - 9/30/2022

Title: Supervisory Intel Analyst

Series: 0301 Pay Plan: GS Grade: 15

Organization: **Chief Financial Officer**

Supervisory Code: 2 - Supervisor or Manager

*Plan Purpose: Annual

PD Number:

Reviewing Official's Name (Last, First, Middle): **Lambert, Lacey**

Rating Official's Name (Last, First, Middle): **Malone, Adalyn**

Sign

Originally signed by Adalyn Malone on 7/26/2021

Plan History



Note: certain actions taken prior to July 30, 2021 do not appear in the history below.



Adalyn Malone (Rating Official)

07/26/2021 4:02 PM ET

Signed in Consultation



Adalyn Malone (Rating Official)

07/26/2021 4:14 PM ET

Removed Consultation signature

Bypass Employee Signatures

The Rating Official and Reviewing Official can bypass the employee signature in the planning or monitoring phase.

1. Click **Bypass Employee Signature**.

The screenshot shows the 'Part 1. Employee Input' section of the USA Performance system. The interface includes a navigation bar with 'Home', 'Performance Management', 'Reports', and 'Resources'. Below the navigation bar are icons for 'Employee Input', 'Additional Instructions', 'Performance Elements', 'Narratives', 'Documents', 'Notes', 'Signature History', 'Save', 'Print', and 'Profile'. The main content area displays the following information:

- Part 1. Employee Input: *I have reviewed this plan and have been consulted on its development.* Eligible for eOPF Plan Status: Active
- Employee Name (Last, First, Middle): **Wynn, Paige** *Appraisal Pd. 10/1/2021 - 9/30/2022
- Title: Supervisory Intel Analyst Series: 0301 Pay Plan: GS Grade: 15
- Organization: Chief Financial Officer
- Supervisory Code: 2 - Supervisor or Manager *Plan Purpose: Annual PD Number:
- Reviewing Official's Name (Last, First, Middle): **Lambert, Lacey**
- Rating Official's Signature: Electronically signed by MALONE, ADALYN (Rating Official) **Remove Signature** Date: 7/26/2021
- Originally signed by Adalyn Malone on 7/26/2021
- Employee's Signature: **Bypass Employee Signature** Date:

2. Select the bypass reason from the *Signature Bypass Reason* dropdown.

The screenshot shows the 'Signature Bypass Reason' dropdown menu in the USA Performance system. The interface includes a navigation bar with 'Home', 'Performance Management', 'Reports', and 'Resources'. Below the navigation bar are icons for 'Employee Input', 'Additional Instructions', 'Performance Elements', 'Narratives', 'Documents', 'Notes', 'Signature History', 'Save', 'Print', and 'Profile'. The main content area displays the following information:

- Reviewing Official's Name (Last, First, Middle): **Lambert, Lacey**
- Rating Official's Signature: Electronically signed by MALONE, ADALYN (Rating Official) **Remove Signature** Date: 7/26/2021
- Originally signed by Adalyn Malone on 7/26/2021
- Employee's Signature: **Bypass Employee Signature** Date:

You have chosen to bypass the employee signature. Please ensure that you utilize Part 10. Agency Use to explain the refusal/inability to sign and identify the name and title of the user performing the signature bypass. Select the reason from the dropdown and select **Bypass Employee Signature** to confirm.

*Signature Bypass Reason: - Select -

- Yes, Bypass Employee Signature
- Select -
- Refused to sign
- Unable to sign
- Detail
- On leave
- Active duty
- Other

Part 6. Instructions
All employees must be given with the communication of

Part 7. Performance Elements

3. Click **Yes, Bypass Employee Signature** to confirm your action.

USA Performance® Home Performance Management Reports Resources Malone, Adalyn

Employee Input Additional Instructions Performance Elements Narratives Documents Notes Signature History Save Print Profile

Reviewing Official's Name (Last, First, Middle): **Lambert, Lacey**

Rating Official's Signature: Electronically signed by MALONE, ADALYN (Rating: **Remove Signature**) Date: 7/26/2021

Originally signed by Adalyn Malone on 7/26/2021

Employee's Signature: **Bypass Employee Signature** Date:

You have chosen to bypass the employee signature. Please ensure that you utilize Part 10. Agency Use to explain the refusal/inability to sign and identify the name and title of the user performing the signature bypass. Select the reason from the drop-down and select Bypass Employee Signature to confirm.

