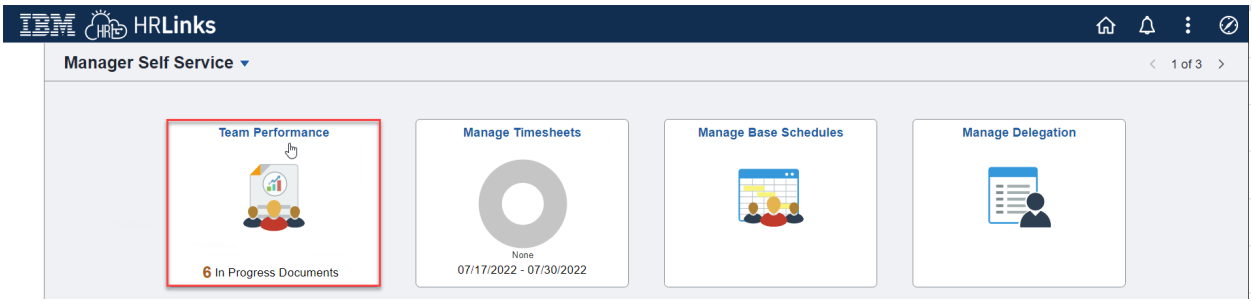
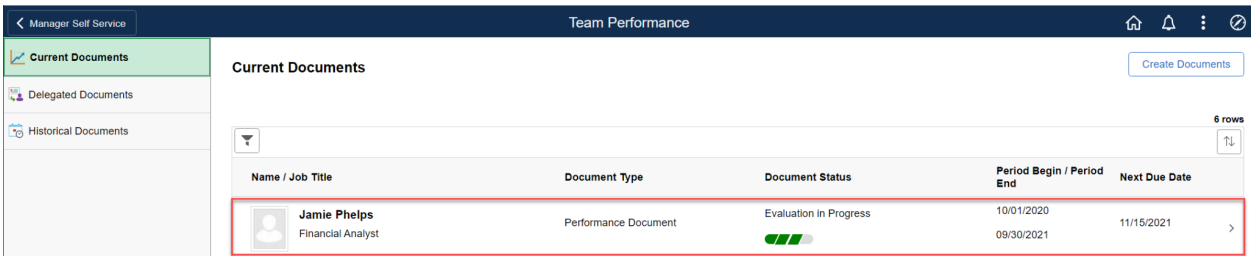
Submit an Evaluation with a 1 or 5 (Supervisor)

Follow this job aid to submit an evaluation as a supervisor in HR Links for a Level 1 or 5.

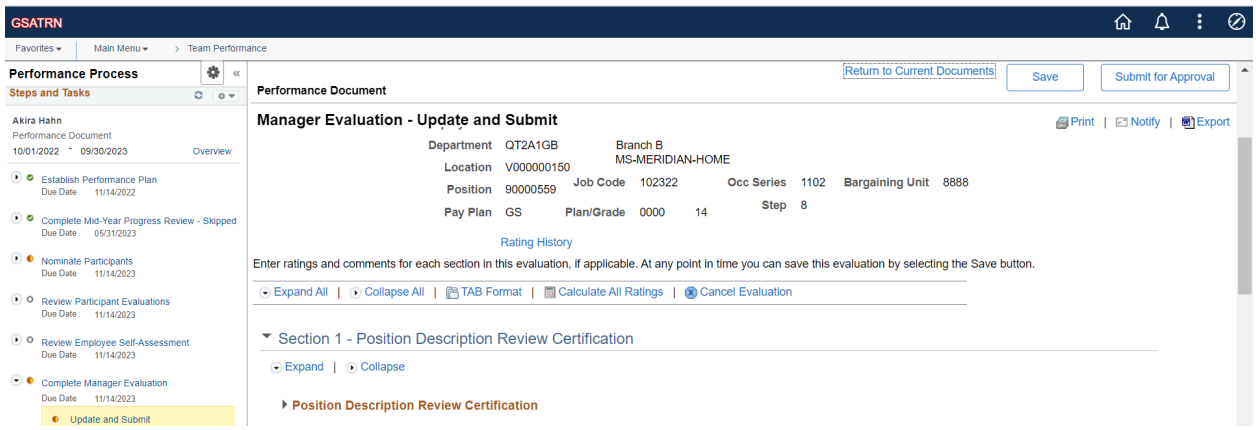
1. Select the **Performance** tile on the Manager Self Service homepage.



