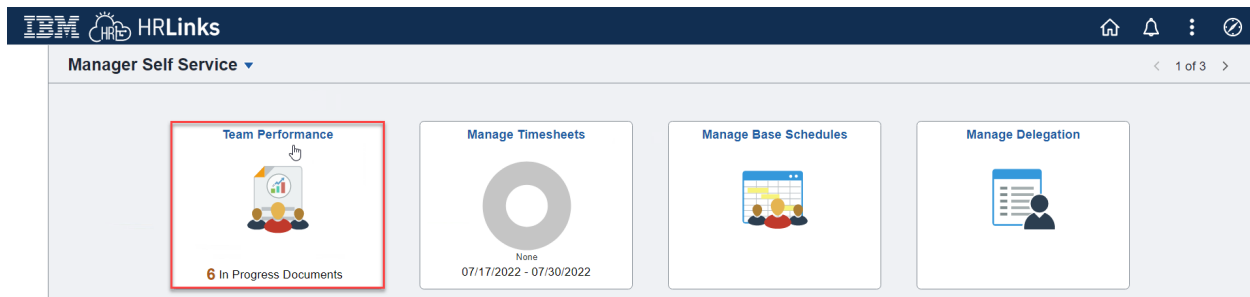




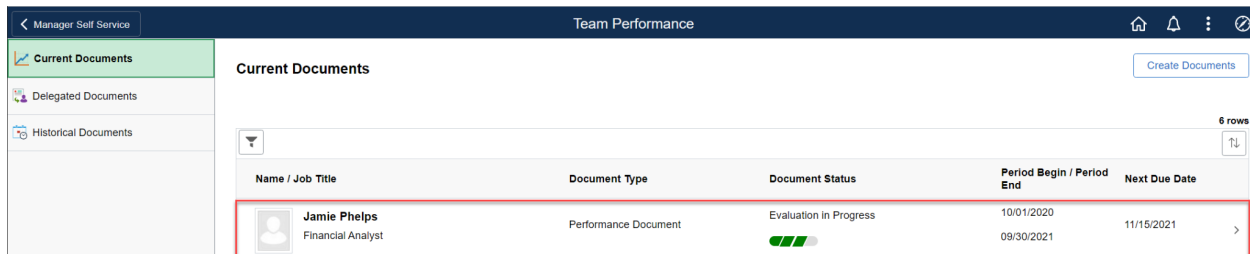
# View Rating History (Supervisor)

Follow this job aid to view ratings history as a supervisor in HR Links. **Note: The ratings history can only be viewed on current performance documents in the Complete Manager Evaluation (after a Mid-Year has been completed) step or completed performance documents in the Historical Documents section.**

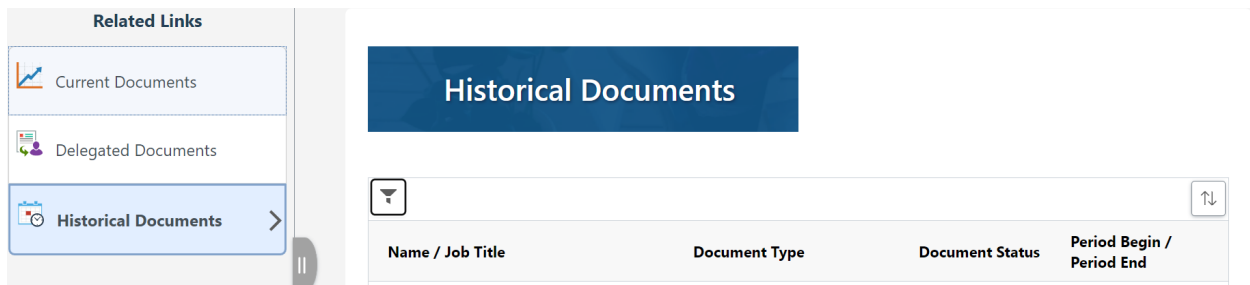
1. Select the **Performance** tile on the Manager Self Service homepage.



2. View a Current Performance Document. When the Performance Document is displayed, it must be in the Evaluation in Progress Document Status. Otherwise, select Historical Documents and view a completed document.



OR



3. When the Performance Document is displayed, it must be in the **Update and**



Submit step in the **Complete Manager Evaluation** task or it must be already Completed. The view is the same once the plan is opened.

**GSATRN**

Performance Process

Steps and Tasks

- Establish Performance Plan (Due Date: 11/14/2022)
- Complete Mid-Year Progress Review (Due Date: 05/31/2023)
- Nominate Participants (Due Date: 11/14/2023)
- Review Participant Evaluations (Due Date: 11/14/2023)
- Review Employee Self-Assessment (Due Date: 11/14/2023)
- Complete Manager Evaluation (Due Date: 11/14/2023)
  - Update and Submit (Pending Approval)

Performance Document

Manager Evaluation - Update and Submit

Status: Evaluation in Progress | Due Date: 11/14/2023

Employee Data

Employee ID	00000084			
Department	2PSEUS	Syracuse Office		
Location	0000000500	NY-SYRACUSE-FB So Clinton St		
Position	90000083	Job Code 101798	Occ Series 1176	Bargaining Unit 12
Pay Plan	GS	Plan/Grade 0000	11	Step 8

Rating History

Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting t

Expand All | Collapse All | TAB Format | Calculate All Ratings | Cancel Evaluation

Section 1 - Position Description Review Certification

4. Select **“Rating History”** button to view rating history.

**GSATRN**

Performance Process

Steps and Tasks

- Establish Performance Plan (Due Date: 11/14/2022)
- Complete Mid-Year Progress Review (Due Date: 05/31/2023)
- Nominate Participants (Due Date: 11/14/2023)
- Review Participant Evaluations (Due Date: 11/14/2023)
- Review Employee Self-Assessment (Due Date: 11/14/2023)
- Complete Manager Evaluation (Due Date: 11/14/2023)
  - Update and Submit (Pending Approval)

Performance Document

Manager Evaluation - Update and Submit

Status: Evaluation in Progress | Due Date: 11/14/2023

Employee Data

Employee ID	00000084			
Department	2PSEUS	Syracuse Office		
Location	0000000500	NY-SYRACUSE-FB So Clinton St		
Position	90000083	Job Code 101798	Occ Series 1176	Bargaining Unit 12
Pay Plan	GS	Plan/Grade 0000	11	Step 8

Rating History

Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting t

Expand All | Collapse All | TAB Format | Calculate All Ratings | Cancel Evaluation

Section 1 - Position Description Review Certification



5. The Rating History dialog will open to view rating history.

The screenshot shows the GSATRN Performance Process interface. A "Rating History" dialog box is open in the center, displaying the following information:

Employee	Aden Ward	Employee ID	00000084
Document Type	Performance Document	End Date	06/30/2023

**Overall Rating**  
This Employee doesn't have any overall rating history.

A "Return" button is visible at the bottom left of the dialog. The background interface shows a "Performance Process" for "Aden Ward" with various steps and tasks, including "Establish Performance Plan", "Complete Mid-Year Progress", "Nominate Participants", "Review Participant Evaluation", "Review Employee Self-Assessment", and "Complete Manager Evaluation". The "Update and Submit" step is currently selected.



## 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](mailto: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](#)