*Signature Bypass Reason: Active duty

Yes, Bypass Employee Signature **No, Cancel**

4. A confirmation will appear, and the employee signature is documented with the bypass reason.

USA Performance® Home Performance Management Reports Resources Malone, Adalyn

Employee Input Progress Review Additional Instructions Performance Elements Narratives Documents Notes Signature History Save Print Profile

The Employee's signature was successfully bypassed. If you have questions about next steps, please contact an internal Performance Management representative.

Part 1. Employee Input *I have reviewed this plan and have been consulted on its development.* Eligible for eOPF Plan Status: Active

Employee Name (Last, First, Middle): **Wynn, Paige** *Appraisal Pd. 10/1/2021 - 9/30/2022

Title: Supervisory Intel Analyst Series: 0301 Pay Plan: GS Grade: 15

Organization: **Chief Financial Officer**

Supervisory Code: 2 - Supervisor or Manager *Plan Purpose: Annual PD Number:

Rating Official's Signature: Electronically signed by MALONE, ADALYN (Rating Offic: **Remove Signature**) Date: 7/26/2021

Originally signed by Adalyn Malone on 7/26/2021

Employee's Signature: Unable to sign/see Part 10: MALONE, ADALYN Date: 7/26/2021

Originally bypassed by Adalyn Malone on 7/26/2021. Reason: Active duty

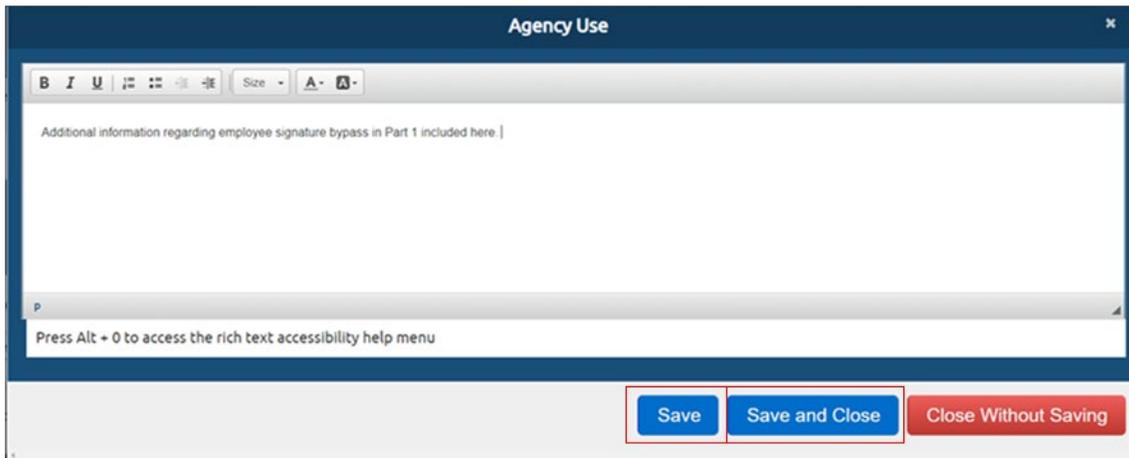
5. To document additional bypass information, click **Edit** in **Part 10. For Agency Use**.

USA Performance® Home Performance Management Reports Resources Malone, Adalyn

Employee Input Progress Review Additional Instructions Performance Elements Narratives Documents Notes Signature History Save Print Profile

Part 10. For Agency Use **Edit**

6. Enter additional documentation in the *Agency Use* text box. Click **Save** or **Save and Close** upon completion.



7. **Part 10. For Agency Use** will show the documentation. Click Save on the navigation bar.