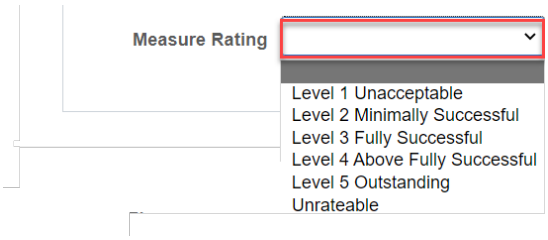
2. Select a Current Performance Document.



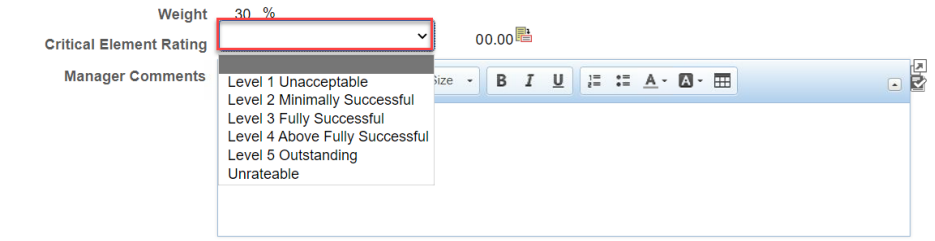
3. When the Performance Document is displayed, it will be in the **Update and Submit** step in the **Complete Manager Evaluation** task.
4. Click "Expand" to view all critical elements & measures.



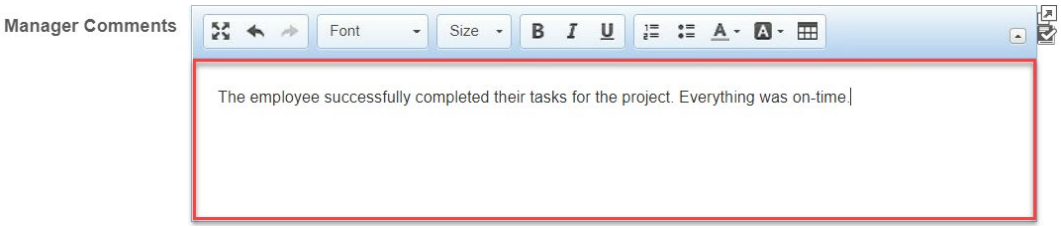
   a. For each Specific Measure (if any), choose a **Level** from the drop-down list for each **Measure Rating**.



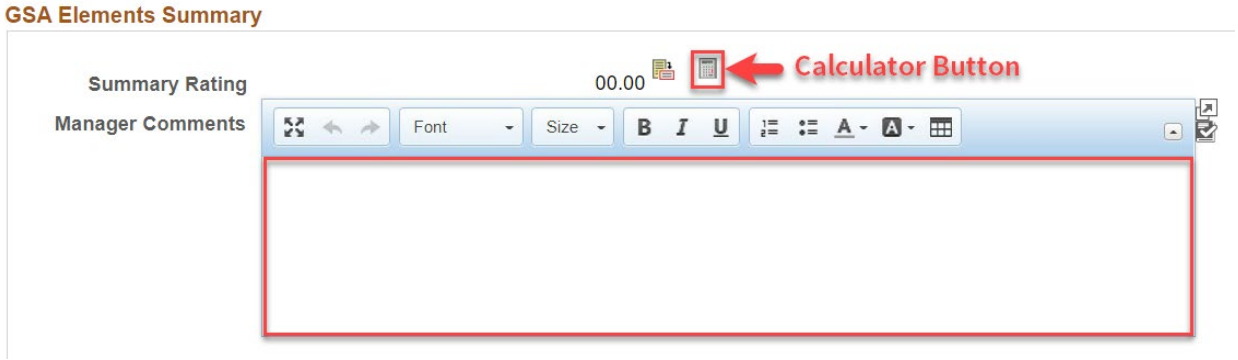
   b. For each Critical Element, choose a **Level** from the drop-down list for each **Critical Element Rating**.



