



Rating Phase for Rating Officials

Review Employee Self-Accomplishment Narrative

An employee's self-accomplishment narrative will be available to a Rating Official once the employee releases it. Employees may release narratives after all signatures in **Part 2. Progress Review** are complete.

Agency policies indicate whether a self-accomplishment narrative is required, optional, or not available. Refer to agency policy for further guidance.

1. From the **Dashboard** page, click **Certify [Year] Employee Self-Accomplishment Narratives and Sign Plans**. The link will indicate if it is optional.

The screenshot shows the USA Performance dashboard for Adalyn Malone. The navigation bar includes 'Dashboard', 'Performance Plans', 'Reports', and 'Resources'. The user is logged in as 'Malone, Adalyn'. The dashboard title is 'Dashboard' and it says 'Welcome, Adalyn Malone' and 'Human Resources'. There are two main sections: 'Tasks Requiring My Attention' and 'Quick Links'. Under 'Tasks Requiring My Attention', there are two sub-sections: 'My Active Plans' (with a message 'You have no pending tasks for your plans.') and 'My Employees' Plans'. The 'My Employees' Plans' section lists several tasks with numbered indicators: 'Sign 2020 Plans as Rating Official' (1), 'Rate and Sign 2020 Plans' (1), 'Sign 2021 Plans as Rating Official' (2), 'Sign 2022 Plans as Rating Official' (3), 'Sign 2023 Plans as Rating Official' (5), 'Release 2023 Plans to Reviewing Official' (1), 'Rate and Sign 2023 Plans' (1), and 'Certify 2023 Employee Self-Accomplishment Narratives and Sign Plans (Optional)' (1). The last link is highlighted with a red box. The 'Quick Links' section includes 'Performance Plan' with links to 'View My 2023 Plan (Active)' and 'View My Employees' Active Plans', and 'Help' with a link to 'Contact the Help Desk'.

2. The **Performance Plans** page will open filtered to show employee plans with self-accomplishment narratives to review.

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

USA Performance® Dashboard Performance Plans Reports Resources Malone, Adalyn

Performance Plans

Performance Plans: Certify 2023 Employee Self-Accomplishment Narratives and Sign Plans (Optional)

Select additional columns
- Select Additional Column -

Save My Default View

Name ↑↓	Email ↑↓	Plan Year ↑↓	Phase ↑↓	Status ↑↓
Adams, Nevaeh	nevaeh.adams@pma.gov	2023	Rating	Active

Showing 1 to 1 of 1 plans << < 1 > >> 25

4. The plan will open.

5. Click **Narratives** or scroll to **Part 9. Employee Self-Accomplishment Narrative**.

USA Performance® Dashboard Performance Plans Reports Resources Malone, Adalyn

Employee Input Progress Review Rating Formula Rating Signatures 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): **Adams, Nevaeh** *Appraisal Pd. 10/1/2022 - 9/30/2023

Title: [] Series: (No Se) Pay Plan: GS Grade: (No)

Organization: **Human Resources**

Supervisory Code: 8 - All Other Positions *Plan Purpose: Annual PD Number: []

Reviewing Official's Signature: Electronically signed by ESPINOZA, LEAH (Reviewing Official) Date: 1/9/2023

Originally signed by Leah Espinoza on 1/9/2023

6. **Part 9. Employee Self-Accomplishment Narrative** will indicate the date the employee released the self-accomplishment narrative. Click **Verify Employee Self-Accomplishment Narrative Received**.

USA Performance® Dashboard Performance Plans Reports Resources Malone, Adalyn

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

Part 8. Summary Rating Narrative [Edit](#)

Part 9. Employee Self-Accomplishment Narrative

I met the requirements and exceeded all expectations

Released to Rating Official on 5/17/2023

[Verify Employee Self-Accomplishment Narrative Received](#)

Part 10. For Agency Use [Edit](#)

7. You will be asked to certify the employee's self-accomplishment narrative. Click **Yes**.

USA Performance® Dashboard Performance Plans Reports Resources Malone, Adalyn

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

Part 9. Employee Self-Accomplishment Narrative

I met the requirements and exceeded all expectations

Released to Rating Official on 5/17/2023

Verify Employee Self-Accomplishment Narrative Received

I certify that I have read the employee's self-accomplishment narrative.

Part 10. For Agency Use Edit

8. The narrative will show in **Part 9. Employee Self-Accomplishment Narrative** with the date the employee released the self-accomplishment narrative and the date reviewed. These dates can be seen by the employee on the plan as well.

USA Performance® Dashboard Performance Plans Reports Resources Malone, Adalyn

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

Part 8. Summary Rating Narrative Edit

Part 9. Employee Self-Accomplishment Narrative

I met the requirements and exceeded all expectations

Released to Rating Official on 5/17/2023
Reviewed: 5/17/2023

Part 10. For Agency Use Edit

Rate a Performance Plan

1. From the **Dashboard** page, click **Rate and Sign [Year] Plans**.

The screenshot shows the 'USA Performance' dashboard for user Adalyn Malone. The 'Performance Plans' tab is active. Under 'My Employees' Plans', the link 'Rate and Sign 2023 Plans' is highlighted with a red box and a '1' badge. Other links include 'Sign 2020 Plans as Rating Official', 'Sign 2021 Plans as Rating Official', 'Sign 2022 Plans as Rating Official', 'Release 2022 Ratings to Employees', 'Sign 2023 Plans as Rating Official', 'Create 2023 Plans', and 'Release 2023 Plans to Reviewing Official'.

2. The **Performance Plans** page will open filtered to show employee plans available to rate.

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

The screenshot shows the 'Performance Plans' page with the filter 'Rate and Sign 2023 Plans'. A table lists performance plans with the following columns: Name, Email, Plan Year, Phase, and Status. The first row is highlighted with a red box around the 'Name' column header and the value 'Monroe, Elias'. The table shows one plan for the year 2023, with the phase 'Rating' and status 'Active'. A pagination bar at the bottom indicates 'Showing 1 to 1 of 1 plans'.

