

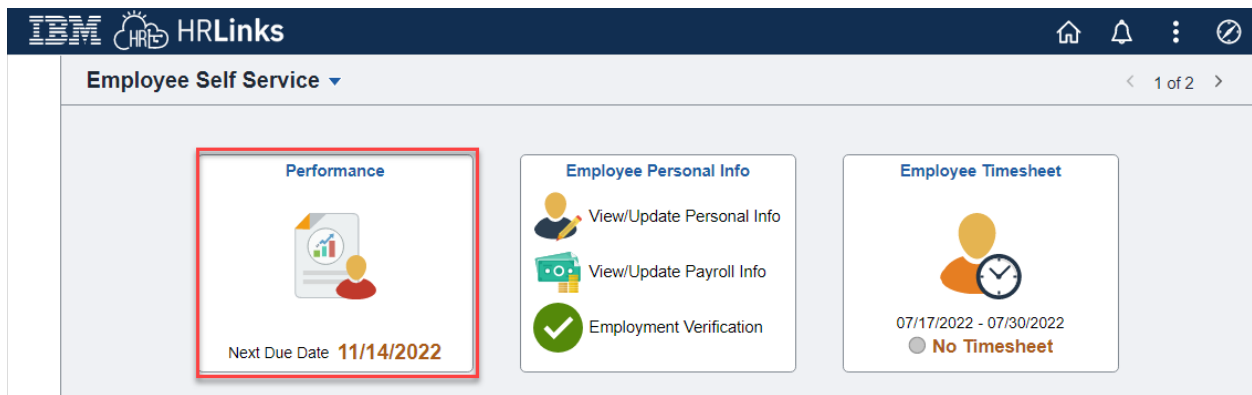


Acknowledge an Evaluation (Employee)

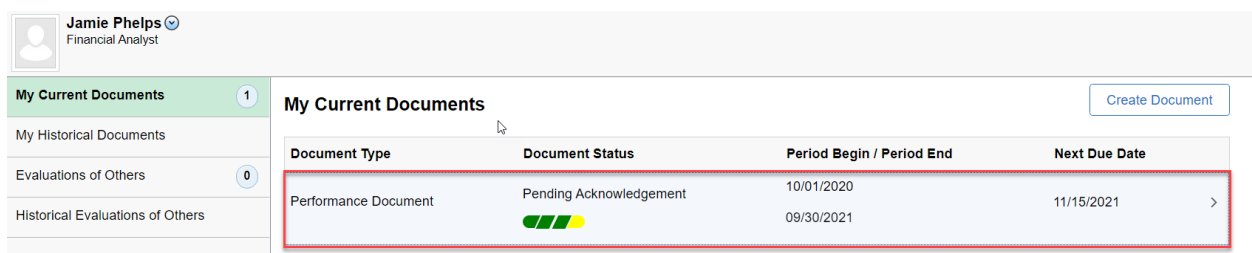
Follow this job aid to learn how to acknowledge a performance plan after your supervisor has submitted your evaluation for your review. In order to Complete Evaluation in HR Links the following steps must be completed:

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.





- 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.

Performance Document

Manager Evaluation - Acknowledge

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	Pending Acknowledgement	Due Date	11/15/2021

Employee Data

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

This document is currently waiting for your acknowledgment.
Select the Acknowledge button to confirm that you and your manager have discussed this document. Your name will be placed in the signature section on the printed document acknowledging that the review was held.

Expand All | Collapse All | TAB Format

Section 1 - Position Description Review Certification

Expand | Collapse

Position Description Review Certification

Section 2 - GSA Elements

Expand | Collapse | Organizational Goals & Objectives

Leading People [Leadership]

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

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

Acknowledge Review Held

You have chosen to acknowledge that you and your manager have reviewed this performance evaluation.

Upon selecting confirm, you are acknowledging that the review was held and your electronic signature will be added to this performance evaluation.

Confirm **Cancel**



Questions

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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](#)
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