   c. For each Critical Element, describe the employee's performance on that element in the **Manager Comments** text box, if desired.



d. In the GSA Elements Summary area, select the **Calculator** button to calculate the Summary Rating. Then enter comments into the **Manager Comments** text box.



e. At the top of the screen, select the **Save** button and then select the **Submit for Approval** button.

5. In the **Submit for Approval** dialog, select a checkbox in the **Identify Rating Type** section. Then select the **Confirm** button. Note: If this is an end of year evaluation select "Rating of Record (Annual).

Submit for Approval

Validate Dates

*Period Begin Date 10/01/2020 *Period End Date 09/30/2021

Identify Rating Type

☐ **Rating of Record (Annual)**

This is the performance rating prepared at the end of the rating period for performance on all the elements in the performance plan over the entire period and the assignment of a summary rating. The rating period is normally 12 months.

☐ **Summary Rating (Interim)**

A performance rating may include the assignment of a summary rating of all the elements when an employee has served a minimum of 0 days on a plan. A performance summary rating is used for interim appraisals (issued during the performance cycle) and should be considered when issuing an annual rating of record.

☐ **Off-Cycle Rating of Record**

This is a rating of record that is only prepared to document less than fully successful performance or an acceptable level of competence determination for performance of agency-assigned duties during the rating period with the assignment of a summary rating. This type of summary rating is required to support personnel actions associated with within grade increases. Additionally, it should be considered when issuing an annual rating of record.

☐ **Unrateable(less than 120 Days)**

The appraisal of performance compared to the performance standard(s) for the critical element(s) which there has been an opportunity to perform for the minimum period.

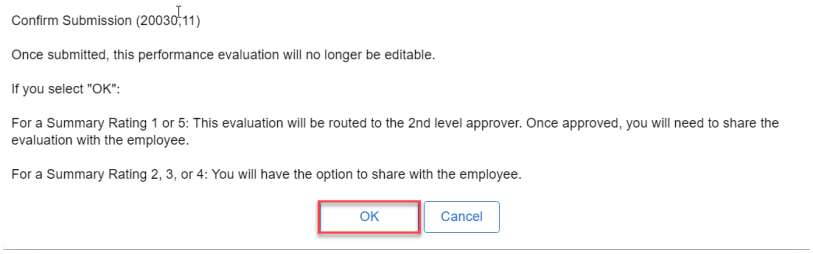
If the employee received a Summary Rating of 1 or 5, this evaluation will automatically be routed to the employee's 2nd level supervisor for review and approval. After the document is approved, you will be required to return to the system and share the document with the employee to complete the evaluation.

If the employee received a Summary Rating of 2, 3, or 4, this evaluation does not require 2nd level review/approval. After selecting "Confirm" on this page, you must select "Share Now" to route the evaluation to the employee for review and acknowledgement. If you are not ready to share with the employee, select "Share Later" and you will need to return to the system to share the document.

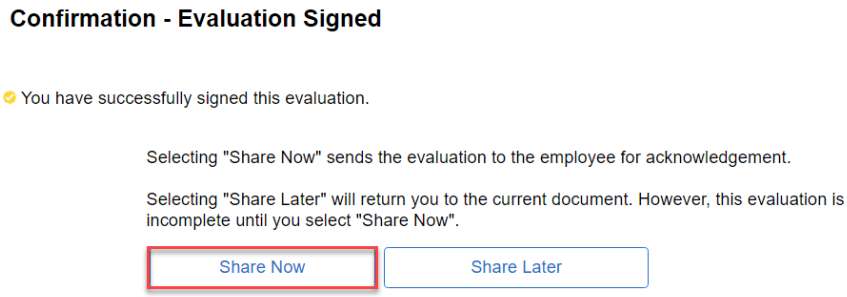
Select "Confirm" to submit the evaluation.