Name	Email	Plan Year	Phase	Status
Monroe, Elias	elias.monroe@pma.gov	2023	Rating	Active

4. The plan will open.

5. Scroll to **Part 7. Performance Elements** or click **Performance Elements** in the navigation bar.

The screenshot shows the top navigation bar of the USA Performance system. The 'Performance Elements' icon, which is a blue square with a white exclamation mark, is highlighted with a red box. Below the navigation bar is the 'Part 1. Employee Input' section. It includes a status bar with 'Eligible for eOPF' checked and 'Plan Status: Active'. The form fields are: Employee Name (Last, First, Middle): Monroe, Elias; *Appraisal Pd. (10/1/2022 - 9/30/2023); Title: Employee; Series: (No Se); Pay Plan: GS; Grade: (No); Organization: Human Resources; Supervisory Code: 8 - All Other Positions; *Plan Purpose: Annual.

Narratives

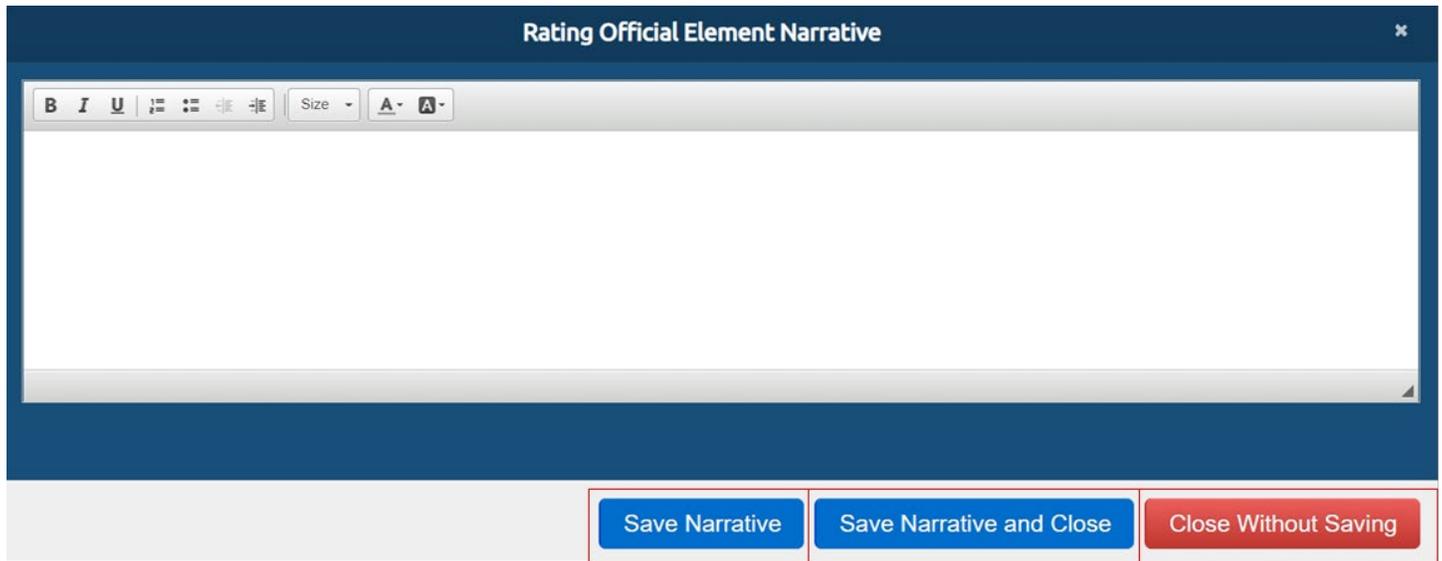
Agency policies indicate whether a *Rating Official Element Narrative* or a *Summary Rating Narrative* is required, optional, or not available. Refer to agency policy for specific guidance.

Rating Official Element Narrative

1. If policy allows, you may add element narratives.
2. Click **Edit** for the appropriate *Rating Official Element Narrative*.

The screenshot shows the 'Part 7. Performance Elements' section of the USA Performance system. The 'Performance Elements' icon in the navigation bar is highlighted with a red box. The main content area is titled 'Customer Service' and has a 'Critical' checkbox checked. Below the title is the 'Strategic Alignment' text: 'Strategic Goal 3: Improve integration and communication of HR services to Federal agencies to meet emerging needs'. The 'Works with clients and customers' description follows. There are three performance level descriptions: 'Fully Successful', 'Exceeds Fully Successful', and 'Employee Element Self-Accomplishment Narrative'. The 'Rating Official Element Narrative' field is currently empty and has an 'Edit' button highlighted with a red box.

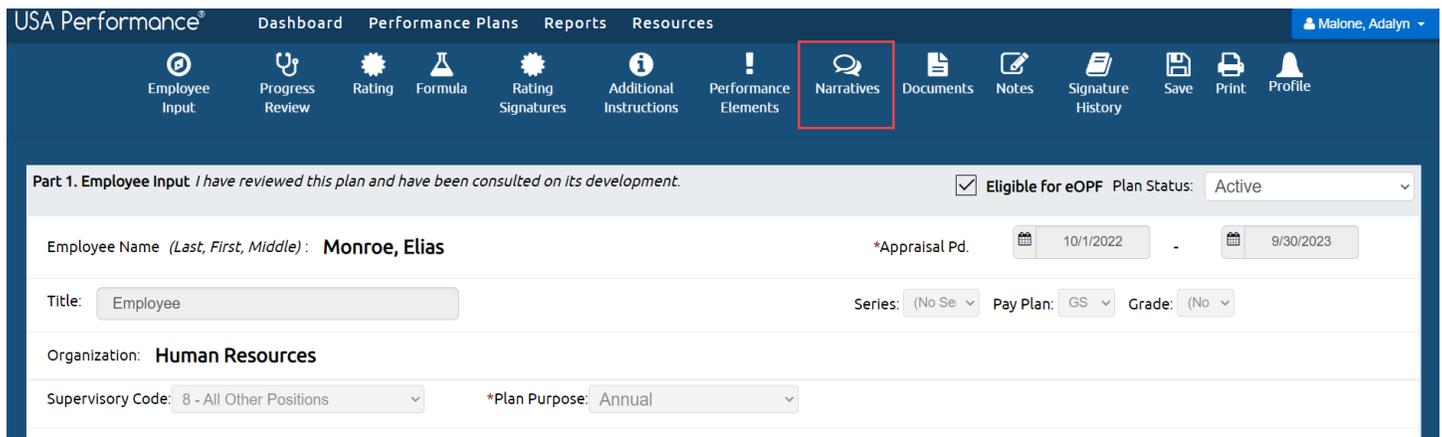
3. Type your narrative in the *Rating Official Element Narrative* text box. You may edit the text style by using the rich text editor selections. Click **Save Narrative**, **Save Narrative and Close**, or **Close Without Saving**.



