Acknowledge Your Mid Year Progress Review (Employee)

Follow this job aid to acknowledge your mid year progress review.

1. Select the **Performance** tile on the Employee Self Service homepage.

2. On the **My Current Documents** page, select your performance plan.
The Performance Document is displayed. Select the **Expand All** link.

3. Review your Mid-Year Progress Review.
4. Select the **Acknowledge** button at the top right of the screen to indicate that you have completed your review and acknowledge your supervisor’s comments.

5. Choose the **Confirm** button to complete your Mid-Year Progress Review.
6. The Confirmation - Completed screen will appear. **You have successfully acknowledged your Mid-Year Progress Review.**
Questions

Check out our complete library of job aids, videos, and training courses! You can search based on your role (employee, supervisor, timekeeper) or by topic (time and leave, telework, benefits, performance).

If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov
- **Time and Attendance:** your Timekeeper or Time Administrator
- **Benefits:** the Benefits and Retirement Center
- **Performance Management:** the HR performance team
- **Need a new labor code in HR Links:** Contact your regional Labor Admin
- **All other HR Questions contact your servicing HR Office:**
  - PBS HR Service Center
  - FAS HR Service Center
  - Staff Office HR Service Center
  - Executive Resources HR Service Center