



# Include Leveraging Diversity Specific Measure

**The Leading People critical element and the Leveraging Diversity specific measure must be included in your supervisory performance plan.**

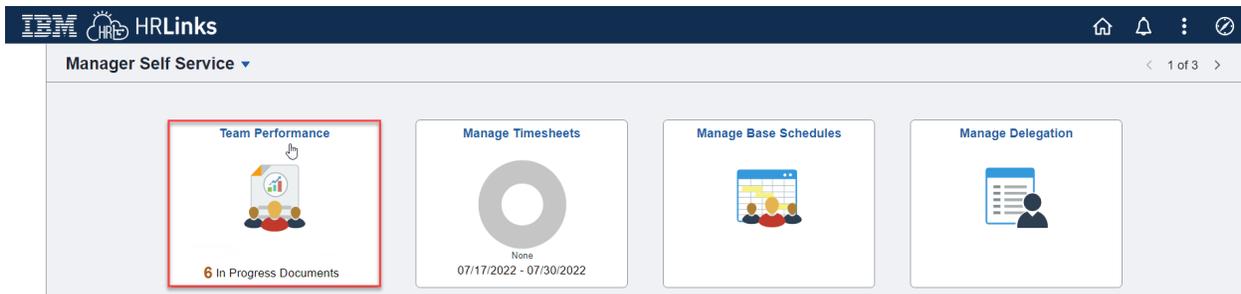
[Add Leading People critical element to NEW performance plan](#): Choose this option if you are creating a **new** performance plan and not cloning a past performance plan.

[Clone prior performance plan with Leading People critical element](#): Choose this option if you are cloning a prior performance plan that **already includes** the Leading People critical element.

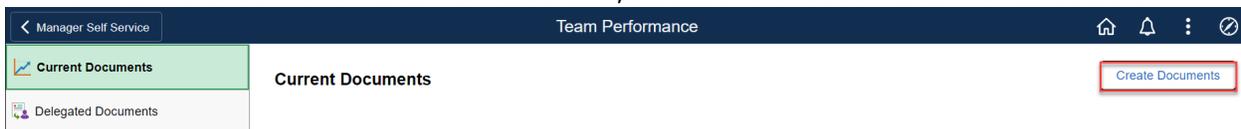
[Clone prior performance plan without Leading People critical element](#): Choose this option if you are cloning a prior performance plan that did **not** include the Leading People critical element.

## Add Leading People critical element to NEW performance plan

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

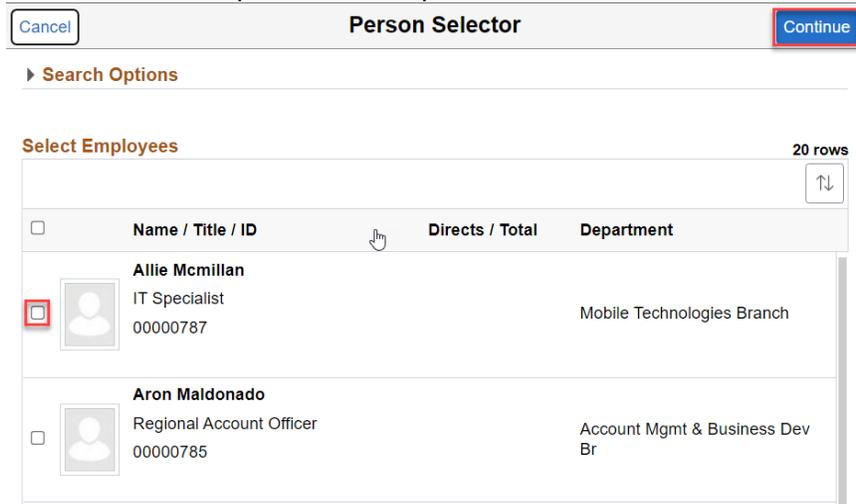


2. From the **Current Documents** screen, select the **Create Documents** button.



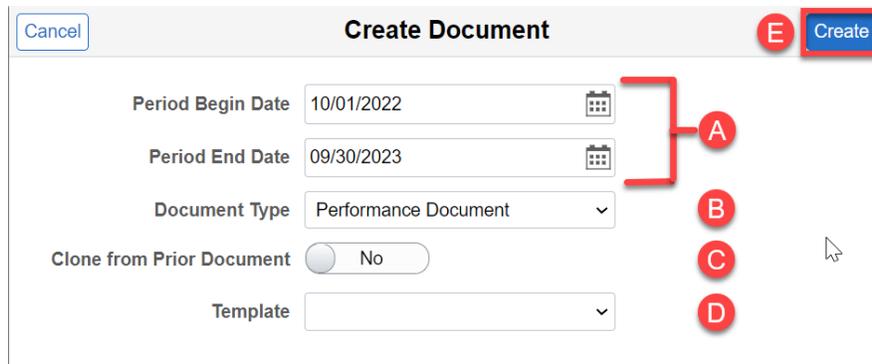


3. A **Person Selector** dialogue box will appear. Select the employee for whom you would like to create the performance plan, and select the **Continue** button.



The **Person Selector** dialog box features a header with **Cancel** and **Continue** buttons. Below the header 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 selection checkbox for Allie Mcmillan.

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



The **Create Document** dialog box has a header with **Cancel** and **Create** buttons. The main area 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 red circles labeled A, B, C, and D are placed next to the date fields, the Document Type dropdown, the Clone from Prior Document slider, and the Template dropdown, respectively. A mouse cursor is visible over the **Create** button.

- 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.
- 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.



