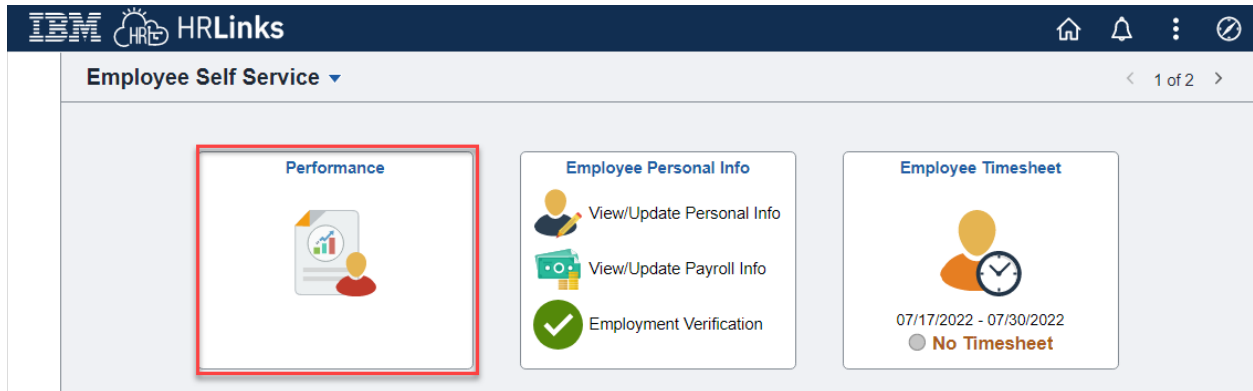




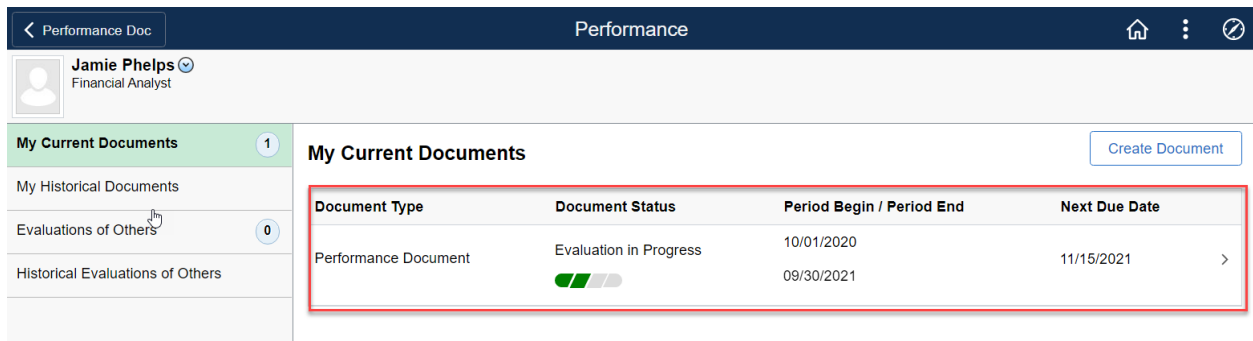
Acknowledge Your Mid Year Progress Review (Employee)

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.

GSATRN Performance Document

Performance Process

Steps and Tasks

- Establish Performance Plan (Due Date: 11/15/2020)
- Complete Mid-Year Self-Assessment (Due Date: 06/01/2021)
- Nominate Participants (Due Date: 11/15/2021)
- Complete Self-Assessment (Due Date: 11/15/2021)
 - Update and Complete**
- Review Manager Evaluation (Due Date: 11/15/2021)

Performance Document

Self-Evaluation - Update and Complete

Print | Notify | Export

Jamie Phelps

Job Title: Financial Analyst | Manager: Udval Jones
Document Type: Performance Document | Period: 10/01/2020 - 09/30/2021
Template: GSA Annual Performance Plan | Document ID: 16
Status: Evaluation in Progress | Due Date: 11/15/2021

