# 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
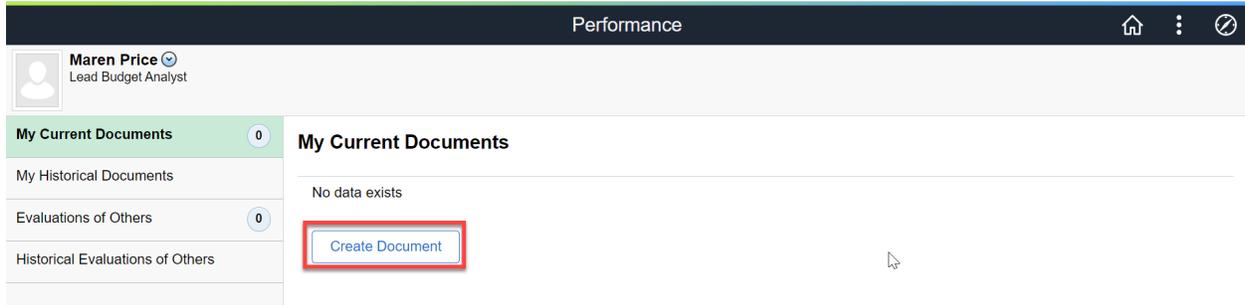3. Employee acknowledges their performance plan

Create a Performance Plan

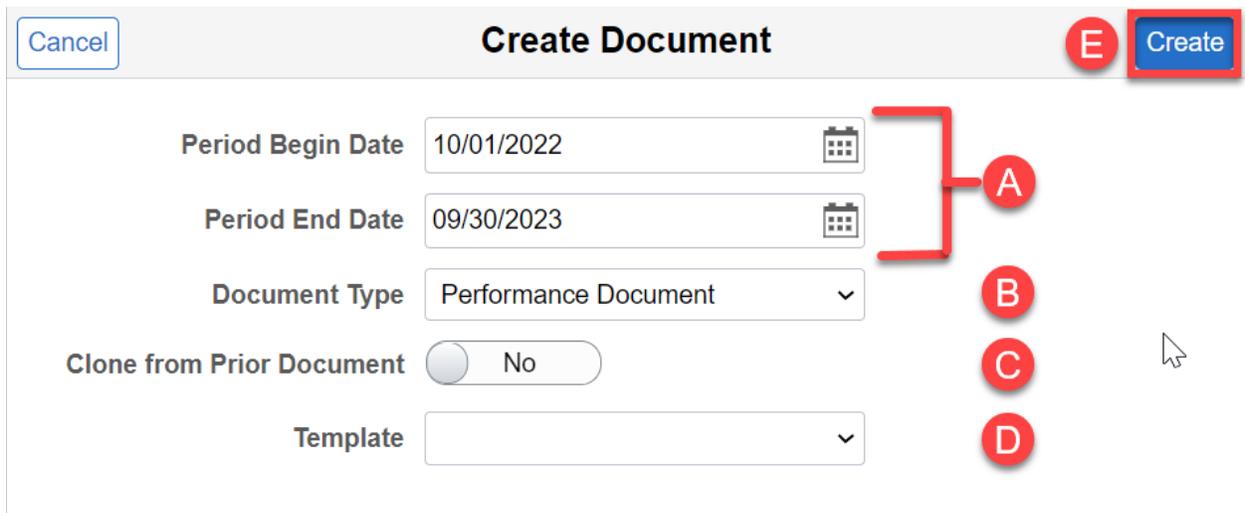1. Select the **Performance** tile on the Employee Self Service homepage.
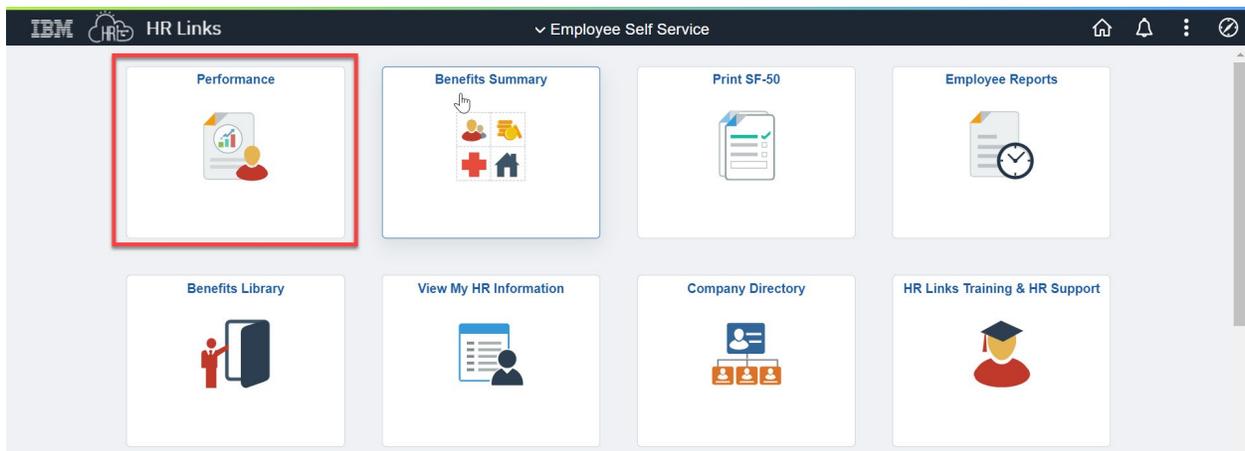
2. Select the **Create Document** button.

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.

a. Select the calendar icon 📅 to choose the **Start Date** and **End Date**.

b. Select **Performance Document** from the **Document Type** drop-down menu.

c. 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.

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

e. Select the **Create** button.

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

5. 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.

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

The **Add Element** choices are displayed.

Performance Document

Add Element

(A) ⦿ Add pre-defined element

(B) ◯ Add your own element

(C) ◯ Copy element from Manager Document

(D) ◯ Copy element from My Documents

[Next]

Return

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.

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


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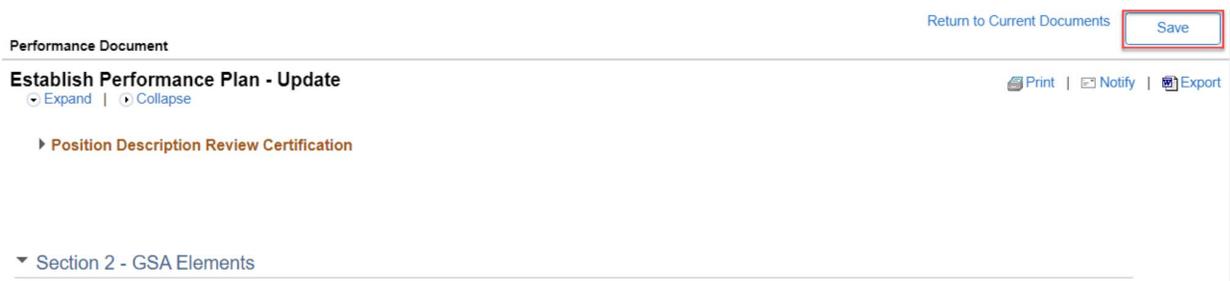
Note: Your Supervisor can view the progress of this performance document at all times displayed on the progress bar.

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

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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](#)
  - [FAS HR Service Center](#)
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