- The newly created performance document will appear. Select the document to open and edit 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**

Job Title: Lead Budget Analyst | Manager: Turner Craig  
Document Type: Performance Document | Period: 10/01/2022 - 09/30/2023  
Template: GSA Annual Performance Plan | Document ID: 31  
Status: In Progress | 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

[Expand](#) | [Collapse](#)

- 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.



Performance Document

### Add Element

- A** Add pre-defined element
- B** Add your own element
- C** Copy element from my Documents
- D** Copy element from My Team's Documents

[Next](#)

- a. **Option A: Add predefined element:** add an element from the content library.
7. On the **Add a Pre-Defined Element** screen, choose **Element Group** from the Element Group Type drop-down menu and **Leadership Elements** from the Element Group drop-down menu.
8. Select the **Search** button.

Performance Process

Performance Document

### Add a Pre-Defined Element

To search for Elements to add to the document select the search button. You can also enter search criteria to help refine your results.

**Search Criteria**

Title

Element Group Type: Element Group

Element Group: Leadership Elements

**Search** Clear

Return

9. From the Search Results, select the checkbox by **Leading People**, and choose the **Add** button to continue.

Performance Process

Performance Document

### Add a Pre-Defined Element

To search for Elements to add to the document select the search button. You can also enter search criteria to help refine your results.

**Search Criteria**

Title

Element Group Type: Element Group

Element Group: Leadership Elements

Search Clear

**Search Results** Personalize | 1-5 of 5

Leading Change

**Leading People**

Results Driven

Business Acumen

Building Coalitions

Select All Deselect All

**Add**

Return



- Under the Leading People [Leadership] section, indicate the percentage this specific measure will be weighted in the **Weight** field.
- Select the **Add Specific Measure** hyperlink.

The screenshot shows the 'Performance Document' interface for 'Establish Performance Plan - Update and Approve'. The left sidebar lists various steps and tasks. The main content area is divided into sections: 'Section 1 - Position Description Review Certification' and 'Section 2 - GSA Elements'. Under 'Section 2 - GSA Elements', there is a sub-section for 'Leading People [Leadership]'. This section includes a 'Measurement' field with the text 'General Measure: Quality, quantity, and timeliness'. Below this, there are fields for 'Critical: Yes' and 'Stretch Goal: No'. The 'Weight' field is set to 5% and is highlighted with a red box. Below the weight field, there is a checkbox for 'Aligns To Organizational Goals & Objectives' and a button labeled 'Add Specific Measure' which is also highlighted with a red box.

- On the Add a Specific Measure screen, select the radio button **Add pre-defined Specific Measure**, and choose the **Next** button.

The screenshot shows the 'Add a Specific Measure' screen. The main heading is 'Add a Specific Measure'. Below the heading, there is a message: '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.' There are two radio buttons: 'Add pre-defined Specific Measure' (which is selected and highlighted with a red box) and 'Add your own Specific Measure'. Below the radio buttons, there is a 'Next' button (highlighted with a red box) and a 'Return' button.

- On the Add a GSA Elements Specific Measure screen, leave the Specific Measure field blank, and select the **Search** button.

The screenshot shows the 'Add a GSA Elements Specific Measure' screen. The main heading is 'Add a GSA Elements Specific Measure'. Below the heading, there is a 'Search Criteria' field. Below the search criteria field, there is a 'Specific Measure' field which is currently blank. Below the 'Specific Measure' field, there are two buttons: 'Search' (highlighted with a red box) and 'Clear'. Below the buttons, there is a 'Return' button.

- From the Search Results, select the checkbox by **Leveraging Diversity**, and choose the **Add Specific Measure(s)** button to continue.



The screenshot shows the 'Performance Document' interface. On the left, a 'Steps and Tasks' sidebar lists various stages of the performance process, with 'Establish Performance Plan' selected. The main area is titled 'Add a GSA Elements Specific Measure'. It features a search bar with 'Search Criteria' and a 'Specific Measure' input field. Below the search bar are 'Search' and 'Clear' buttons. The search results are displayed in a table with columns for 'GSA Elements Specific Measure(s)', 'Personalize', 'First', '1-5 of 5', and 'Last'. The results list several measures, with 'Leveraging Diversity' checked and highlighted by a red box. Below the table are 'Select All', 'Deselect All', and 'Add Specific Measure(s)' buttons, with the latter also highlighted by a red box. A 'Return' link is at the bottom.

15. The **Leveraging Diversity** specific measure will appear under the **Leading People [Leadership]** section.

The screenshot shows the 'Performance Document' interface for 'Establish Performance Plan - Update and Approve'. The left sidebar shows the 'Steps and Tasks' sidebar with 'Establish Performance Plan' selected. The main area displays the 'Leading People [Leadership]' section. Under this section, the 'Leveraging Diversity' specific measure is highlighted with a red box. The measure details include: 'Measurement: General Measure: Quality, quantity, and timeliness', 'Derived from: Position description, OPM Executive core qualifications and supervisory guide', 'Critical: Yes', 'Stretch Goal: No', and 'Weight: 0 %'. Below this, the 'Aligns To Organizational Goals & Objectives' section is visible. The 'Leveraging Diversity' description states: 'Description: Recruits, develops, and retains a diverse high quality workforce in an equitable manner. Leads and manages an inclusive workplace that maximizes the talents of each person to achieve sound business results. Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization. Develops and uses measures and rewards to hold self and others accountable for achieving results that embody the principles of diversity.' The 'Measures' section includes: '3- Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to maximize agency achievements. Consistent in word and action. Addresses allegations of discrimination, harassment, and retaliation; seeks early dispute resolution and communicates promptly with upper-level management and human resources. Supports and promotes EEO policies/programs and Agency diversity efforts through effective leadership and actions. Provides a workplace free from discrimination, harassment, and retaliation. Addresses employee concerns in a timely and thorough manner and initiates appropriate follow-up actions to resolve conflicts. Respects cultural diversity and differences creating an environment where people work together to achieve organizational goals.' A pencil icon is visible next to the measure name, indicating it can be edited.

