## New Performance Plan

Building a NEW plan

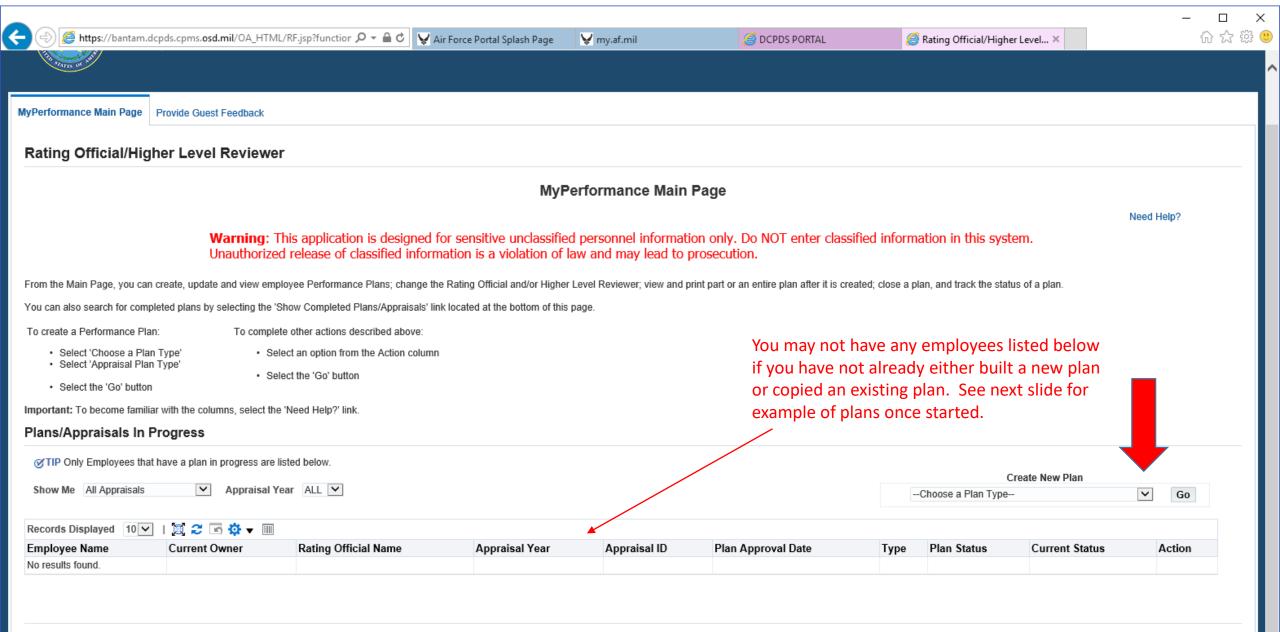
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## Supervisory Commitment Statement

I acknowledge my role as a supervisor is vital in fostering a fair, credible, and transparent performance system. It is important that I ensure performance elements are linked to organizational performance goals; establish open communication; monitor and evaluate employee performance; recognize and reward performance, and appropriately address deficient performance.

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Employee Name Tucker, Karen F Show Employee Details			
Setup Details			
* Indicates required field			Build New Plan Copy from Existing Plan
	Appraisal Type Annual Appraisal - DoD		
♂TIP The Appraisal Period Start Date represents the start of the empl	loyee's performance evaluation period under this plan. Please re		
* A	Appraisal Period Start Date 01-Apr-2018 (dd-mmm-yyyy)	<u>1<sup>st</sup>:</u> Ensure dates are correct.	
*,	Appraisal Period End Date 31-Mar-2019	Effective date is normally 1 April	
	(dd-mmm-yyyy)	each year, however, <u>if employee</u>	3rd
	Appraisal Effective Date 01-Jun-2019	was hired after 1 April, then	<u>514</u>
	(dd-mmm-yyyy)	period start date will be date of	
* Hig	* Rating Official Name Morris, Tammy L Q gher Level Reviewer Name Faircloth, Charles _ Q	hire. End date is normally 31	
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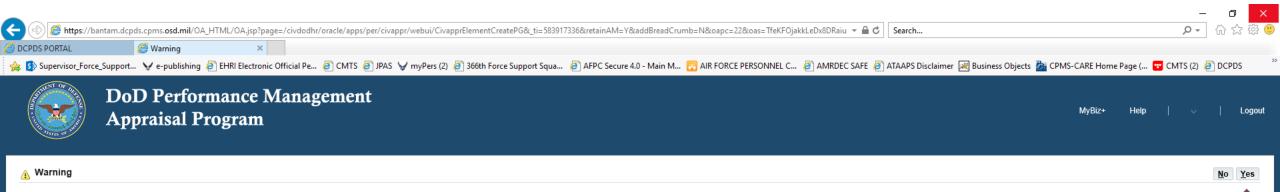
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	a button at the bottom right corner to move to Step 2: Mission Goals. at the top right corner – allows for selection of other actions throughout the performance cycle.	
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Option	B - Document the higher level review has taken place by entering the following information				
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I certify that the information in this performance plan accurately documents the Rating Official's decisions and the Higher Level Reviewer's approval.

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This screen provides space for you to send your employee a message regarding his or her Performance Plan. After writing the message, select the 'Transfer to Employee with E-mail Notification' button to send the message. For additional guidance, select Need Help?		
Please proceed to MyPerformance and select Step 4: Approvals and Acknowledgments under the Plan tab. Once you've acknowledged, a copy of the approved performance plan will be available in the Completed Plans and Appraisals area.		
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Notice: You are about to contact Tucker, Karen F by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

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Ian Progress Reviews Annual Appraisal Narrative Statements View/Print Form Manage Guest Participants		
Step 1: Plan Details       Step 2: Mission Goals       Step 3: Performance Elements and Standards       Step 4: Approvals and Acknowledgments	Select "Return to	
Employee Information	Main Page" from drop down menu	Choose an Action 🔽 Go
Employee Name Tucker, Karen F		
Show Employee Details	and then "Go"	
This screen allows you to view approval information and status of the employee's performance plan.	If using Step 4, to acknowledge for	
Step 4: Approvals and Acknowledgments	employee, you'll see this screen. If sent to	
<ul> <li>Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.</li> <li>Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.</li> </ul>	employee for acknowledgment, you'll have	
<ul> <li>Select onow mix to see approvals and achieve splitter monnautor for each step and ride mix to compse step.</li> <li>Select Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.</li> </ul>	to log back in to MyBiz+ to see that all steps	
For additional guidance, select Need Help?	<b>.</b>	Note that all are
	have been completed.	
Show All Details   Hide All Details		complete
Details Tasks	Status	
Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	
Step 2: Higher Level Reviewer - Review (if required)	Completed	
Step 3: Rating Official - Document Communication to Employee	Completed	

Save and Go Back

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MyPerformance Main Page	Provide Guest Feedback											
Rating Official/High	er Level Reviewer											
				МуРе	erformance Main Page							
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From the Main Page, you can c	create, update and view employee	Performance Plans; change the Ratin	g Official and/or Higher Level Rev	viewer; view and print pa	rt or an entire plan after it is created;	close a plan, and	I track the status of a p	lan.				
You can also search for comple	eted plans by selecting the 'Show (											
You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.					nco nlan is a	oprovo	d and or	mployoo				
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