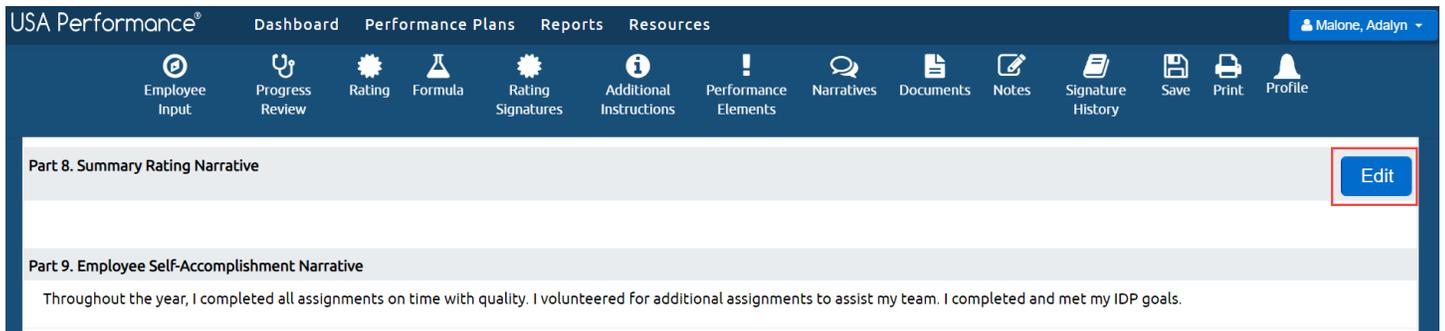
4. The narrative will appear in the *Rating Official Element Narrative* text box. If updates are needed, click **Edit** to open the text box.

Summary Rating Narrative

1. If policy allows, you may add a summary rating narrative.
2. Scroll to **Part 8. Summary Rating Narrative** or click **Narratives** in the navigation bar.



3. Click **Edit** for the **Part 8. Summary Rating Narrative**.



4. Type your narrative in the *Summary Rating Narrative* text box. You may edit the text style by using the rich text editor selections. Click **Save Narrative, Save Narrative and Close, or Close Without Saving**. Save your changes by clicking **Save** in the navigation bar.



5. The narrative will appear in **Part 8. Summary Rating Narrative**. If updates are needed, click **Edit** to open the text box.

Ratings

Agency policies indicate the number of summary and element rating levels, the name of each summary and element rating levels, if the elements are weighted and how summary rating levels are calculated. In some cases, the summary rating level is automatically calculated. In others, the Rating Official may need to indicate the summary rating level. Refer to agency policy for further guidance.

1. Scroll to the appropriate element. The element will indicate if it is critical and the assigned weight if applicable.
2. To apply a rating, click the box to the left of the rating level name. Click **Save** in the navigation bar.

The screenshot displays the USA Performance system interface. At the top, there is a navigation bar with the following tabs: Dashboard, Performance Plans, Reports, and Resources. On the right side of the navigation bar, the user's name 'Malone, Adalyn' is displayed. Below the navigation bar is a secondary menu with icons for: Employee Input, Progress Review, Rating, Formula, Rating Signatures, Additional Instructions, Performance Elements, Narratives, Documents, Notes, Signature History, Save, Print, and Profile.

The main content area shows a form for 'Customer Service Rating Levels' with five options: Unacceptable, Marginally Successful, Fully Successful, Exceeds Fully Successful, and Outstanding. Below this is a section for 'Work Accomplishment' which is marked as 'Critical'. The 'Strategic Alignment' is 'Strategic Goal 3: Improve integration and communication of HR services to Federal agencies to meet emerging needs'. The description states: 'Executes and implements project plans and other assigned work. Additional information included here on how PE relates to Strategic Goal 6.' The 'Fully Successful' criteria are: 'Timeliness: Projects are adequately planned to ensure completion within established time frames. Promptly responds to customer inquiries in timely manner. Quantity: Performs an appropriate amount of work, considering scope and grade level. Quality: Completed work products are accurate and adequately meet the goal of the assignment.' There are fields for 'Employee Element Self-Accomplishment Narrative' and 'Rating Official Element Narrative', with an 'Edit' button next to the latter. At the bottom, the 'Work Accomplishment Rating Levels' are shown, with the 'Exceeds Fully Successful' option highlighted by a red box.

- If the element contains sub-elements, click the box to the left of the rating level name to rate each sub-element. Then apply the rating at the element level by clicking the box to the left of the rating level name.

Technical Competence Critical

Strategic Alignment: Applicable Goal or Strategy

Uses knowledge that is acquired through formal training or extensive on the job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues. Applies knowledge of Federal human resource laws, regulations, agency policies and procedures, and issues related to the compliance with the above (e.g., findings of OPM's Office of Merit Systems Compliance, the Merit Systems Protection Board, the Federal Labor Relations Authority, the Equal Employment Opportunity Commission, and the Courts); knows how to use job-related computer systems and software.

Effective:
This is a level of solid to very good performance. The quality and quantity of the work under this element meet and may occasionally, or even often, exceed expectations. Products are reliably produced within the expected timeframes and generally comply with applicable statutes, regulations, policies and procedures. Exhibits skills in organizing multiple assignments and adjusting to changing priorities. Communicates verbally and in writing with clarity and effectiveness. Products are generally well received and easily understood by the target audience. Demonstrates teamwork and collaboration.

Sub-Element 1 Standard

Strategic Alignment: Strategic Goal 2 - Communicating Effectively: Use plain English when communicating throughout the agency for improved knowledge and information sharing.

Sub-Element 1 Standard.

Sub-Element 1 Standard Rating Levels: Unacceptable Effective Distinguished

Rating Official Element Narrative: Edit

Technical Competence Rating Levels:
 Unacceptable Effective Distinguished

- If the agency policy instructs to automatically calculate the summary rating, once you indicate all element ratings and save the plan, the summary rating will populate. Summary ratings will not appear until the plan is saved.