16. To edit the **Leading People** critical element or the **Leveraging Diversity** specific measure, click on the pencil icon.



**Performance Process**

Steps and Tasks

Performance Document  
10/01/2019 - 07/30/2020

- Establish Performance Plan  
Due Date: 11/14/2019  
Update
- Complete Mid-Year Self-Assessment  
Due Date: 06/01/2020
- Nominate Participants  
Due Date: 11/16/2020
- Complete Self-Assessment  
Due Date: 11/16/2020
- Review Manager Evaluation  
Due Date: 11/16/2020

**Performance Document**

Return to Current Documents **Save**

### Establish Performance Plan - Update

Measurement: General Measure: Quality, quantity, and timeliness

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

- Critical: Yes
- Stretch Goal: No

Weight: 0 %

Aligns To  
Organizational  
Goals & Objectives

**Leveraging Diversity**

Description: Recruits, develops, and retains a diverse high quality workforce in an equitable manner. Leads and manages an inclusive workplace that maximizes the talents of each person to achieve sound business results. Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization. Develops and uses measures and rewards to hold self and others accountable for achieving results that embody the principles of diversity.

Measures:

3- Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to maximize agency achievements. Consistent in word and action. Addresses allegations of discrimination, harassment, and retaliation; seeks early dispute resolution.

17. Edit the **Leading People** critical element or the **Leveraging Diversity** specific measure and click **Update**. Note: By editing the **Leveraging Diversity** specific measure you can now add other levels of performance.

**Performance Process**

Steps and Tasks

Performance Document  
10/01/2019 - 07/30/2020

- Establish Performance Plan  
Due Date: 11/14/2019  
Update
- Complete Mid-Year Self-Assessment  
Due Date: 06/01/2020
- Nominate Participants  
Due Date: 11/16/2020
- Complete Self-Assessment  
Due Date: 11/16/2020
- Review Manager Evaluation  
Due Date: 11/16/2020

**Performance Document**

### Edit Sub-Item

**Leading People**

Title: Leveraging Diversity

Standards 1-5 (Level 3 Required)

others accountable for achieving results that embody the principles of diversity.

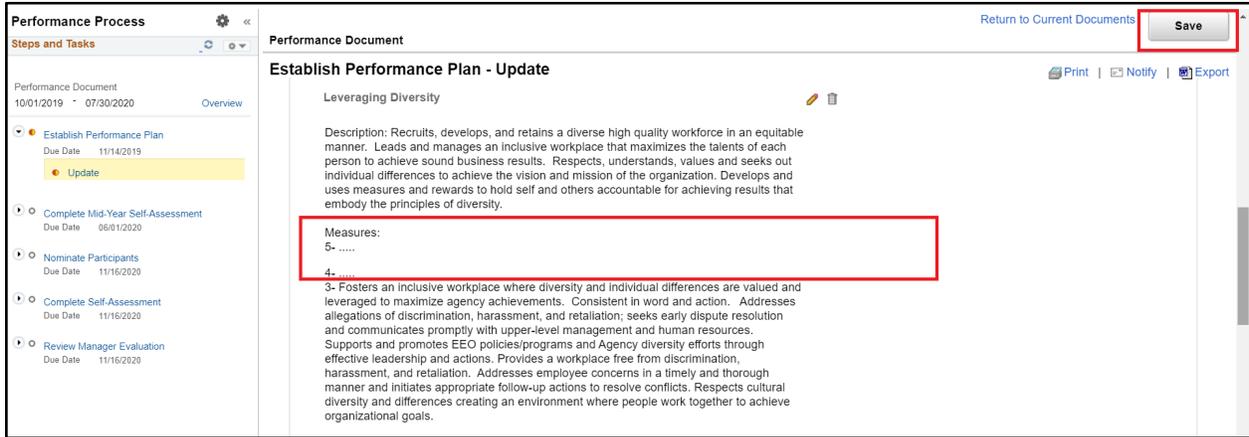
Measures:

- 5- .....
- 4- .....
- 3- Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to maximize agency achievements. Consistent in word and

