



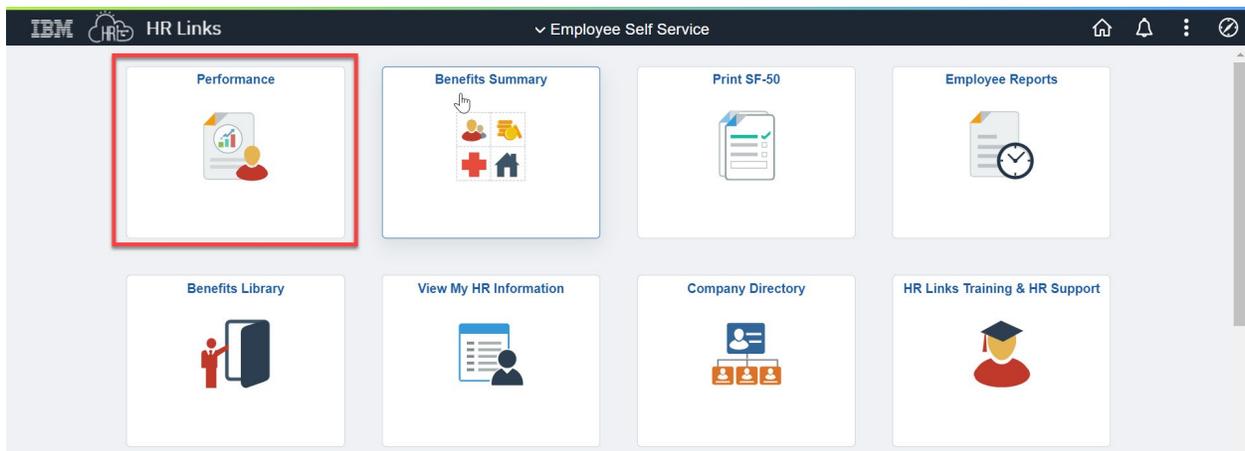
Create a Performance Plan (Employee)

Follow this job aid to learn how to create a performance plan as an employee in HR Links. In order to Establish a Performance Plan in HR Links the following steps must be completed:

1. **Employee** or their Supervisor **creates a performance plan**
2. Supervisor submits performance plan to employee
3. Employee acknowledges their performance plan

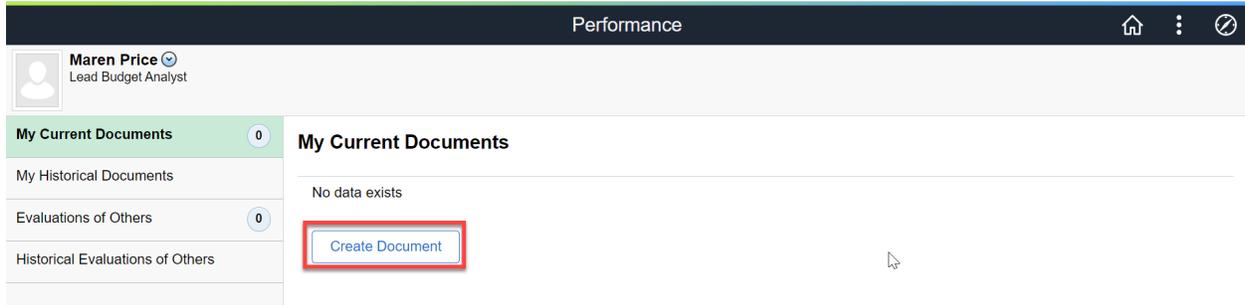
Create a Performance Plan

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

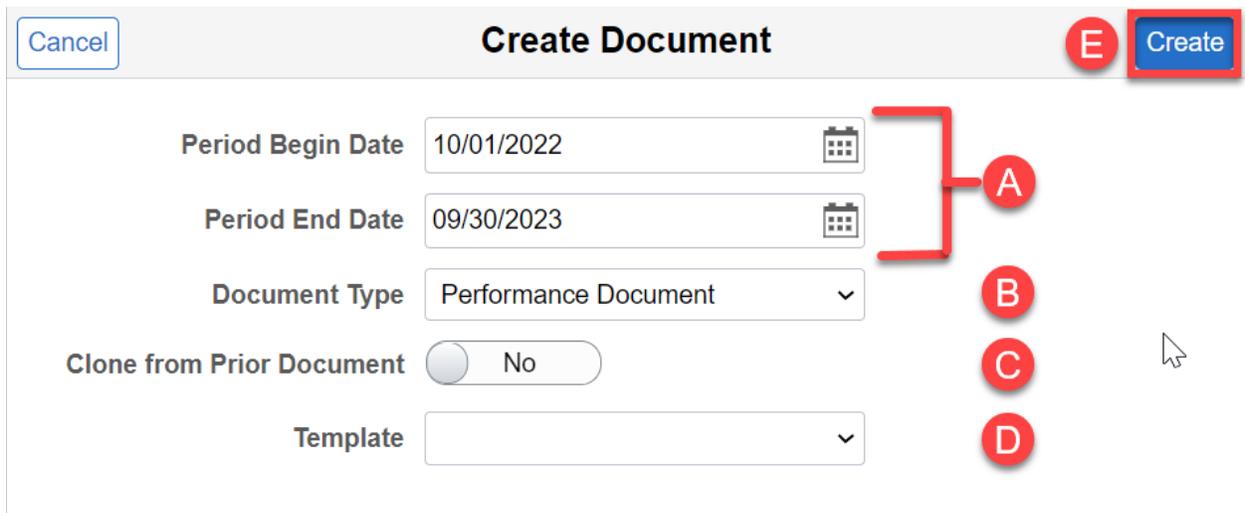


2. Select the **Create Document** button.

Note: If your Supervisor has already started your performance plan, it will appear in the **My Current Documents** section.