Confirm Cancel

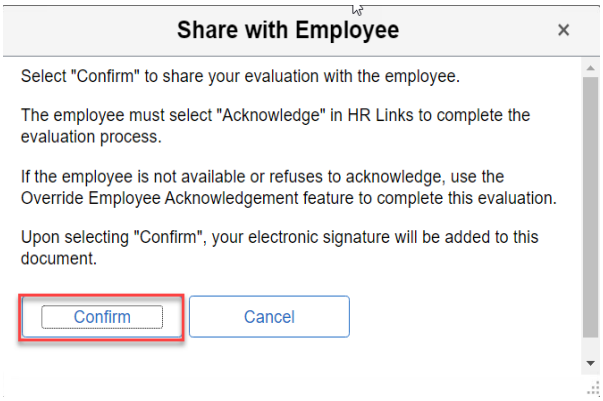
6. In the **Confirm for Submission** dialog, select the **OK** button.



7. The **Confirmation - Evaluation Signed** screen is displayed. For **Summary Rating 2, 3 or 4**, select the **Share Now** button to share the Evaluation with the Employee. They will then have the opportunity to Acknowledge their evaluation.



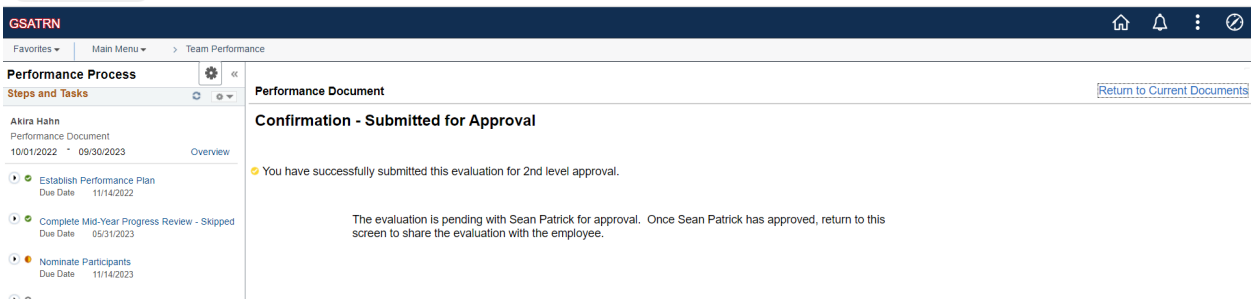
8. The **Share with Employee** dialog is displayed. Select the **Confirm** button.



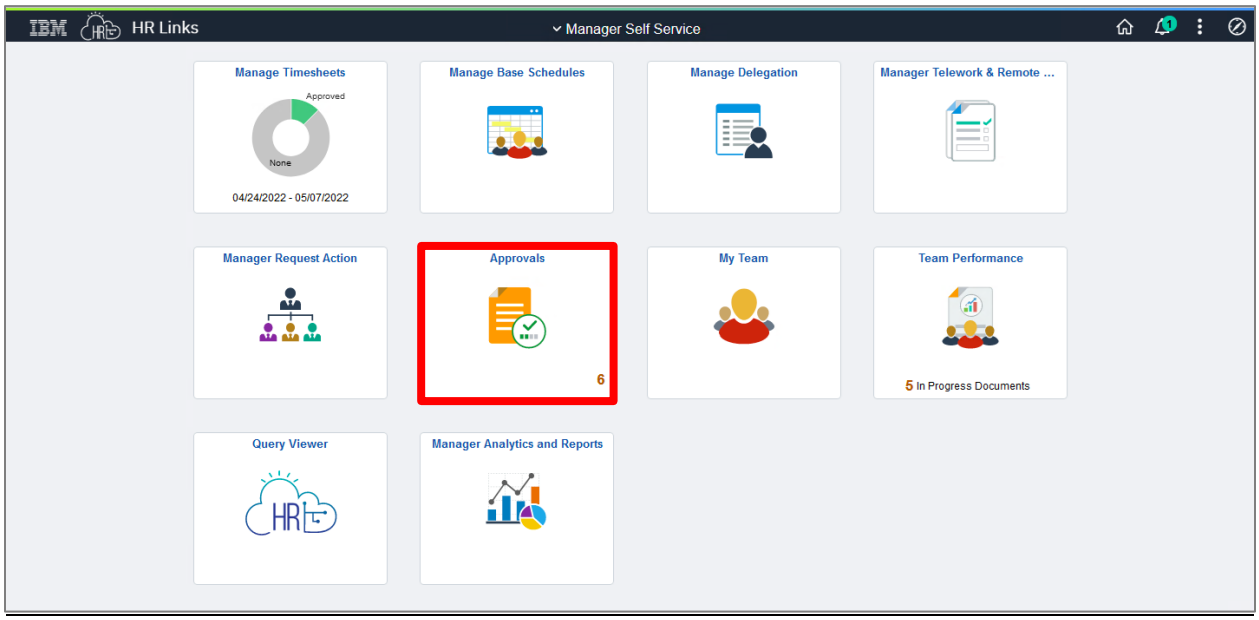
9. The **Confirmation - Evaluation Signed** screen is displayed. **For Summary Rating 1 or 5,** the evaluation will be routed to the 2nd level approver.