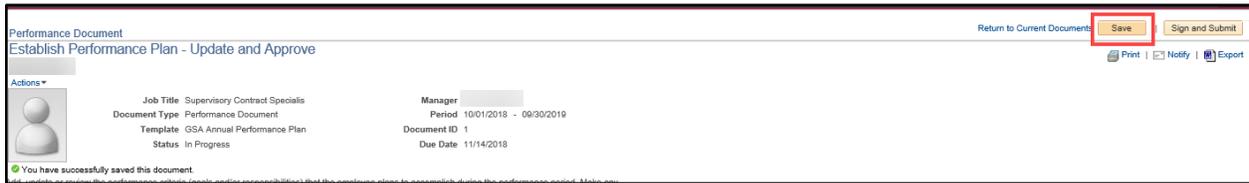
**Update**

Return

18. Choose the **Save** button at the top right of the screen to save the performance plan.

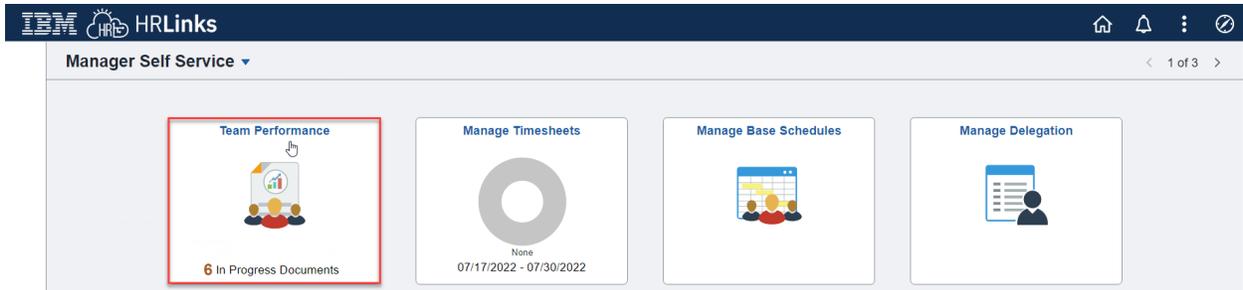


19. Choose the **Save** button at the top right of the screen to save the performance plan. **You have successfully added the mandatory Leading People Critical Element and Leveraging Diversity Specific Measure to the performance plan.**



## Cloning prior performance plan with Leading People critical element

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



2. From the **Current Documents** screen, select the **Create Documents** button.





3. A **Person Selector** dialogue box will appear. Select the employee for whom you would like to create the performance plan, and select the **Continue** button.

The **Person Selector** dialog box contains a search bar and a table of employees. The **Continue** button is highlighted in red. The table lists three employees: Angel Contreras, Bernard Cooper (selected), and Craig Simmons.

<input type="checkbox"/>	Name / Title / ID	Directs / Total	Department
<input type="checkbox"/>	<b>Angel Contreras</b> Budget Analyst 00000743		Operations Division
<input checked="" type="checkbox"/>	<b>Bernard Cooper</b> Financial Management Officer 00000738		FAS Financial Services Divisio
<input type="checkbox"/>	<b>Craig Simmons</b> Contract Specialist 00000027		Branch C

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

The **Create Document** dialog box includes fields for **Period Begin Date** (10/01/2019), **Period End Date** (09/30/2020), **Document Type** (Performance Document), and a **Clone from Prior Document** slider set to **Yes**. A search field for **Prior Document** shows a previous document: 10/01/2017 09/30/2018 GSA Annual Performance Plan. The **Create** button is highlighted in red.

- 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 **Yes** from the **Clone from Prior Document** slider switch. Select the document to that is to be cloned.
- d. Select the magnifying glass to the right of the *Prior Document* field, and choose the past performance plan you would like to clone from those listed. The employee's name will populate the **Prior Document** field, and details of the plan will appear just below.
- e. Select the **Create** button.



- The newly created performance document will appear. Select the document to open and edit 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

[Expand](#) | [Collapse](#)

- Under the Leading People [Leadership] section, update the percentage this specific measure will be weighted in the **Weight** field.
- Select the **Add Specific Measure** hyperlink.



9. On the Add a Specific Measure screen, select the radio button **Add pre-defined Specific Measure**, and choose the **Next** button.

10. On the *Add a GSA Elements Specific Measure* screen, leave the **Specific Measure** field **blank**, and select the **Search** button.

11. From the Search Results, select the checkbox by **Leveraging Diversity**, and choose the **Add Specific Measure(s)** button to continue.



The screenshot shows the 'Performance Document' interface. On the left, a sidebar lists 'Steps and Tasks' for a performance document created on 10/01/2018 and due on 09/30/2019. The first task, 'Establish Performance Plan', is selected. The main area is titled 'Add a GSA Elements Specific Measure'. It features a search criteria field, a search button, and a search results table. The table lists several GSA Elements Specific Measures, with 'Leveraging Diversity' selected. Below the table are buttons for 'Select All', 'Deselect All', and 'Add Specific Measure(s)'. A 'Return' link is also visible.

12. The **Leveraging Diversity** specific measure will appear under the **Leading People [Leadership]** section.

The screenshot shows the 'Performance Document' interface with the 'Establish Performance Plan - Update and Approve' document selected. The main area displays the details for the 'Leading People [Leadership]' section. A red box highlights the 'Leveraging Diversity' specific measure. The measure is described as: 'Description: Recruits, develops, and retains a diverse high quality workforce in an equitable manner. Leads and manages an inclusive workplace that maximizes the talents of each person to achieve sound business results. Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization. Develops and uses measures and rewards to hold self and others accountable for achieving results that embody the principles of diversity.' Below the description, there are fields for 'Measures' and 'Weight'. A pencil icon is visible next to the description, indicating it can be edited. The document was created by Jay Broach on 06/05/2019 at 2:58PM.

13. To edit the **Leading People** critical element or the **Leveraging Diversity** specific measure, click on the pencil icon.



**Performance Process**

Steps and Tasks

Performance Document  
10/01/2019 - 07/30/2020

- Establish Performance Plan  
Due Date: 11/14/2019  
Update
- Complete Mid-Year Self-Assessment  
Due Date: 06/01/2020
- Nominate Participants  
Due Date: 11/16/2020
- Complete Self-Assessment  
Due Date: 11/16/2020
- Review Manager Evaluation  
Due Date: 11/16/2020

**Performance Document**

Return to Current Documents **Save**

**Establish Performance Plan - Update**

Measurement: General Measure: Quality, quantity, and timeliness

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

- Critical: Yes
- Stretch Goal: No

Weight: 0 %

Aligns To  
Organizational  
Goals & Objectives

**Leveraging Diversity**

Description: Recruits, develops, and retains a diverse high quality workforce in an equitable manner. Leads and manages an inclusive workplace that maximizes the talents of each person to achieve sound business results. Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization. Develops and uses measures and rewards to hold self and others accountable for achieving results that embody the principles of diversity.