Employee Data

Employee ID: 00000063
Department: H1AW | Acquisition Workforce Developm
MO-KANSAS CITY-Prshing Sq Main
Location: 0000000381
Position: 90000062 | Job Code: 101782 | Occ Series: 1160 | Bargaining Unit: 7777
Pay Plan: GS | Plan/Grade: 0000 | 12 | Step: 8

Rating History

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

Expand All | Collapse All | TAB Format | Calculate All Ratings

Section 1 - Position Description Review Certification

Expand | Collapse

Position Description Review Certification

3. Review your Mid-Year Progress Review.

IBM HR Shared Service GSATRN

Performance Process

Steps and Tasks

- Establish Performance Plan (Due Date: 11/14/2019)
- Complete Mid-Year Self-Assessment (Due Date: 06/01/2020)
 - Complete Mid-Year Self-Assessment
 - Acknowledge Mid-Year Progress Review**
- Nominate Participants (Due Date: 11/16/2020)
- Complete Self-Assessment (Due Date: 11/16/2020)
- Review Manager Evaluation (Due Date: 11/16/2020)

Performance Document

Complete Mid-Year Self-Assessment - Review Manager Comments

Print | Notify | Export

Derived From: Position description, OPM Executive core qualifications and supervisory guide

- Critical: Yes
- Stretch Goal: No
- Weight: 20 %

Aligns To Organizational Goals & Objectives

Rating: Level 4 Above Fully Successful

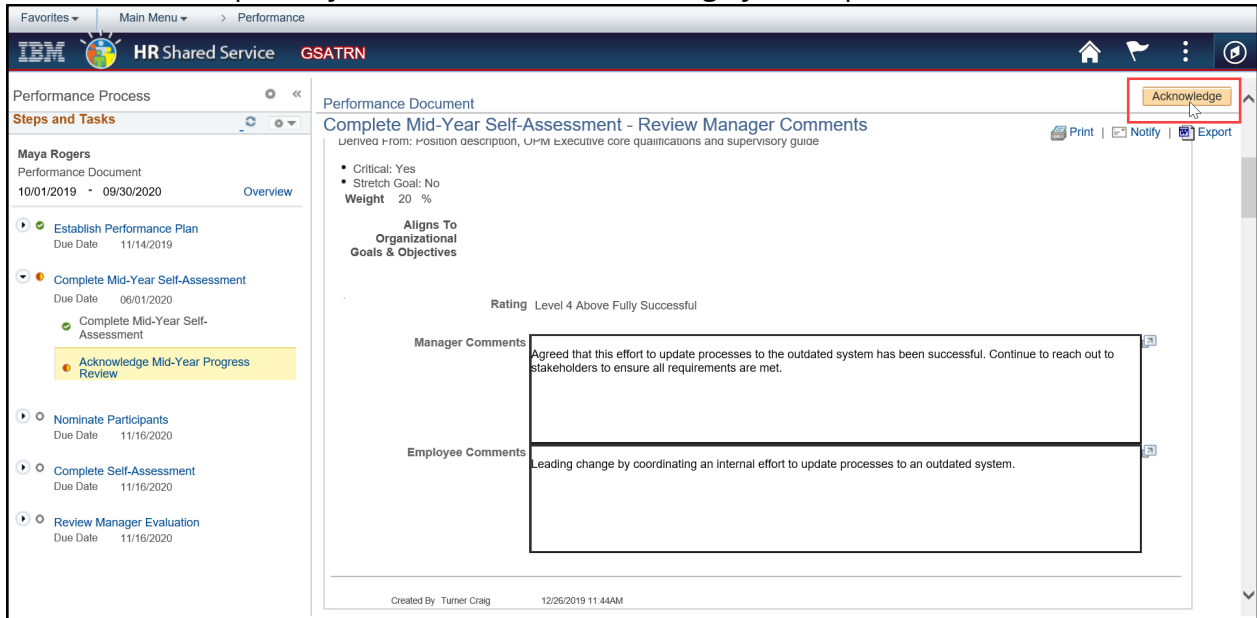
Manager Comments: Agreed that this effort to update processes to the outdated system has been successful. Continue to reach out to stakeholders to ensure all requirements are met.