   Note: Once approved, it will be returned to you the first level supervisor to "**share with the employee"**. Check the status periodically and that it's with the correct

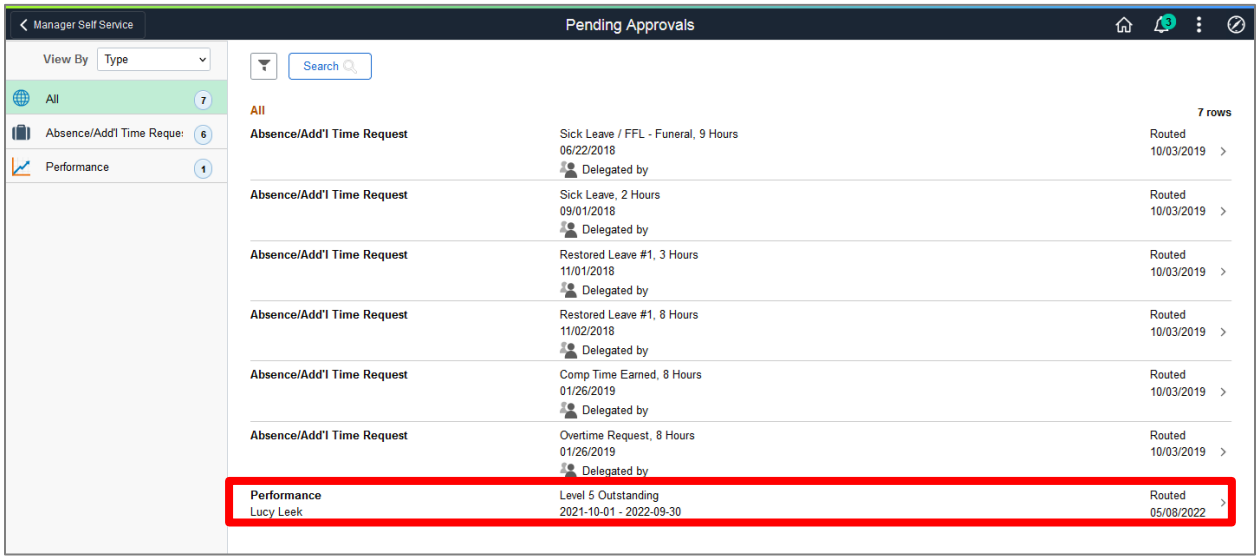
supervisor to ensure that document is approved and is shared with the employee and acknowledged or overridden.



