

Rating Official Job Aid for the GS ePerformance Module

Completing a Progress Review

Two formal progress reviews are required for GS employees (as required by the GEAR pilot project), and they are typically conducted in March and June of the annual rating cycle (unless directed otherwise). The Rating Official initiates the progress review by entering progress review text into each critical element (limit of 385 characters). Once the Rating Official documents the progress review and acknowledges, the employee is required to acknowledge the progress review. The progress review text appears on the performance form. These formal progress reviews do not preclude a Rating Official from meeting with and providing employees more periodic feedback on their performance. Documentation of other discussions may be incorporated into ePerformance in the Notes Section or outside the ePerformance environment. Notes within ePerformance do not appear on the performance form; and **notes cannot be edited (after saving) nor removed** at any time.

1. Log into ePerformance.
2. From the **"My Tasks"** tab, select the employee's performance plan to record the progress review. Click the **"Open"** icon to open the plan.

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 - Prepare Progress Review 1	To Emp - Ack Progress Review 1	N		

3. Open the first plan element by clicking on the **"Open"** icon.

Plan Elements: Refresh Select Elements Add Element

ID	Title	Rating	Weight	Required?	Critical?	Actions
2613	Element #1		Single (X1)	N	Y	
2614	Element #2		Single (X1)	N	Y	
2615	Element #3		Single (X1)	N	Y	

4. Enter the progress review text in the progress review field.

Contributing Factors: Customer Service Communication Resourcefulness/Innovation
 Responsibility/Accountability Teamwork Safety

Goals: Goal Description Fiscal Year Action
DOE Goal 4 Establish an operational and adaptable framework that combines the best DOE Strategic Goals wisdom of all Department stakeholders to maximize mission success. May 2011

Outcomes/Expectations: Add Outcome Remove

Outcome Detail: (ID: 3508)

Description: (Limit 2300 characters)

Assists with processing a variety of SF-52 packages including recruitment, reassignments, awards, departures and other related assignments/projects to be completed within 2 weeks of receipt in accordance with DPM and HC in alignment with the new hiring reform policies and procedures and OE's Standard Operating Procedures (SOPs); assists with developing SOPs for the Human Capital Resource and Planning team.

Assists with updating various spreadsheets including the internal hiring tracking for recruitment within one week in order to support OE's business requirements and the Department's efforts to reduce time in accordance with Department procedures. Coordinates OE's Welcome package, new hire orientation program and DOE/OE exit process, and the annual summer intern plan (no more than 10% are missed) in accordance with DOE's policies and procedures.

Assists with the hiring process, updating OE's Special Emphasis Programs matrix, and various activities such as providing orientation to summer interns, input for OE's recruitment and advertising material, and participating in job fairs to be completed within 2 weeks of given deadline in order to support OE's business requirements in accordance with OE and Departmental procedures.

Progress Review 1: (ID: 1217)

Limit 385 Characters

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Completing a Progress Review (Continued)

5. Click on “Save Element” and then “Close.”



6. Repeat steps 3-5 for the remaining elements.

Plan Elements:		Refresh	Select Elements	Add Element		
ID	Title	Rating	Weight	Required?	Critical?	Actions
2613	Element #1		Single (X1)	N	Y	
2614	Element #2		Single (X1)	N	Y	
2615	Element #3		Single (X1)	N	Y	

7. **NOTE:** This is the ideal step to stop and schedule a meeting with the employee to discuss their progress review (before your acknowledgement) because you may desire to edit some of the progress review text based on the discussion. For the meeting, you can print a PDF copy of the entire plan, or just the progress review page.
- When you are ready to acknowledge the progress review and submit to the employee for their acknowledgement, take the following steps: (1) open the plan, (2) scroll to the bottom, (3) **check the box** next to the text “Signatures certify that the employee’s progress toward meeting the job performance outcomes/expectations was discussed with the employee,” (4) **type your name** in the signature box, then (5) click “**Submit.**”

Acknowledgement:

Signatures certify that the employee's progress toward meeting the job performance outcomes/expectations was discussed with the employee.

Signature:

8. Click “OK,” then either log out of ePerformance or proceed to another ePerformance task.

