

# Employee Job Aide for GS ePerformance Module

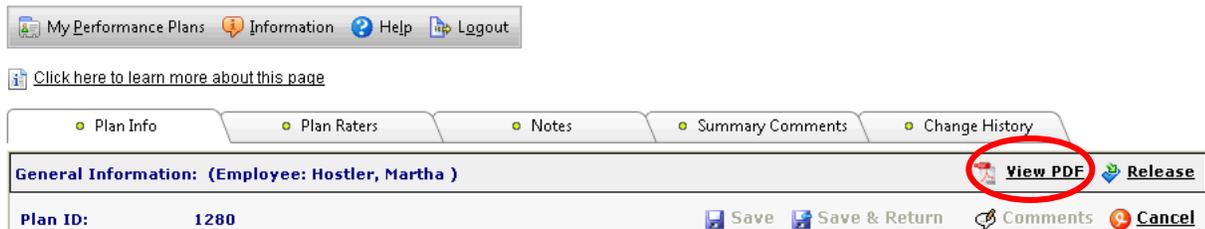
## Employee Review and Release of the Performance Plan (first review)

You should have received an email indicating that your performance plan has been created in the ePerformance System and was released by the Rating Official for your review. You can now view the plan and release it back to the Rating Official to begin the process of electronic acknowledgement/signature by the Reviewing Official, Rating Official, and Employee (in that order).

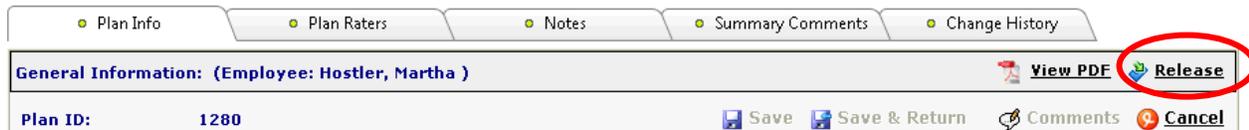
1. Log into ePerformance.
2. Click on the **“Open”** icon to open the plan.



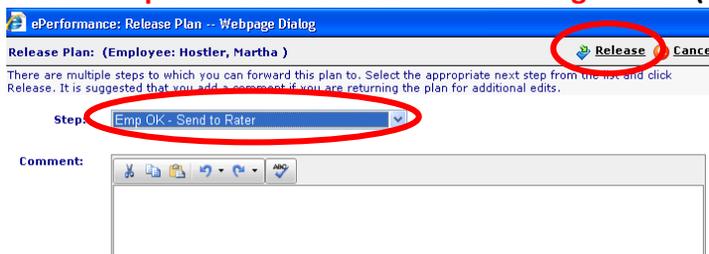
3. Click on the **“View PDF”** link to view the entire plan in PDF format; then close the PDF window.



4. Click on the **“Release”** link after you have finished reviewing the plan.

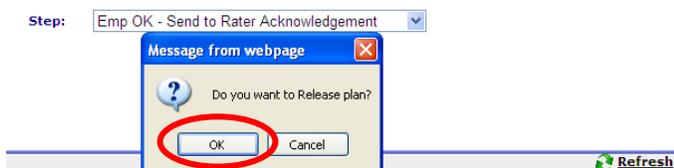


5. Select **“Emp OK – Send to Rater Acknowledgement”** (see also NOTE box) and click **“Release”**.



**NOTE:** Discuss any changes to your performance plan in person with your Rating Official. In the case where you are requesting changes to your plan, click **“Return to Rater (for edits)”**.

6. Click **“OK”** in the confirmation window.



7. Log out of ePerformance.