



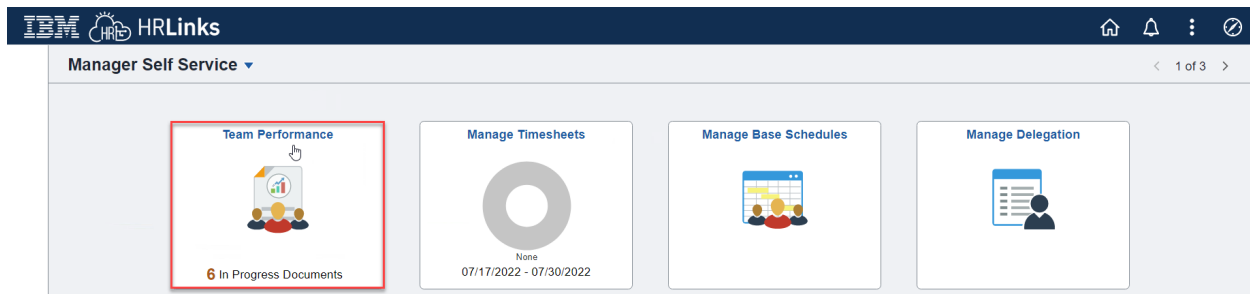
Create a Performance Plan(Supervisor)

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

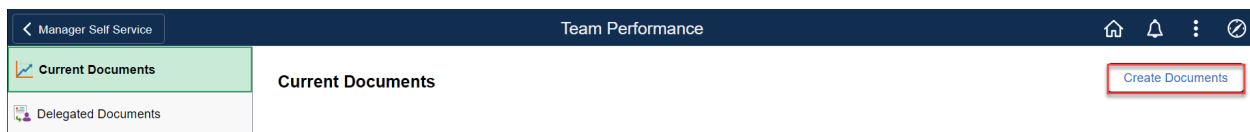
1. Employee or their **Supervisor creates a performance plan**
2. Supervisor submits performance plan to employee
3. Employee acknowledges their performance plan

Create a Performance Plan (on behalf of an Employee)

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



2. Select the **Create Documents** button.






3. Select the checkbox next to the employee for whom you want to create a performance plan. Then, select the **Continue** button.

The 'Person Selector' dialog box features a 'Cancel' button on the left and a 'Continue' button on the right. Below the title bar is a 'Search Options' section. The main area is titled 'Select Employees' and shows a table with 20 rows. The table has columns for 'Name / Title / ID', 'Directs / Total', and 'Department'. Two employees are listed: Allie Mcmillan (IT Specialist, ID 00000787, Mobile Technologies Branch) and Aron Maldonado (Regional Account Officer, ID 00000785, Account Mgmt & Business Dev Br). A red box highlights the checkbox next to Allie Mcmillan's name.

4. The **Create Document** dialog box is displayed.

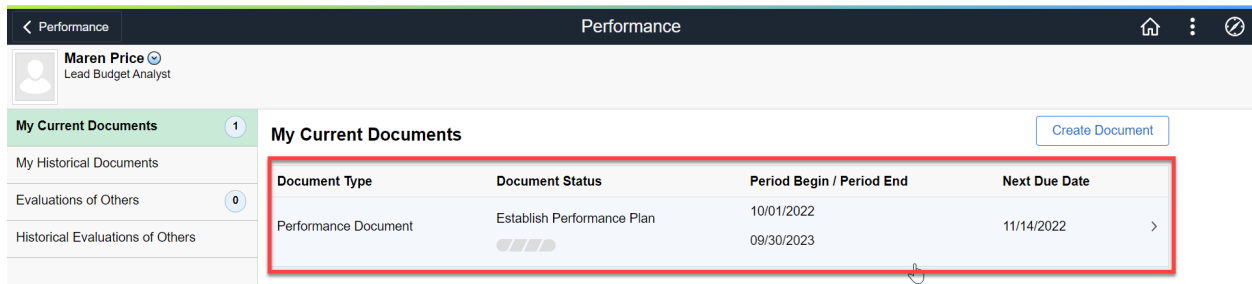
The 'Create Document' dialog box has a 'Cancel' button on the left and a 'Create' button on the right. It contains several fields: 'Period Begin Date' (10/01/2022), 'Period End Date' (09/30/2023), 'Document Type' (Performance Document), 'Clone from Prior Document' (No), and 'Template'. A red bracket groups the date fields, and a red box highlights the 'Create' button. Red letters A, B, C, and D are placed next to the date fields, the 'Performance Document' dropdown, the 'No' slider, and the 'Template' dropdown, respectively.

- 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.