3. The Create Document dialog box is displayed.



- Select the calendar icon  to choose the **Start Date** and **End Date**.
- Select **Performance Document** from the **Document Type** drop-down menu.
- Select **No** from the **Clone from Prior Document** slider switch.

Note: If you have a prior year performance document you would like to copy, select **Yes** for the **Clone from Prior Document** field.

- Select the applicable performance plan template from the **Template** drop-down menu (e.g., GSA employees select GSA Annual Performance Plan).
- Select the **Create** button.



- A new performance document is displayed with the status of **Establish Performance Plan**. Select the new performance document to open it.

Document Type	Document Status	Period Begin / Period End	Next Due Date
Performance Document	Establish Performance Plan	10/01/2022 09/30/2023	11/14/2022

- The performance document is displayed with a status of **Establish Performance Plan - Update**. Select the **Expand All** link to expand all sections of the performance plan.

Establish Performance Plan - Update

Maren Price

Job Title: Lead Budget Analyst
Document Type: Performance Document
Template: GSA Annual Performance Plan
Status: In Progress

Manager: Turner Craig
Period: 10/01/2022 - 09/30/2023
Document ID: 31
Due Date: 11/14/2022

1. Add the performance criteria (goals and/or responsibilities) that you plan to accomplish during the performance period.
2. Once you have completed this step select the "Save" button to save your progress and make it available to your Manager for final review and approval.

[Expand All](#) | [Collapse All](#) | [TAB Format](#)

Section 1 - Position Description Review Certification

Position Description Review Certification will be evaluated by: Employee, Manager

- In **Section 2 - GSA Elements**, select the **Add Critical Element** link to add content to this performance plan.

Establish Performance Plan - Update

Section 2 - GSA Elements

GSA Elements will be evaluated by: Employee, Manager, Other Participant

Organizational Goals & Objectives | [Add Critical Element](#)



The **Add Element** choices are displayed.

A screenshot of a web interface for adding an element to a performance document. The page title is 'Performance Document'. Below it is the heading 'Add Element'. There are four radio button options, each with a red lettered circle to its left: 'A' for 'Add pre-defined element' (which is selected), 'B' for 'Add your own element', 'C' for 'Copy element from Manager Document', and 'D' for 'Copy element from My Documents'. At the bottom of the options is a 'Next' button with a mouse cursor over it, and a 'Return' link below it.

- a. **Option A: Add predefined element:** add an element from the content library.
 - i. Skip the **Title** field. Select **Element Group** from the **Element Group Type** drop-down list.
 - ii. Choose an **Element Group Option** from the drop-down list.
 - iii. Select the **Search** button to view the **GSA Elements** choices.
 - iv. Select the checkbox(es) next to the element(s) you would like to include, or choose the **Select All** link; select the **Add** button.
- b. **Option B: Add your own element:** build a custom element from scratch.
- c. **Option C: Copy element from Supervisor Document:** use an element from your supervisor's performance document, if available.
- d. **Option D: Copy element from My Documents:** use an element from another of your performance documents.

Once the element is added, include a weight, in percent, in the **Weight** field.



▼ **Leading People [Leadership]**

Measurement : General Measure: Quality, quantity, and timeliness

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

- Critical: Yes
- Stretch Goal: No

Weight %

Aligns To
Organizational
Goals & Objectives

+ [Add Specific Measure](#)

7. Select the **Add a Specific Measure** link, if you want to add a predefined or create your own specific measure for the element.

Performance Document

Add a Specific Measure

You have chosen to add a new Specific Measure.

You can either enter a new Specific Measure on your own, or choose a Specific Measure already defined in the system. When you are finished, select the Next button to continue.

Add pre-defined Specific Measure

Add your own Specific Measure

[Return](#)

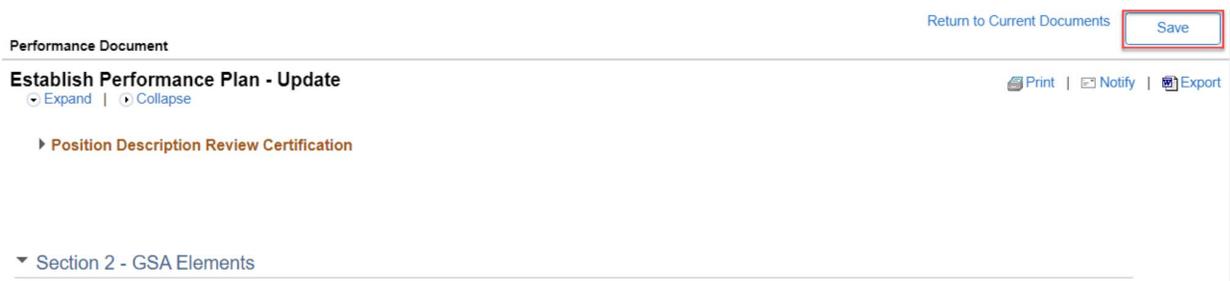
- a. Select the **Next** button.

If you choose **Add pre-defined Specific Measure**, you will be prompted to search for it. Then select the **Search** button.

If you choose **Add your own Specific Measure**, complete the **Title** and **Standards** fields and select the **Update** button.



8. To edit an element, select the pencil  icon. To delete an element, select the trash can  icon in the upper right corner of the element.
9. Repeat steps 6 and 7 for each element you want to add.
10. Select the **Save** button to save your work.



Note: Your Supervisor can view the progress of this performance document at all times displayed on the progress bar.



Now that you have created your performance plan in HR links the following steps will happen next to complete Establishing a Performance Plan.

1. Your supervisor will submit your performance plan to you to acknowledge
2. You will acknowledge your performance plan



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](#)