Reason Employee Signature Bypassed: **On leave**

Part 3. Rating

Summary Rating Levels: Unacceptable Effective Distinguished

Unacceptable: Issued to those employees who receive a rating of Unacceptable in one or more of their individual CEs. (A rating of Unacceptable on a non-CE will not result in a summary level of Unacceptable.)

Effective: Issued to those employees who receive a rating of Effective on one half or more of their individual CEs/non-CEs, and none of the CEs are rated Unacceptable.

Distinguished: Issued to those employees who receive a rating of Distinguished on more than half of their individual CEs/non-CEs, and none of the CEs are rated Unacceptable.

Part 4. Derivation Formula and Calculation of Annual Summary Rating

Performance Element/Performance Element Group	Rating Level	Rating Value	Summary Level Ranges
Technical Competence *			3.01 - 5 = Distinguished
Financial Accountability *			1.01 - 3 = Effective
Customer Service *			0 - 1 = Unacceptable
Mean Rating Individual Element Rating Total / Number of elements: 0/3		0	Note: A Level 1 Rating on any Critical Element yields a Level 1 Summary Rating

* Denotes Critical Element
~ Denotes Overridden Rating
X Denotes PE not included in Rating Calculations

5. If the agency policy instructs the Rating Official to indicate the summary rating level, once you indicate all element ratings, click to indicate the summary rating level. Click **Save** in the navigation bar.

Reason Employee Signature Bypassed: **On leave**

Part 3. Rating

Summary Rating Levels: Unacceptable Effective Distinguished

Unacceptable: Issued to those employees who receive a rating of Unacceptable in one or more of their individual CEs. (A rating of Unacceptable on a non-CE will not result in a summary level of Unacceptable.)

Effective: Issued to those employees who receive a rating of Effective on one half or more of their individual CEs/non-CEs, and none of the CEs are rated Unacceptable.

Distinguished: Issued to those employees who receive a rating of Distinguished on more than half of their individual CEs/non-CEs, and none of the CEs are rated Unacceptable.

6. The plan is now rated and ready for signatures.

Sign a Performance Plan in the Rating Phase

Agency policies indicate whether a Reviewing Official signature is required, optional, or not available. Refer to agency policy for further guidance.

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**.

USA Performance® Dashboard Performance Plans Reports Resources Malone, Adalyn

<< View Previous Plan Rate and Sign 2023 Plans (5) Select Next Plan: Johnson, Mya's 2023 Plan View Selected Plan View Next Plan >>

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

Rating Official Process when Reviewing Official Signature is Required or Optional

7. Click Rating Signatures or scroll to Part 5. Rating Signatures.

USA Performance® Dashboard Performance Plans Reports Resources Malone, Adalyn

<< View Previous Plan Rate and Sign 2023 Plans (5) Select Next Plan: Johnson, Mya's 2023 Plan View Selected Plan View Next Plan >>

Employee Input Progress Review Rating Formula Rating Signatures 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): Johnson, Mya *Appraisal Pd. 10/1/2022 - 9/30/2023

Title: HR Specialist Series: 0201 Pay Plan: GS Grade: 11

Organization: Office of Inspector General

Supervisory Code: 8 - All Other Positions *Plan Purpose: Annual PD Number:

8. Click **Sign** in **Part 5. Rating Signatures**.

USA Performance® Dashboard Performance Plans Reports Resources Malone, Adalyn

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

Part 5. Rating Signatures

Reviewing Official's Signature: _____ Date: _____

Rating Official's Signature: _____ **Sign** Date: _____

Employee's Signature: _____ Date: _____

9. You will be asked to confirm your action. If agency policy allows for optional narratives, the confirmation will list any optional narratives not yet completed for your review. Click **No** to return to the optional narratives or click **Yes** to sign.

USA Performance® Dashboard Performance Plans Reports Resources Malone, Adalyn

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

* Denotes Critical Element
^ Denotes Overridden Rating
x Denotes PE not included in Rating Calculations

Part 5. Rating Signatures

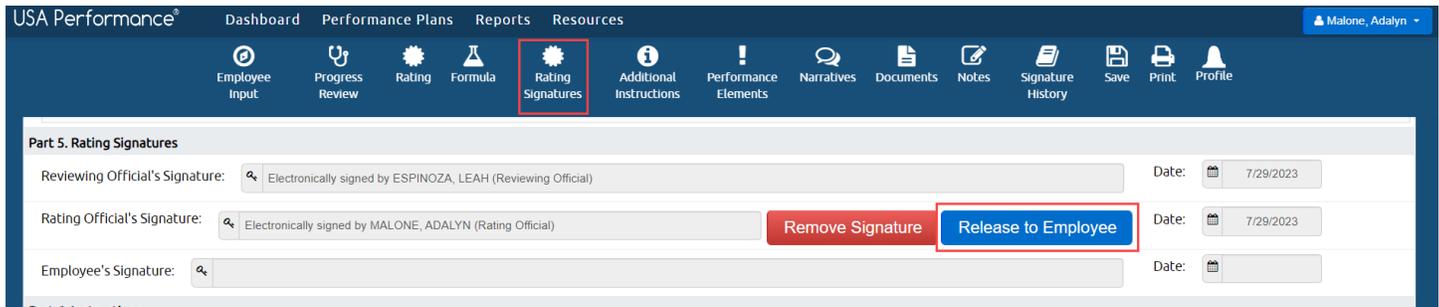
Reviewing Official's Signature: _____ Date: _____