Measures:

3- Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to maximize agency achievements. Consistent in word and action. Addresses allegations of discrimination, harassment, and retaliation; seeks early dispute resolution.

14. Edit the **Leading People** critical element or the **Leveraging Diversity** specific measure and click **Update**. Note: By editing the **Leveraging Diversity** specific measure you can now add other levels of performance.

**Performance Process**

Steps and Tasks

Performance Document  
10/01/2019 - 07/30/2020

- Establish Performance Plan  
Due Date: 11/14/2019  
Update
- Complete Mid-Year Self-Assessment  
Due Date: 06/01/2020
- Nominate Participants  
Due Date: 11/16/2020
- Complete Self-Assessment  
Due Date: 11/16/2020
- Review Manager Evaluation  
Due Date: 11/16/2020

**Performance Document**

**Edit Sub-Item**

**Leading People**

Title: Leveraging Diversity

Standards 1-5 (Level 3 Required)

others accountable for achieving results that embody the principles of diversity.

Measures:

5- .....

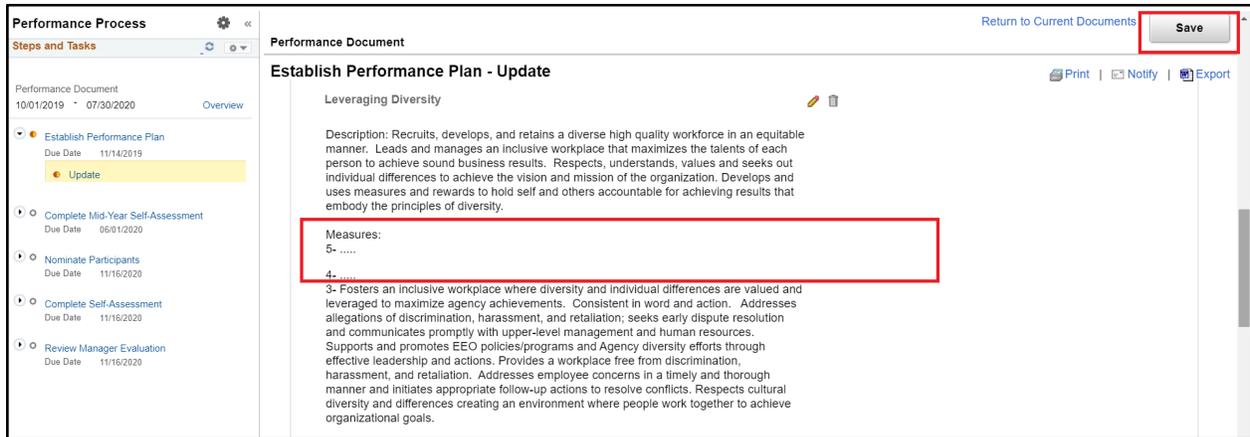
4- .....

3- Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to maximize agency achievements. Consistent in word and

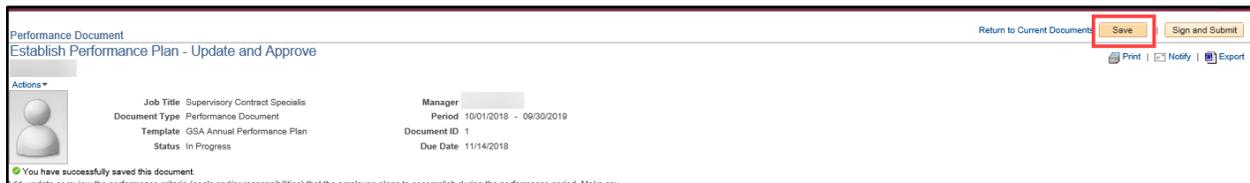
**Update**

Return

15. Choose the **Save** button at the top right of the screen to save the performance plan.

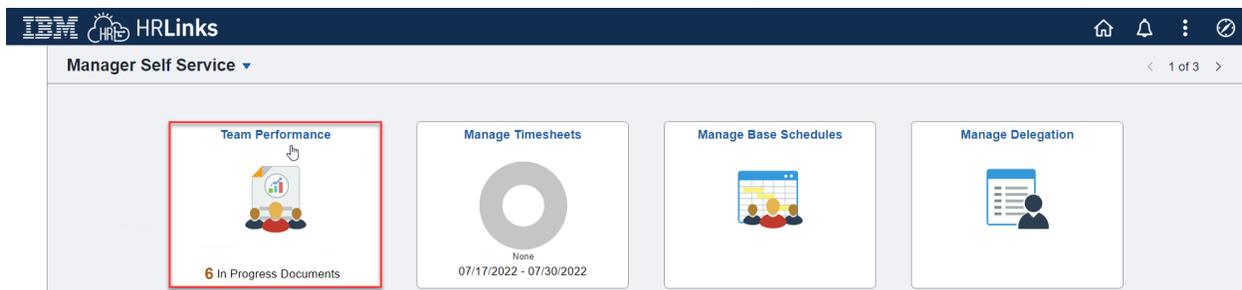


16. Choose the **Save** button at the top right of the screen to save the performance plan. **You have successfully added the mandatory Leading People Critical Element and Leveraging Diversity Specific Measure to the performance plan.**