Employee Comments: Leading change by coordinating an internal effort to update processes to an outdated system.

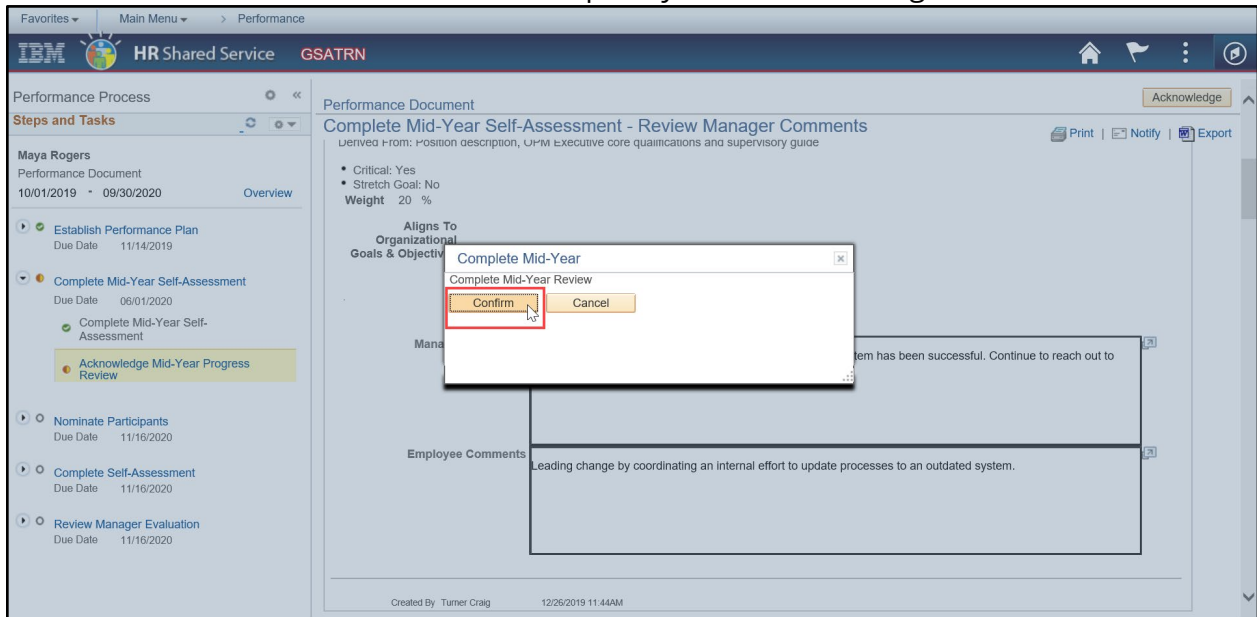
Created By: Turner Craig | 12/26/2019 11:44AM



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.***

The screenshot shows a web application interface for HR Shared Service. The top navigation bar includes "IBM", "HR Shared Service", and "GSATRN". The main content area is titled "Performance Document" and "Confirmation - Completed". A message states: "You have successfully completed this Mid-Year Progress Review." On the left, a sidebar shows the "Performance Process" for "Maya Rogers" with a "Performance Document" for the period "10/01/2019 - 09/30/2020". Below this, a list of tasks is shown with their due dates:

- Establish Performance Plan (Due Date: 11/14/2019)
- Complete Mid-Year Self-Assessment (Due Date: 06/01/2020)
- Nominate Participants (Due Date: 11/16/2020)
- Complete Self-Assessment (Due Date: 11/16/2020)
- Review Manager Evaluation (Due Date: 11/16/2020)



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](#)