

Rating Official Job Aide for GS ePerformance Module

Rating Official Acknowledgment of Employee's Performance Plan

You should have received an email indicating that the Reviewing Official has acknowledged/ signed your employee's plan. To perform Rating Official acknowledgement, take the following steps:

1. Log into ePerformance.
2. From the "My Tasks" tab, select the "Open" plan link for the desired employee.

My Performance Plans My Tasks & Employees Information Help Logout

Click here to learn more about this page

My Tasks My Employees Inactive Plans

My Tasks: Refresh

Emp ID	Last Name	First Name	Plan Current Task	Next Step	Pro? Changes	Actions
201228894	Hostler	Martha	GS Rater - Ack Initial Plan	To Emp - Acknowledge Initial Plan	N	

3. Select the check box next to the statement: "Signatures certify that the elements in the plan were discussed with the employee."

Acknowledgement:

Signatures certify that the critical elements in this plan were discussed with the employee.

Signature:

Submit

4. Type your full name in the Signature Box.

Acknowledgement:

Signatures certify that the critical elements in this plan were discussed with the employee.

Signature:

Submit

5. Click on the "Submit" link.

Acknowledgement:

Signatures certify that the critical elements in this plan were discussed with the employee.

Signature:

Submit

6. A confirmation box appears.

7. Click on "OK".

Message from webpage

Confirm information and release plan to next step?

OK Cancel

8. The plan has now been sent to the employee for acknowledgement.
9. Repeat steps 2 through 7 for any remaining employees; then log out of ePerformance.

After the employee acknowledges/signs the plan, it is returned to you for recording the progress review(s) at the appropriate time. No other action is required at this time.