Acknowledge an Evaluation (Employee)

Follow this job aid to learn how to acknowledge a performance plan after your supervisor has submitted your evaluation for your review. In order to Complete Evaluation in HR Links the following steps must be completed:

1. Supervisor reviews Employee's self assessment and submits evaluation for Employee
2. Employee acknowledges their evaluation

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

2. On the My Current Documents page, select your performance plan.
3. The Performance Document is displayed. Review your evaluation by selecting the **Expand All** link.

Once you have reviewed your evaluation, select the **Acknowledge** button in the upper right part of the screen.

4. The **Acknowledge Review Held** dialog is displayed.

Select the **Confirm** button to complete your acknowledgement.
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