Rating Official's Signature: _____ **Sign** Date: _____

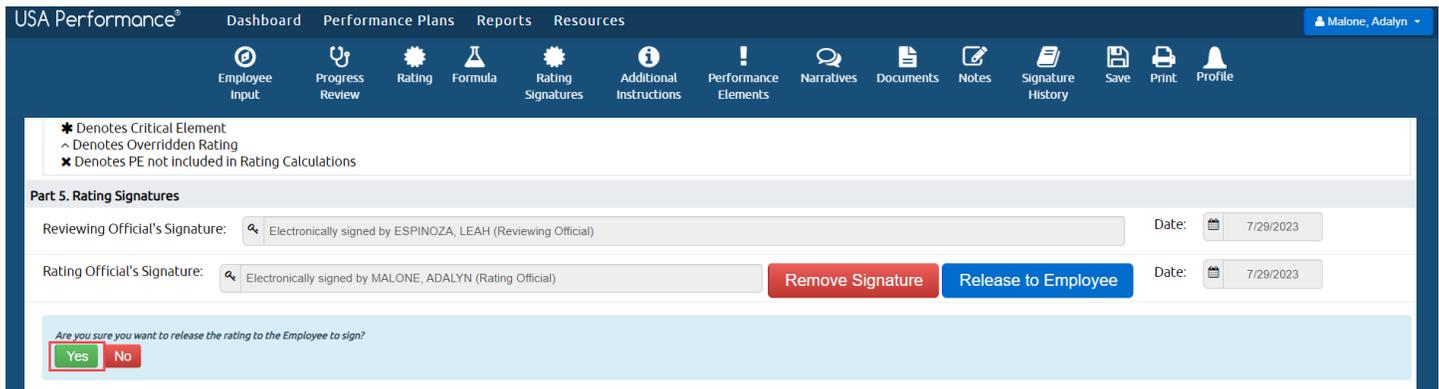
Are you sure you want to sign this Rating?
Yes **No**

10. The Reviewing Official will receive a notification to review and sign the plan.

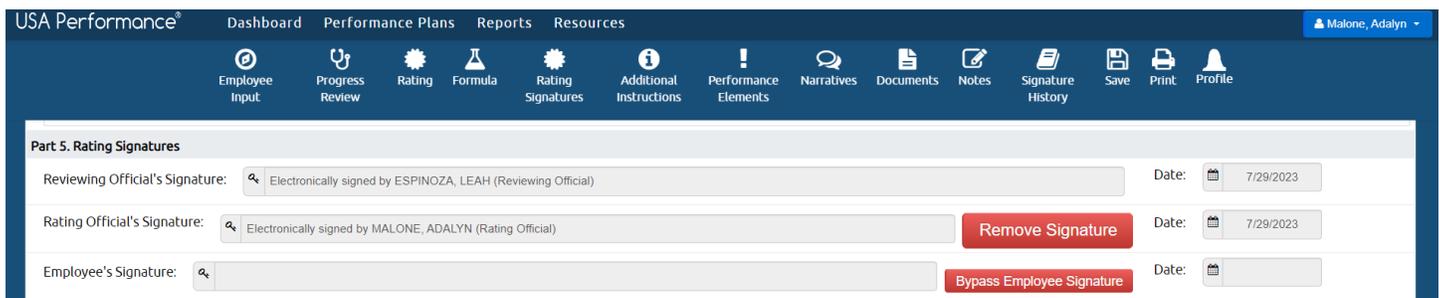
11. Once the Reviewing Official signs, you may release the rating to the employee. The employee will not see the rating until it is released. Return to **Part 5. Rating Signatures** and click **Release to Employee**.



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



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



14. Once the employee signs, the plan will show as a *Completed* status.

Rating Official Process in Absence of Reviewing Official Signature

If the Reviewing Official signature is not necessary, only the Rating Official needs to sign prior to releasing the rating to the employee.

1. Click **Rating Signatures** or scroll to Part 5. Rating Signatures.

The screenshot shows the USA Performance system interface. The top navigation bar includes 'USA Performance', 'Dashboard', 'Performance Plans', 'Reports', and 'Resources'. The user 'Malone, Adalyn' is logged in. The main content area shows 'Rate and Sign 2023 Plans (4)' with a dropdown for 'Monroe, Elias' 2023 Plan and a 'View Selected Plan' button. The navigation bar has icons for Employee Input, Progress Review, Rating, Formula, Rating Signatures (highlighted with a red box), Additional Instructions, Performance Elements, Narratives, Documents, Notes, Signature History, Save, Print, and Profile. Below the navigation bar, 'Part 1. Employee Input' is displayed with a note: 'I have reviewed this plan and have been consulted on its development.' The form includes fields for Employee Name (Monroe, Elias), Appraisal Period (10/1/2022 to 9/30/2023), Title (Employee), Organization (Human Resources), Supervisory Code (8 - All Other Positions), and Plan Purpose (Annual).

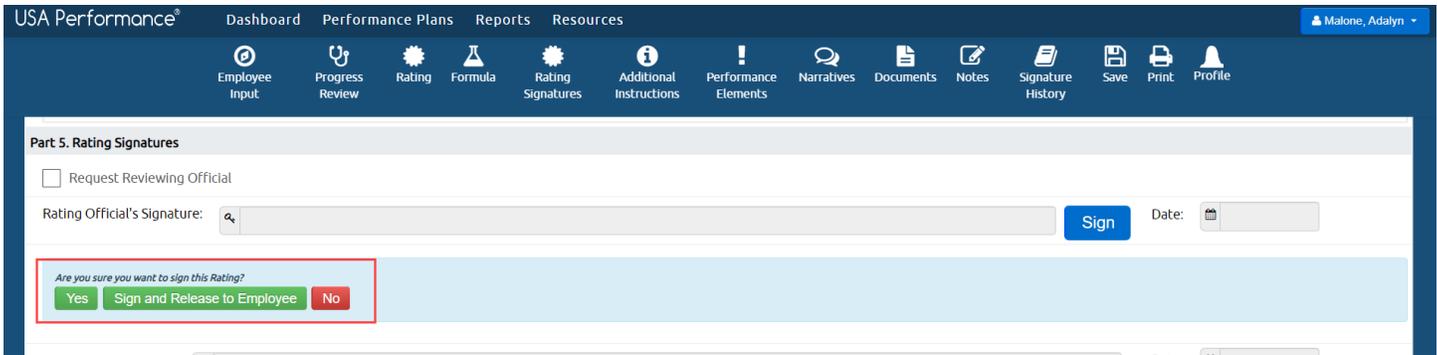
2. Click **Sign** in **Part 5. Rating Signatures**.

The screenshot shows the USA Performance system interface for 'Part 5. Rating Signatures'. The top navigation bar is the same as in the previous screenshot. The main content area shows 'Part 5. Rating Signatures' with a note: '* Denotes PE not included in Rating Calculations'. There is a checkbox for 'Request Reviewing Official'. Below this, there are two signature fields: 'Rating Official's Signature' and 'Employee's Signature', each with a date field. The 'Sign' button is highlighted with a red box.

3. You will be asked to confirm your action.

- If agency policy allows for optional narratives, the confirmation will list any optional narratives not yet completed for your review. Click **No** to return to the optional narratives.
- Click **Yes** to sign the rating and release to the employee later.

