

# Employee Job Aid for the GS ePerformance Module

## Acknowledging the Progress Review

After the Rating Official enters the progress review, the employee must acknowledge (electronically sign) the progress review. The completion of this activity routes the progress review back to the Rating Official for the final review (to be done at the appropriate time). Follow these instructions to acknowledge your progress review.

1. Log into ePerformance.
2. From the “Active Plans” tab, click on the “Open” icon.

My Performance Plans Information Help Logout

Click here to learn more about this page

Active Plans Previous Plans

Active Performance Plans: Rating Official's Plan Create Plan Refresh

Plan ID	Start Date	End Date	Plan Plan Status	Current Task	Rating Official	Open
1279	10/01/2011	09/30/2012	GS ACTIVE	Emp - Ack Progress Review 1	Happens, Jamie	

3. Click on the “open” icon for each critical element to view progress review text.

Plan Elements: Refresh

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	

**OR** you can view the plan in the PDF mode on the form. Click on the “View PDF” icon; close when complete.

Plan Info Plan Raters Notes Summary Comments Change History

General Information: (Employee: Hostler, Martha) View PDF Release

4. From the Plan Info screen, **acknowledge** the progress review (scroll to the bottom of the page) by **selecting** the check box next to the text, “Signatures certify that the employee’s progress toward meeting job performance outcomes/expectations was discussed with the employee,” **enter your name in the signature box**. **NOTE:** Before you click “Submit,” you have the **option** of adding a summary progress review comment. If you choose to add a comment, **click** the link “Add/Update Prog Review Comment,” **type your comment**, then click “save.” This comment gets printed on the performance form in Section 6.o.

Acknowledgement: Add/Update Prog Review Comment

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

Signature:

The progress review comment window is displayed.

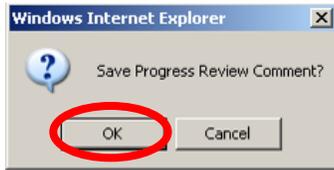
Progress Review Comment: (Employee: Winter, Simon) Save Cancel

Please enter a progress review comment.  
This comment will be viewable by other users, and will be appended to the performance form.

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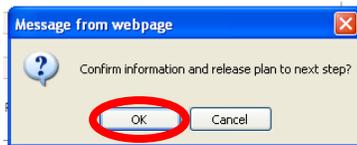
A confirmation message is displayed; “Save Progress Review Comment?” Click the “OK” button from the confirmation window.



You are returned to the Plan Info screen in order to acknowledge the progress review.

**NOTE:** To view or edit the progress review comment, select the “Add/Update Prog Review Comment” link. Once an optional progress review comment is added to the plan, it can be edited as long as you are in this workflow step; **once you release the plan by clicking “submit,” it can no longer be edited. A progress review comment cannot be removed by anyone.**

5. When you are ready to release the acknowledged progress review back to the Rating Official, click “**submit**” and you will receive the confirmation window “Confirm information and release plan to next step?” Then click “**OK.**”



6. Log out of ePerformance.