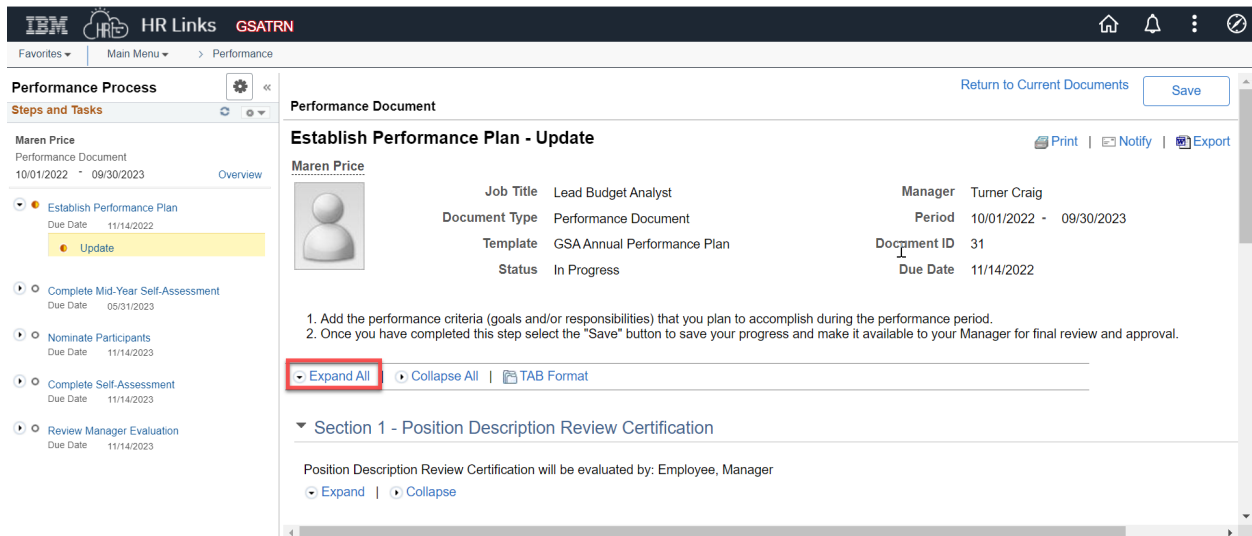
Note: If you have a prior year performance document you would like to copy, select **Yes** for the **Clone from Prior Document** field .



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

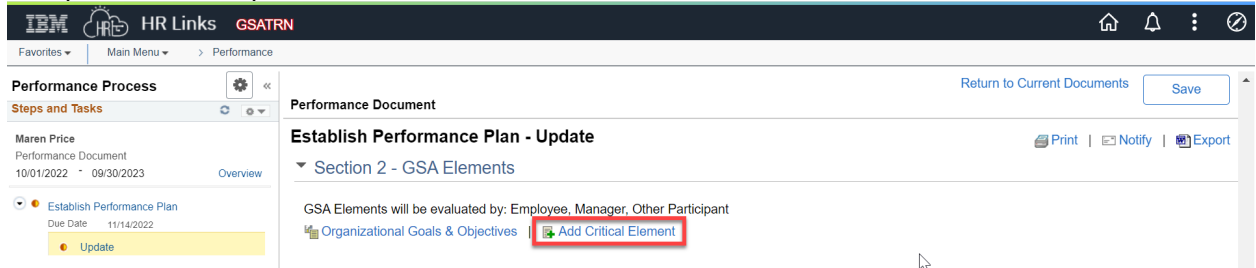


6. The performance document is displayed with a status of **Establish Performance Plan - Update**. Select the **Expand All** link to expand all sections of the performance plan.

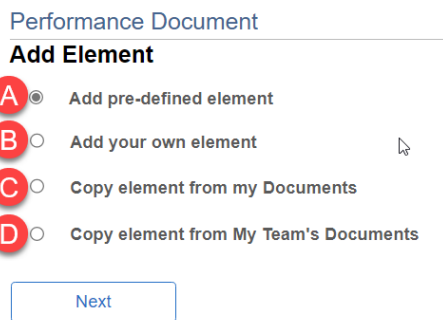




- In **Section 2 - GSA Elements**, select the **Add Critical Element** link to add content to this performance plan.



The **Add Element** choices are displayed.



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

8. 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



Next

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.

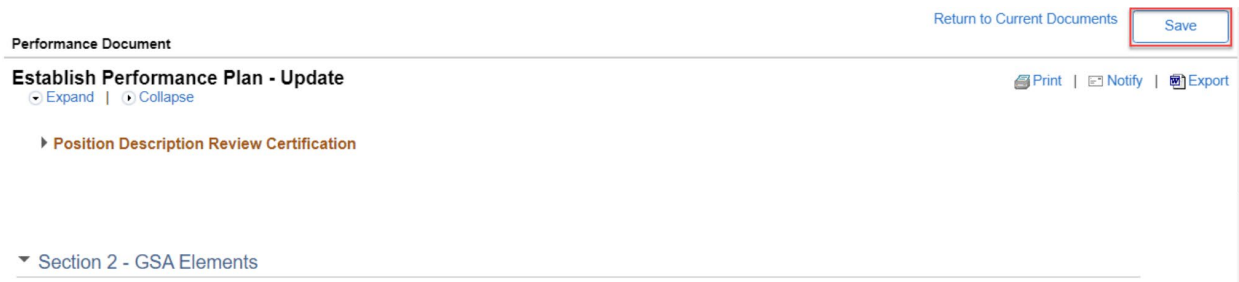
If you choose **Add your own Specific Measure**, complete the **Title** and **Standards** fields and select the **Update** button.

9. 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.

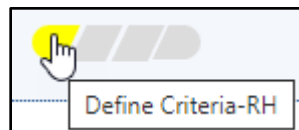


10. Repeat steps 7 and 8 for each element you want to add.

11. Select the **Save** button to save your work.



Note: You can view the progress bar of this performance document at all times



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

1. As supervisor you will submit your employee's performance plan for them to acknowledge
2. Your employee will acknowledge their 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](#)
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