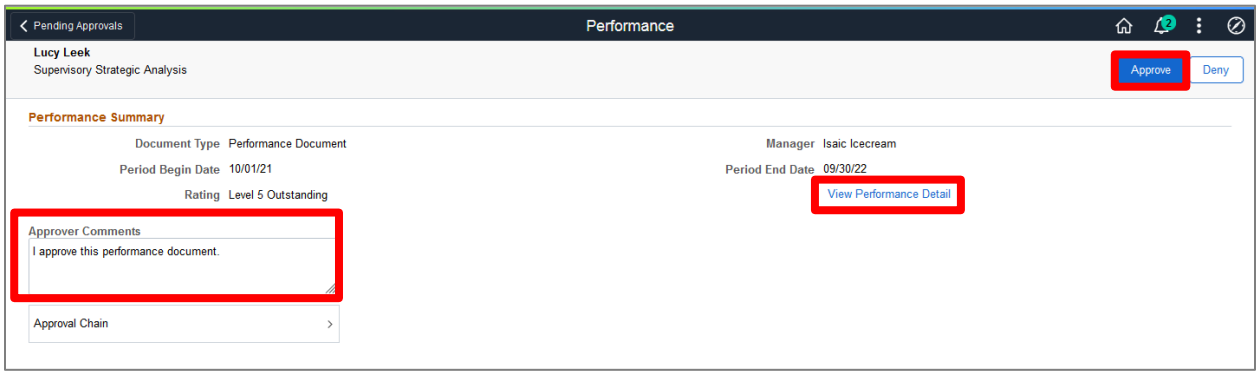
10. **Approve or Deny Rating as a Second Level Supervisor** - If an employee has received a Summary Rating of Level 1 or 5, the evaluation will automatically be routed to the employee's 2nd level supervisor (the employee's supervisor's supervisor) for approval. To approve or deny a Summary Rating of Level 1 or 5 as a 2nd level supervisor, follow the instructions below.
11. Access the Manager Self-Service homepage in HR Links and select the Approvals tile.



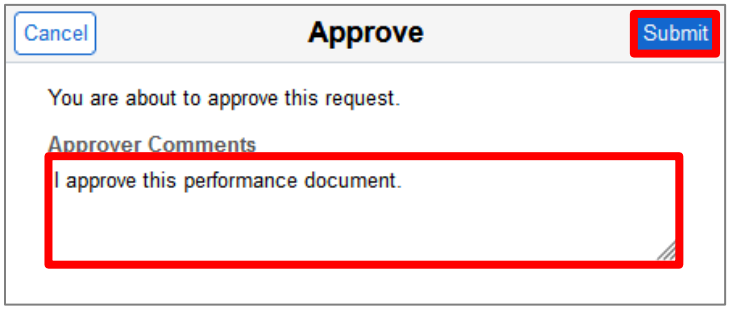
12. On the Pending Approvals page, select the document with "Performance" listed above the employee's name.



13. Review the employee's rating in the Performance Summary section.
14. To view the employee's detailed evaluation, select the View Performance Detail link.
15. If you are ready to Approve/Deny, enter comments in the Approver Comments section.
16. If approving, select Approve. If denying, select Deny.