- Click **Sign and Release to Employee** to both sign the rating and release the rating to the employee.



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



- Once the employee signs, the plan will show as a *Completed* status.

Rating Official Bypass Employee's Signature

There may be exceptions when the Rating Official or Reviewing Official will need to bypass the employee's signature. Exceptions may include, but not limited to, employee being on leave, detail, active duty, or the employee refuses to sign.

- Click **Rating Signatures** or scroll to **Part 5. Rating Signatures**.

2. Click **Bypass Employee Signature**.

USA Performance® Dashboard Performance Plans Reports Resources Malone, Adalyn

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

Part 5. Rating Signatures

Reviewing Official's Signature: Electronically signed by ESPINOZA, LEAH (Reviewing Official) Date: 7/29/2023

Rating Official's Signature: Electronically signed by MALONE, ADALYN (Rating Official) Remove Signature Date: 7/29/2023

Employee's Signature: Bypass Employee Signature Date:

3. You will be asked to select a *Signature Bypass Reason* from the drop-down menu. Click **Yes, Bypass Employee Signature** to sign on behalf of employee or click **No, Cancel** to return.

USA Performance® Dashboard Performance Plans Reports Resources Malone, Adalyn

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

Rating Official's Signature: Electronically signed by MALONE, ADALYN (Rating Official) Remove Signature Date: 9/27/2023

Employee's Signature: Bypass Employee Signature Date:

You have chosen to bypass the employee signature. Select the reason from the drop-down, then click Bypass Employee Signature to confirm. Use Part 10. Agency Use to further document the refusal/inability to sign (optional).

*Signature Bypass Reason: - Select -

- Yes, Bypass Employee Signature
- Refused to sign
- Unable to sign
- Detail
- On leave
- Active duty
- Separated/Departed Agency

Part 6. Instructions

All employees must be given a performance rating, which will help determine their eligibility for within grade increases (WIGI), promotions, awards, and training. The process begins

USA Performance® Dashboard Performance Plans Reports Resources Malone, Adalyn

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

Rating Official's Signature: Electronically signed by MALONE, ADALYN (Rating Official) Remove Signature Date: 9/27/2023

Employee's Signature: Bypass Employee Signature Date:

You have chosen to bypass the employee signature. Select the reason from the drop-down, then click Bypass Employee Signature to confirm. Use Part 10. Agency Use to further document the refusal/inability to sign (optional).

*Signature Bypass Reason: Unable to sign

Yes, Bypass Employee Signature No, Cancel

4. You will receive a success message.

USA Performance® Dashboard Performance Plans Reports Resources Malone, Adalyn

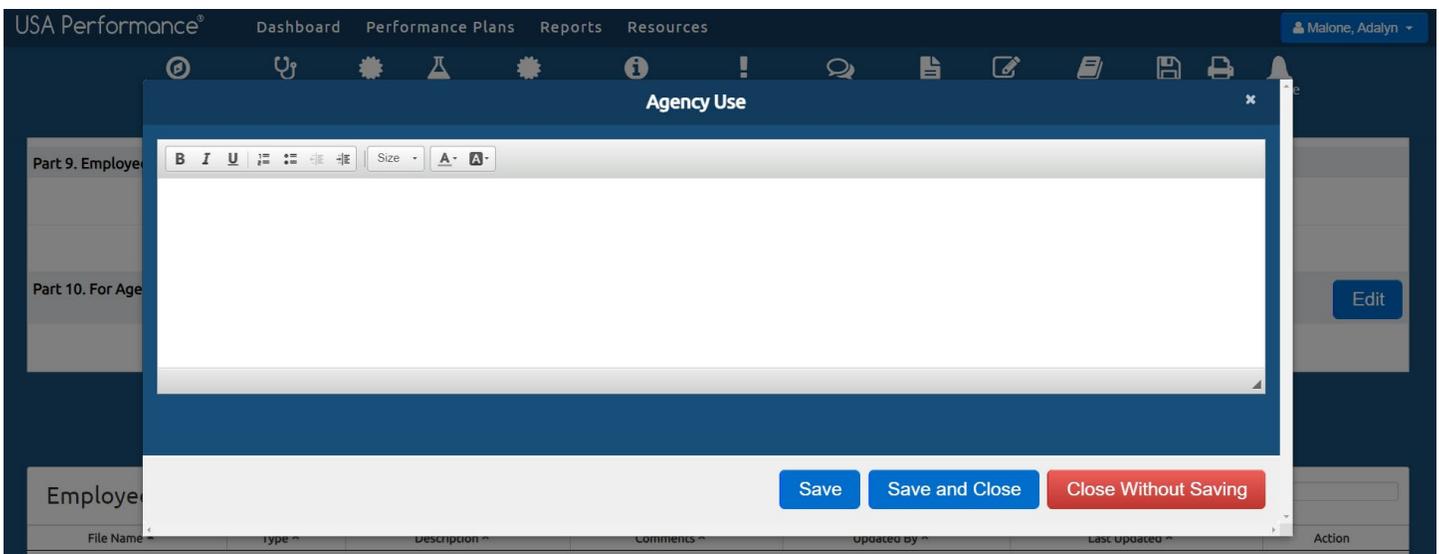
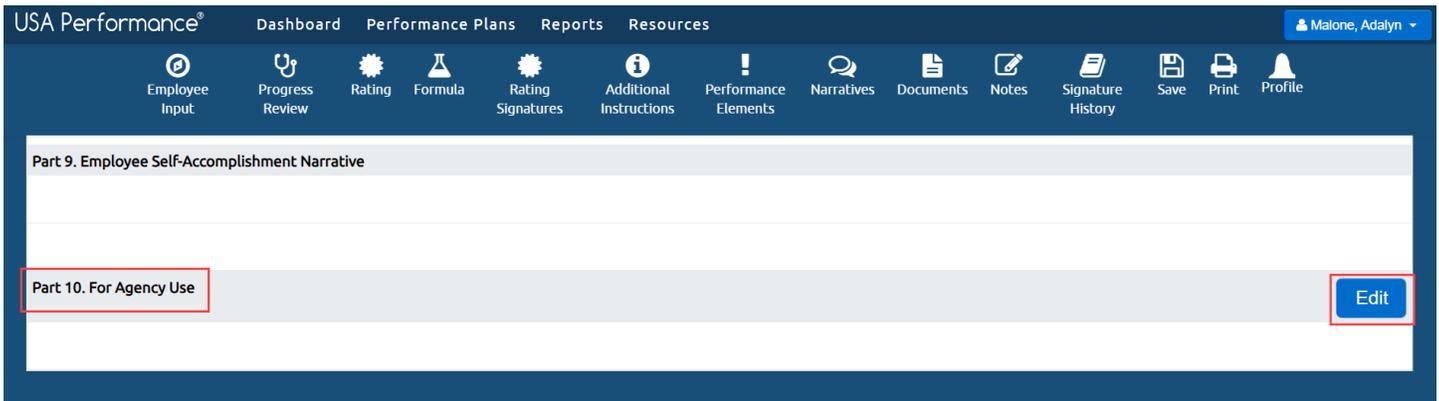
Employee Input Progress Review Rating Formula Rating Signatures Additional Instructions Performance Elements Narratives Documents Notes Signature History Save Print Profile

