

For Rating Officials –

Acknowledge and Approve a Performance Plan

Approve Job Objectives:

1. Begin at the *Performance Appraisal Application Main Page*.
2. Select the pencil icon under the Update column next to the employee's name to view the *Rating Official Review* page.
3. Select the **Update Plan/Appraisal** button to view the *Update Plan/Appraisal* page.
4. Scroll down to the Job Objectives area and select **Select All** to mark all Job Objectives.
5. Select the **Approve** button to remain on the *Update Plan/Appraisal* page. The Job Objectives are now in an APPROVED status. **Note:** You can also approve one Job Objective at a time as long as the total weight of all approved objectives equals 100%.
6. Select the **Save and Continue** button at the top right side of the page to view the *Rating Official Review* page.
7. Select **Logout** at the top right side of the page to exit.

Document Higher Level Reviewer (HLR) Approval:

1. Begin at the *Performance Appraisal Application Main Page*.
2. Select the pencil icon under the Update column next to the employee's name to view the *Rating Official Review* page.
3. Use one of the following options listed under Approvals and Acknowledgements, Performance Plan, Step 1:
 - Option A: Select the **Request HLR** button to view the *Submit Performance Plan for Higher Level Review - Option A* page.
 - Select the **Cancel** button to stop the transfer.
 - Enter your notification message and select the **Transfer to HLR** button.
 - Option B:
 - Select the calendar icon by the **Review Date** field to select a date.



- Select the blue down arrow inside the right side of the **Method of Review** field and select the method used to communicate the Performance Plan to the HLR.
 - Complete the HLR Name field with the HLR's name or use the flashlight icon to select the HLR's name.
4. Select the **Save** button on the right side of the page, across from the review date and method to save your update and remain on the *Rating Official Review* page. The HLR review status is now APPROVED.
 5. Select **Logout** at the top right side of the page to exit.

Document Communication of the Performance Plan to the Employee after HLR Approval:

1. Begin at the *Performance Appraisal Application Main Page*.
2. Select the pencil icon under the Update column next to the employee's name to view the *Rating Official Review* page.
3. Select the Update Plan/Appraisal button to view the *Update Plan/Appraisal Page*.
4. Use one of the following methods under Approvals and Acknowledgements, Step 2:
 - Select the **Save and Transfer to Employee for Acknowledgement** button.
 - To acknowledge for the Employee:
 - Select the calendar icon by the **Communication Date** field to select a date.
 - Select the blue down arrow inside the right side of the **Communication Method** field and select the method used to communicate the Performance Plan to the employee.
 - Select the **Save and go to Step 3** button to remain on the *Rating Official Review* page. The Employee Acknowledgement is now documented.
5. Select **Logout** at the top right side of the page to exit.

Note: The Performance Plan approval process is complete when Employee Acknowledgement is documented.