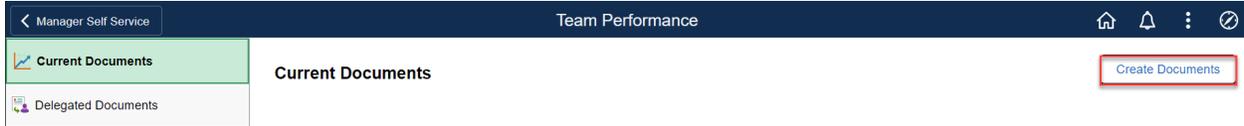


## Clone prior performance plan without Leading People critical element

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



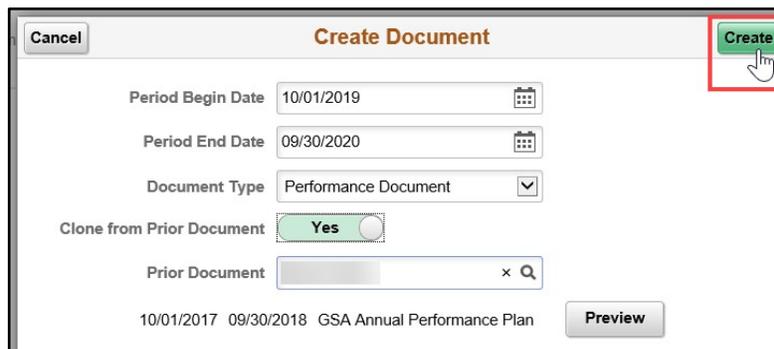
2. From the **Current Documents** screen, select the **Create Documents** button.



3. A **Person Selector** dialogue box will appear. Select the employee for whom you would like to create the performance plan, and select the **Continue** button.



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



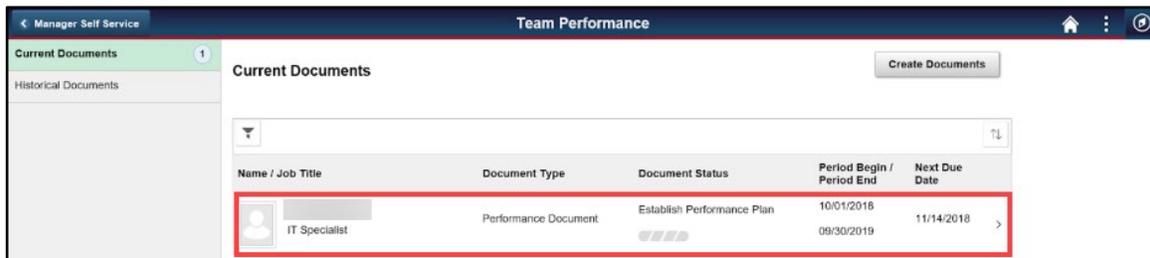
- a. Select the calendar icon  to choose the **Start Date** and **End Date**.
- b. Select **Performance Document** from the **Document Type** drop-down menu.
- c. Select **Yes** from the **Clone from Prior Document** slider switch. Select the document to that is to be cloned.
- d. Select the magnifying glass to the right of the *Prior Document* field, and choose the past performance plan you would like to clone from those listed.



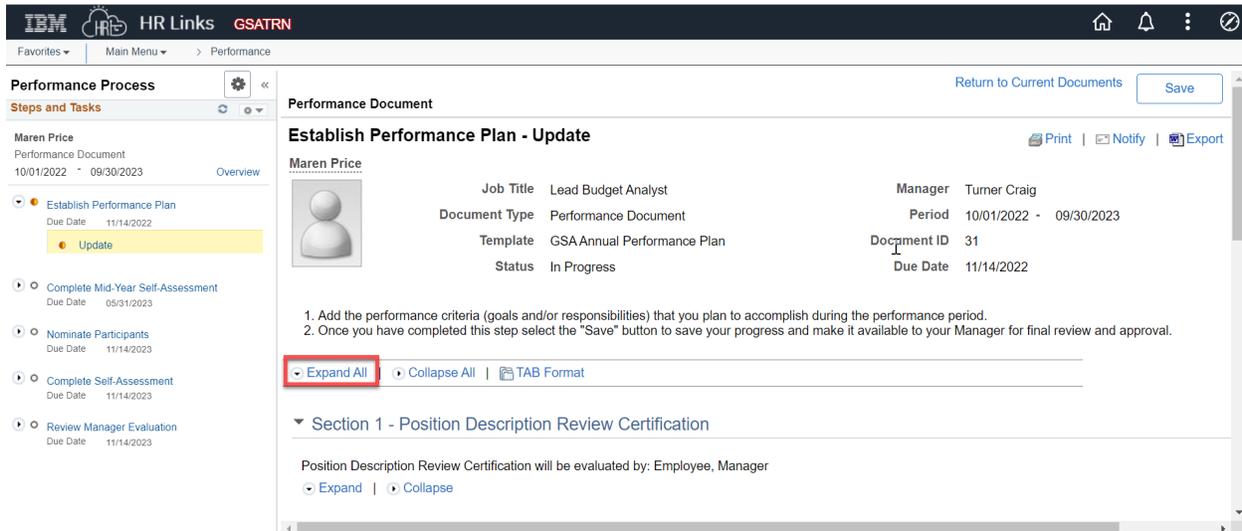
The employee's name will populate the **Prior Document** field, and details of the plan will appear just below.

e. Select the **Create** button.

5. The newly created performance document will appear. Select the document to open and edit 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.



7. Choose the **Add Critical Element** hyperlink under the GSA Elements section.



Performance Process

Performance Document

Establish Performance Plan - Update and Approve

Return to Current Documents | Save | Sign and Submit

Print | Notify | Export

Actions

Job Title IT Specialist (CUSTSPT) Manager

Document Type Performance Document Period 10/01/2018 - 09/30/2019

Template GSA Annual Performance Plan Document ID 42366

Status In Progress Due Date 11/14/2018

Add, update or review the performance criteria (goals and/or responsibilities) that the employee plans to accomplish during the performance period. Make any necessary adjustments to the criteria and review your changes with the employee. Once the performance criteria is correct, select the "Sign and Submit" button to complete this step.