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

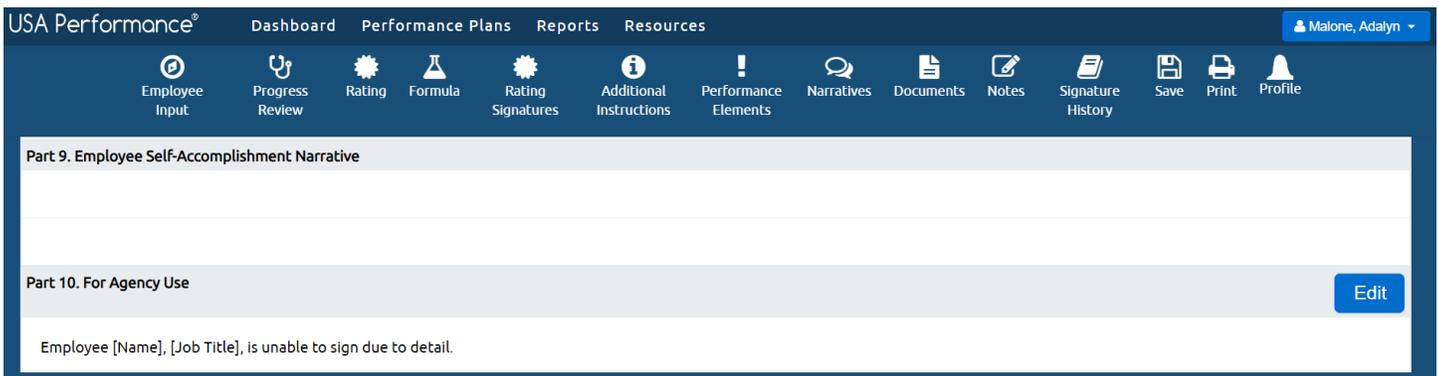
Part 1. Employee Input I have reviewed this plan and have been consulted on its development. Eligible for eOPF Plan Status: Completed

Employee Name (Last, First, Middle): Wvnn, Paiae *Appraisal Pd. 10/1/2022 - 9/30/2023

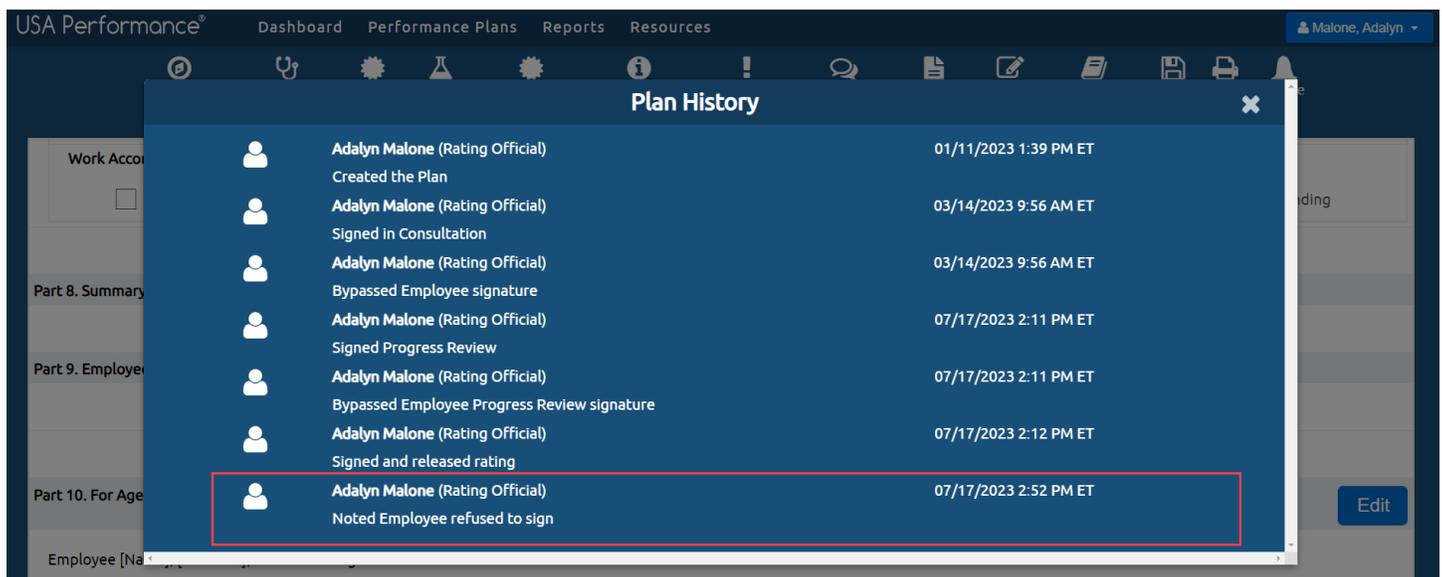
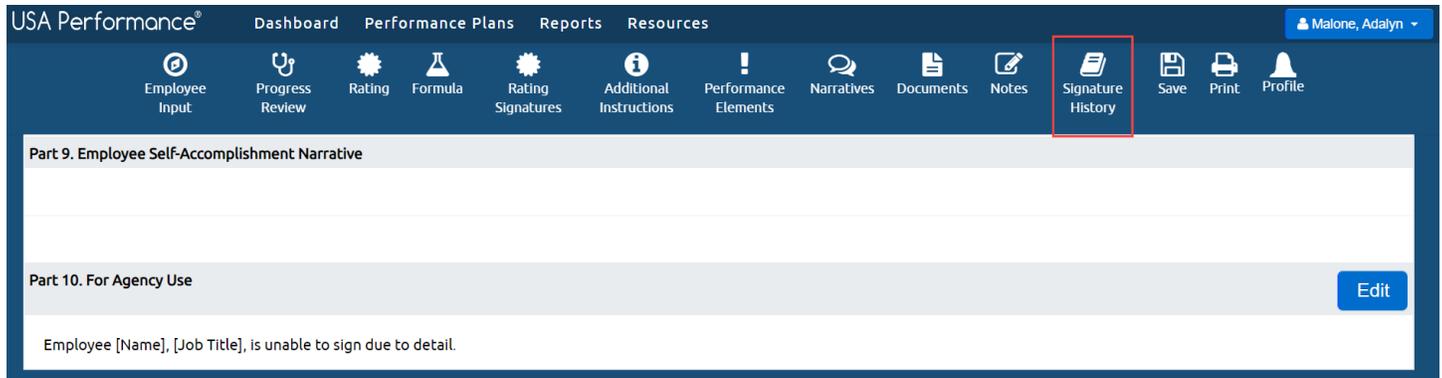
5. Scroll to **Part 10. For Agency Use** and click **Edit**. Annotate the employee's refusal or inability to sign the plan in the text box with the name and title of the employee. You will be asked to confirm your action. Click **Save**, **Save and Close**, or **Close Without Saving**.