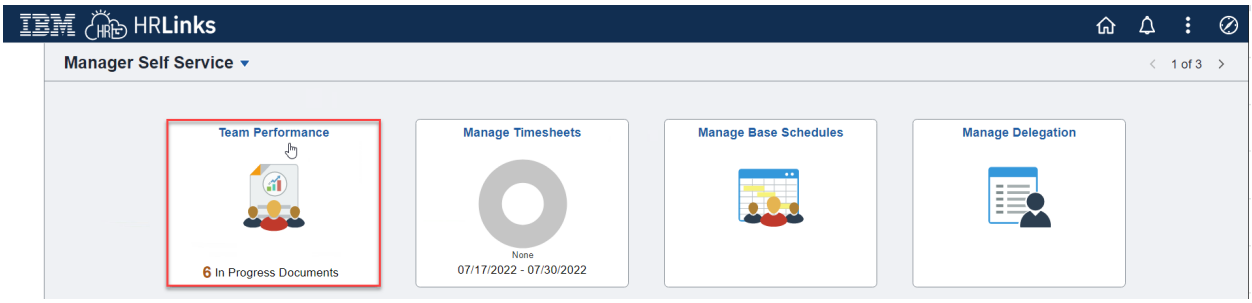


17. If approving, enter or finalize your Approver Comments. Select Submit.

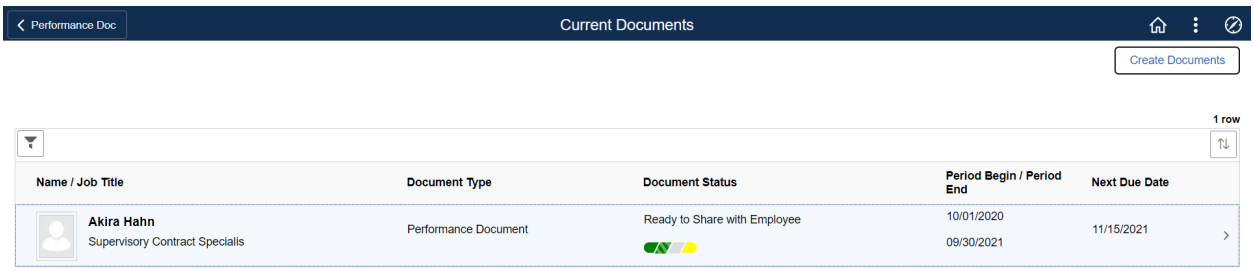


18. **Share Approved Appraisal First Level Supervisor** - Once the second level supervisor approves the Summary Rating, the employee's direct supervisor will be able to **share it with the employee.**

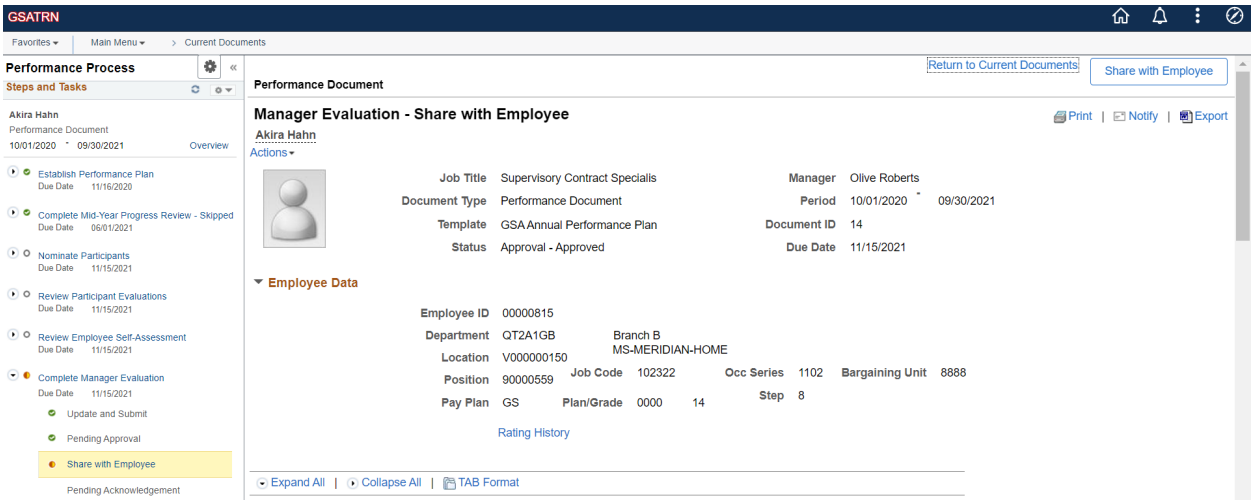
19. Select the **Performance** tile on the Manager Self Service homepage.