Expand All Collapse All TAB Format Adjust Dates

Section 1 - GSA Elements

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

Expand Collapse Organizational Goals & Objectives Add Critical Element

Training Coordination

Communications development

Team Collaboration and Individual Expertise Development

Customer Satisfaction and Customer Relationship Improvement

8. Choose the **Add pre-defined element** radio button, and select the **Next** button.

Performance Process

Performance Document

Add Element

Add pre-defined element

Add your own element

Copy element from my Documents

Copy element from My Team's Documents

Next

Return

9. On the **Add a Pre-Defined Element** screen, choose **Element Group** from the Element Group Type drop-down menu and **Leadership Elements** from the Element Group drop-down menu.

10. Select the **Search** button.

Performance Process

Performance Document

Add a Pre-Defined Element

To search for Elements to add to the document select the search button. You can also enter search criteria to help refine your results.

Search Criteria

Title

Element Group Type Element Group

Element Group Leadership Elements

Search Clear

Return

11. From the Search Results, select the checkbox by **Leading People**, and choose the **Add** button to continue.



Performance Process

Performance Document

Steps and Tasks

Performance Document  
10/01/2018 - 09/30/2019

Overview

- Establish Performance Plan  
Due Date: 11/14/2018  
**Update and Submit**
- Complete Mid-Year Progress Review  
Due Date: 05/31/2019
- Nominate Participants  
Due Date: 11/14/2019
- Review Participant Evaluations  
Due Date: 11/14/2019
- Review Employee Self-Assessment  
Due Date: 11/14/2019
- Complete Manager Evaluation  
Due Date: 11/14/2019

Performance Document

Add a Pre-Defined Element

To search for Elements to add to the document select the search button. You can also enter search criteria to help refine your results.

Search Criteria

Title

Element Group Type: Element Group

Element Group: Leadership Elements

Search Clear

Search Results Personalize | 1-5 of 5

GSA Elements

- Leading Change
- Leading People**
- Results Driven
- Business Acumen
- Building Coalitions

Select All Deselect All

**Add**

Return

12. Under the Leading People [Leadership] section, indicate the percentage this specific measure will be weighted in the **Weight** field.

13. Select the **Add Specific Measure** hyperlink.

Performance Process

Performance Document

Steps and Tasks

Performance Document  
10/01/2018 - 09/30/2019

Overview

- Establish Performance Plan  
Due Date: 11/14/2018  
**Update and Submit**
- Complete Mid-Year Progress Review  
Due Date: 05/31/2019
- Nominate Participants  
Due Date: 11/14/2019
- Review Participant Evaluations  
Due Date: 11/14/2019
- Review Employee Self-Assessment  
Due Date: 11/14/2019
- Complete Manager Evaluation  
Due Date: 11/14/2019

Performance Document

Establish Performance Plan - Update and Approve

Expand All Collapse All TAB Format

Section 1 - Position Description Review Certification

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

Expand Collapse Add Item

Position Description Review Certification

Section 2 - GSA Elements

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

Expand Collapse Organizational Goals & Objectives Add Critical Element

Leading People [Leadership]

Measurement: General Measure: Quality, quantity, and timeliness

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

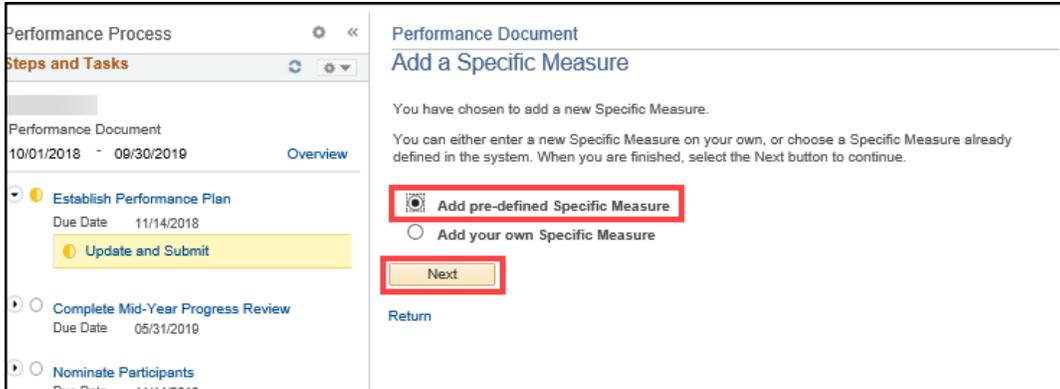
- Critical: Yes
- Stretch Goal: No

Weight 0 %

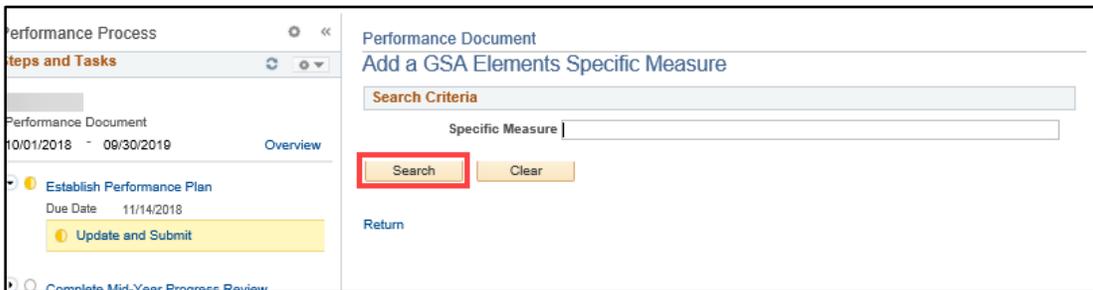
Aligns To Organizational Goals & Objectives