6. The explanation will now appear on the plan.

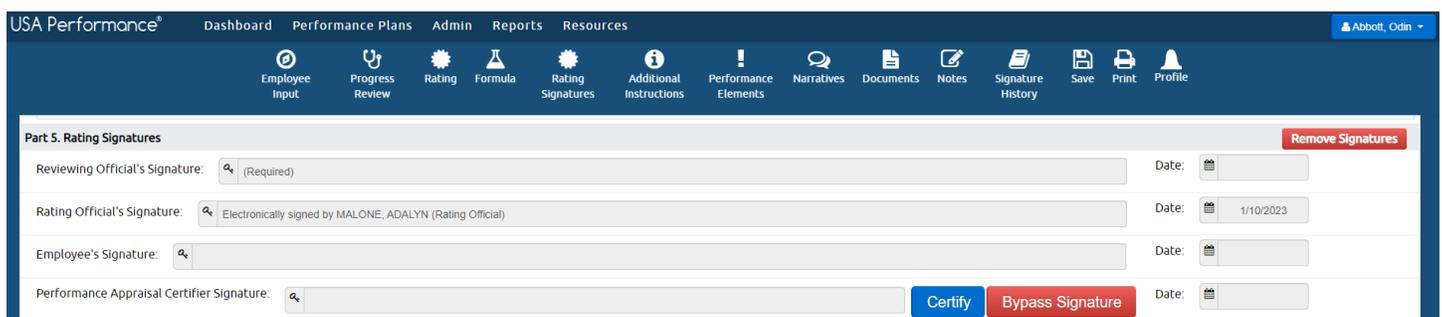


7. The signature action with the date and time will be documented in **Signature History**.



Rating Official Process with a Performance Appraisal Certification

If your performance management process includes a third level review, the Rating Official, Reviewing Official, Performance Appraisal Certifier and employee will sign in order as determined by the agency. You will also see an additional *Performance Appraisal Certifier Signature* block.



Removing Signatures

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

USA Performance[®] Dashboard Performance Plans Reports Resources Malone, Adalyn

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

✖ Denotes PE not included in Rating Calculations

Part 5. Rating Signatures

Reviewing Official's Signature: (Required) Date:

Rating Official's Signature: Electronically signed by MALONE, ADALYN (Rating Official) **Remove Signature** Date: 1/10/2023

Employee's Signature: Date:

Performance Appraisal Certifier Signature: Date:

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

USA Performance[®] Dashboard Performance Plans Reports Resources Malone, Adalyn

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

No Evaluation Notes

Mean Rating Individual Element Rating Total / Number of elements: 15/3 5 Note: A Level 1 Rating on any Critical Element yields a Level 1 Summary Rating

✖ Denotes Critical Element
~ Denotes Overridden Rating
✖ Denotes PE not included in Rating Calculations

Part 5. Rating Signatures

Reviewing Official's Signature: (Required) Date:

Rating Official's Signature: Electronically signed by MALONE, ADALYN (Rating Official) **Remove Signature** Date: 1/10/2023

Are you sure you want to remove your signature from this Rating?
Yes No

Employee's Signature: Date:

- Your signature will no longer show on the rating. If the Reviewing Official had previously signed, the Reviewing Official signature will also no longer show on the plan. The plan records the date of the original signature and additional signature actions will be documented in **Signature History**.

USA Performance Dashboard Performance Plans Reports Resources Malone, Adalyn

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

Part 5. Rating Signatures

Reviewing Official's Signature: (Required) Date:

Rating Official's Signature: Date:

Employee's Signature: Date:

Plan History		
	Bypassed Employee signature	
	Adalyn Malone (Rating Official)	01/10/2023 12:30 PM ET
	Signed Progress Review	
	Adalyn Malone (Rating Official)	01/10/2023 12:30 PM ET
	Bypassed Employee Progress Review signature	
	Leah Espinoza (Reviewing Official)	01/10/2023 12:31 PM ET
	Signed Progress Review	
	Adalyn Malone (Rating Official)	01/10/2023 1:21 PM ET
	Signed rating	
	Odin Abbott (Performance Appraisal Certifier)	01/10/2023 1:34 PM ET
	Signed Performance Appraisal Certification	
	Leah Espinoza (Reviewing Official)	01/10/2023 1:44 PM ET
	Signed rating	
	Adalyn Malone (Rating Official)	01/10/2023 1:50 PM ET
	Released rating	
	Adalyn Malone (Rating Official)	01/10/2023 2:04 PM ET
	Removed Rating signature	
	Adalyn Malone (Rating Official)	01/10/2023 2:04 PM ET
	Signed rating	

- Once the employee signs, the plan will show as a *Completed* status. The option to remove a signature is no longer available.