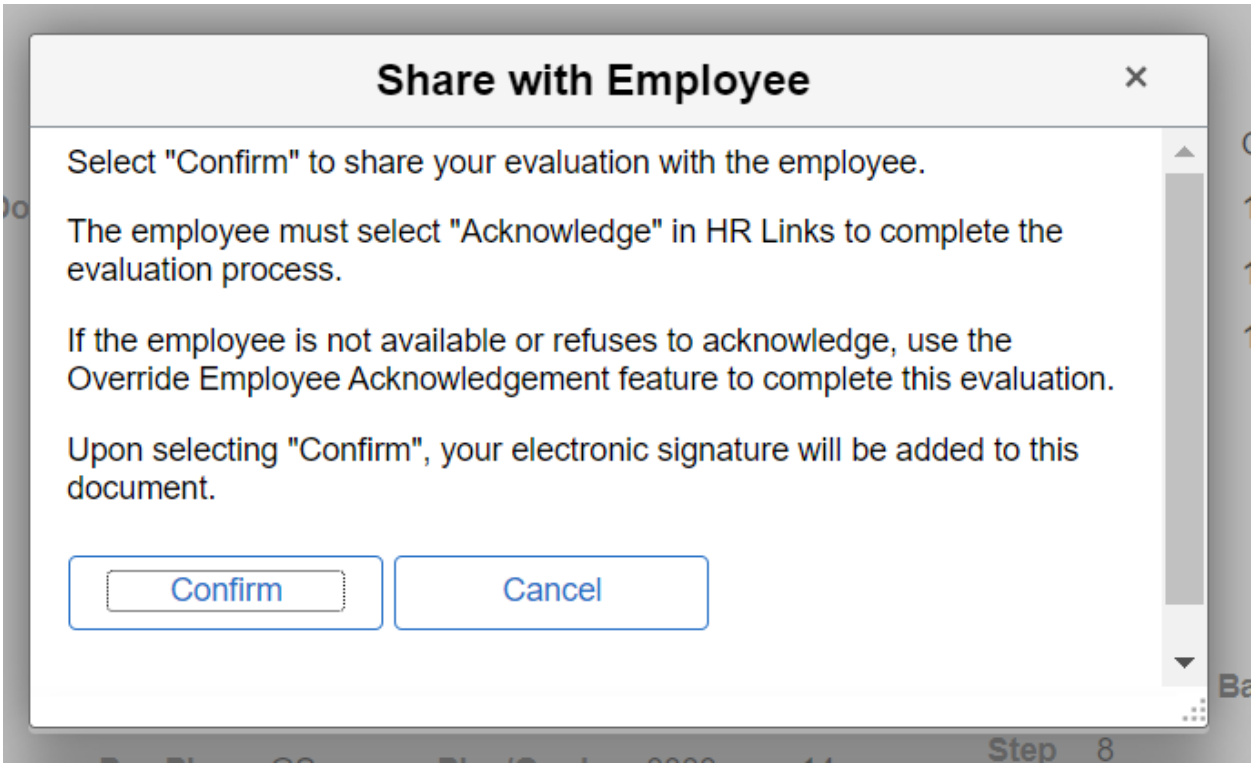
20. Select a Current Performance Document.



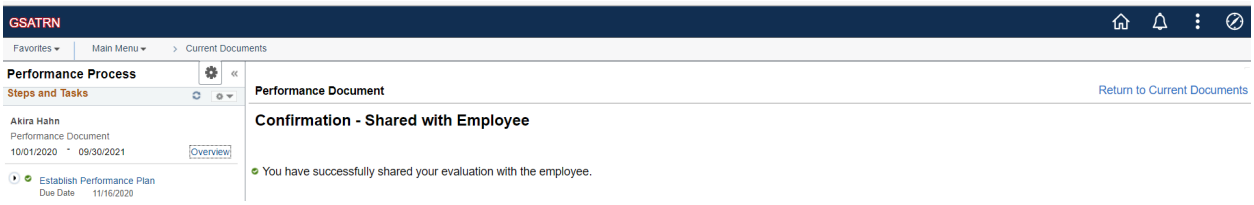
21. Select **Share with Employee**.



22. Select **Confirm.**



23. The document will be shared with the employee for acknowledgement. Note: The employee will need to acknowledge, or the acknowledgement will need to be overridden to close out the appraisal.



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