

Employee Job Aide for GS ePerformance Module

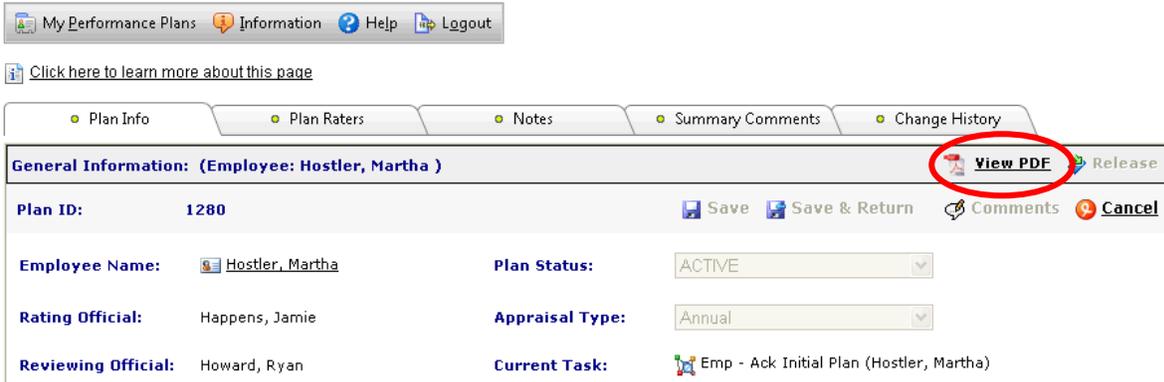
Employee Acknowledgment of the Performance Plan (after Reviewing & Rating Officials Sign)

You should have received an email indicating that your Rating Official has electronically signed your performance plan, and now you are requested to acknowledge/sign your plan. This activity produces an electronic signature on the document. To perform employee acknowledgement, take the following steps:

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



3. Review your plan by clicking on the “View PDF” link; when finished, close the PDF window.



4. Select the check box next to the statement “Signatures certify that the critical elements in this plan were discussed with the employee.” (#1 in graphic below)
5. Type your full name in the Signature Box. (#2 in graphic below)
6. Click on the “Submit” link. (#3 in graphic below)

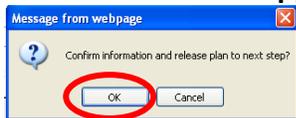
Acknowledgement:

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

Signature: Martha Hostler

Submit

7. A confirmation box appears.



Once you click OK, the plan is returned to the Rating Official for recording your progress review at the appropriate time.

8. Click on “OK”.
9. Log out of ePerformance.