**Add Specific Measure**

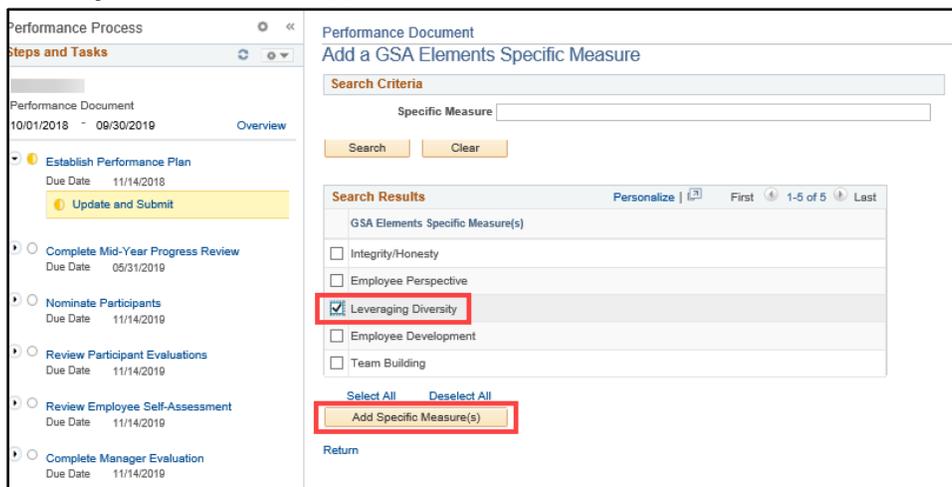
14. On the Add a Specific Measure screen, select the radio button **Add pre-defined Specific Measure**, and choose the **Next** button.



15. On the Add a GSA Elements Specific Measure screen, leave the Specific Measure field blank, and select the **Search** button.



16. From the Search Results, select the checkbox by **Leveraging Diversity**, and choose the **Add Specific Measure(s)** button to continue.



17. The Leveraging Diversity specific measure will appear under the Leading People [Leadership] section.



Performance Process

Performance Document

10/01/2018 - 09/30/2019

Overview

- Establish Performance Plan  
Due Date 11/14/2018  
Update and Submit
- Complete Mid-Year Progress Review  
Due Date 05/31/2019
- Nominate Participants  
Due Date 11/14/2019
- Review Participant Evaluations  
Due Date 11/14/2019
- Review Employee Self-Assessment  
Due Date 11/14/2019
- Complete Manager Evaluation  
Due Date 11/14/2019

Performance Document

Establish Performance Plan - Update and Approve

Return to Current Documents Save Sign and Submit

Print Notify Export

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 0 %

Aligns To Organizational Goals & Objectives

Leveraging Diversity

Description: Recruits, develops, and retains a diverse high quality workforce in an equitable manner. Leads and manages an inclusive workplace that maximizes the talents of each person to achieve sound business results. Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization. Develops and uses measures and rewards to hold self and others accountable for achieving results that embody the principles of diversity.

Measures:

3- Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to maximize agency achievements. Consistent in word and action. Addresses allegations of discrimination, harassment, and retaliation; seeks early dispute resolution and communicates promptly with upper-level management and human resources. Supports and promotes EEO policies/programs and Agency diversity efforts through effective leadership and actions. Provides a workplace free from discrimination, harassment, and retaliation. Addresses employee concerns in a timely and thorough manner and initiates appropriate follow-up actions to resolve conflicts. Respects cultural diversity and differences creating an environment where people work together to achieve organizational goals.

Add Specific Measure

Created By Jay Brosh 06/05/2019 2:58PM

Section 2 - Position Description Review Certification

18. To edit the **Leading People** critical element or the **Leveraging Diversity** specific measure, click on the pencil icon.

Performance Process

Performance Document

10/01/2019 - 07/30/2020

Overview

- Establish Performance Plan  
Due Date 11/14/2019  
Update
- Complete Mid-Year Self-Assessment  
Due Date 06/01/2020
- Nominate Participants  
Due Date 11/16/2020
- Complete Self-Assessment  
Due Date 11/16/2020
- Review Manager Evaluation  
Due Date 11/16/2020

Performance Document

Establish Performance Plan - Update

Return to Current Documents Save

Print Notify Export

Measurement : General Measure: Quality, quantity, and timeliness

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

- Critical: Yes
- Stretch Goal: No

Weight 0 %

Aligns To Organizational Goals & Objectives

Leveraging Diversity

Description: Recruits, develops, and retains a diverse high quality workforce in an equitable manner. Leads and manages an inclusive workplace that maximizes the talents of each person to achieve sound business results. Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization. Develops and uses measures and rewards to hold self and others accountable for achieving results that embody the principles of diversity.

Measures:

3- Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to maximize agency achievements. Consistent in word and action. Addresses allegations of discrimination, harassment, and retaliation; seeks early dispute resolution

19. Edit the **Leading People** critical element or the **Leveraging Diversity** specific measure and click **Update**. *Note: By editing the **Leveraging Diversity** specific measure you can now add other levels of performance.*



20. Choose the **Save** button at the top right of the screen to save the performance plan.

21. Choose the **Save** button at the top right of the screen to save the performance plan.  
**You have successfully added the mandatory Leading People Critical Element and Leveraging Diversity Specific Measure to the 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](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](#)