USA PERFORMANCE℠

Manage Performance, Ensure Success

OPM's Performance Management System for Federal Agencies

USAP VERSION 13 | January 2018

SENIOR EXECUTIVE USER GUIDE

Contents

PART 1: GENERAL INFORMATION

USA Performance (USAP) is an automated, web-based tool that assists Federal agencies in the implementation of their Senior Executive Service (SES) and non-SES performance management programs and systems. USAP enables agencies to automate their performance appraisal process throughout the entire performance rating cycle. Agencies can develop performance plans, track and monitor employees' performance, provide feedback and ratings, and electronically sign performance plans.

BEFORE YOU BEGIN

- USA Performance currently works with Internet Explorer version 10 and above and Google Chrome version 39 and above.
- Your initial password will be provided by your agency's USA Performance point.

- You can access USA Performance via https://usaperformance.opm.gov
- Access to USA Performance is restricted to a specific agency IP addresses. You must be inside your agency firewall or VPN to open the link.
- Proxy users can be assigned by any USA Performance user.

1.1 Login

https://usaperformance.opm.gov → Login

1. Navigate to https://usaperformance.opm.gov
2. Enter your user name and initial password.
3. Click **Sign In**.
4. You will be prompted to change your password.
5. Read and accept the Rules of Behavior.
6. You will be directed to the USA Performance **Home** page.

TIP

Your user name will be your email. You will receive your initial password form your agency's USA Performance point of contact.

Once your initial login is completed, you can use your PIV card for future logins.

PIV Login

1. Navigate to https://usaperformance.opm.gov
2. Insert your PIV card into the card reader.

3. Click **Log on with your Smartcard**.

4. Follow the prompts to enter your credentials.

5. You will be directed to the USA Performance Home page.

1.2 Password Requirements

https://usaperformance.opm.gov → Login

- Executives passwords must be at least eight (8) characters with at least 3 of the following attributes:

  At least one number 0-9
  At least one upper-case letter A-Z
  At least one lower case letter a-z
  At least one special character !*?

- Passwords expire every 120 days.

TIP

Executive user passwords must be at least 12 characters long with at least three of the attributes listed for executives.

- If you forget your password, click **Forgot Password** on the login page. Check your junk folder for a system generated email with the temporary password.

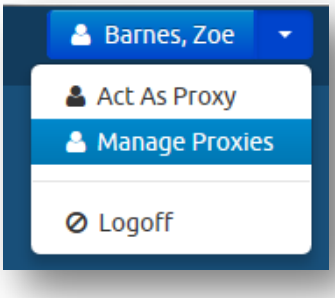
- At least 1 character must be changed from the previous password to the new password when passwords are reset.

- If you enter the wrong password three times in a row, your account **will be locked for 30 minutes**. After 30 minutes, you will be able to access USA Performance with your most current password.

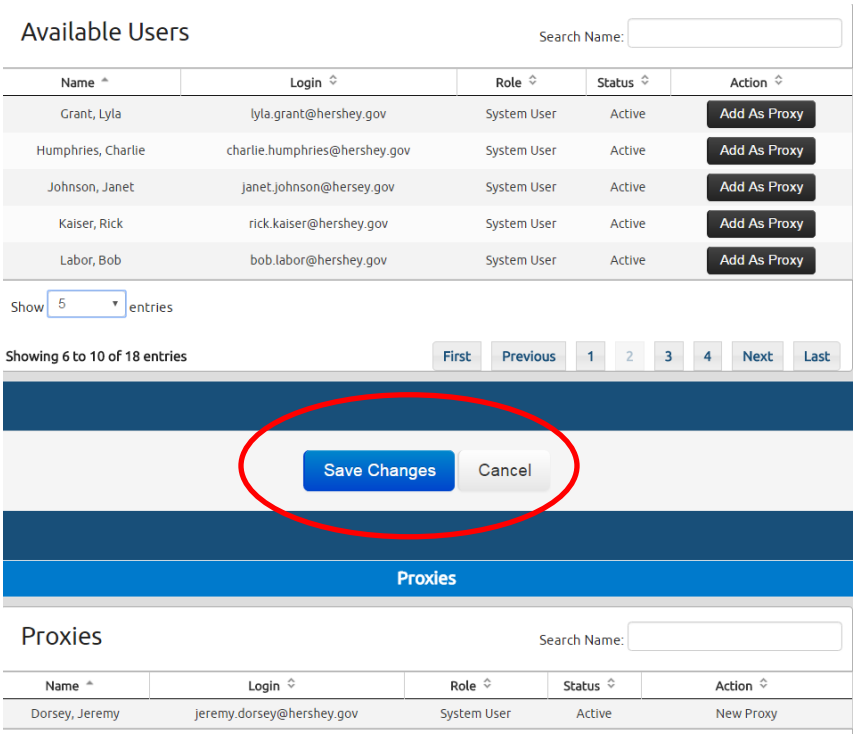
1.3 Assign a Proxy User

Login → Home → User Name Drop Down → Manage Proxies → Add as Proxy

1. Login.
2. Home page will display.
3. Click the dropdown in the upper right-hand corner of the navigation bar and select Manage Proxies.
4. Under the Available Users section, select Add as Proxy for the individual that you would like to assign as proxy user.



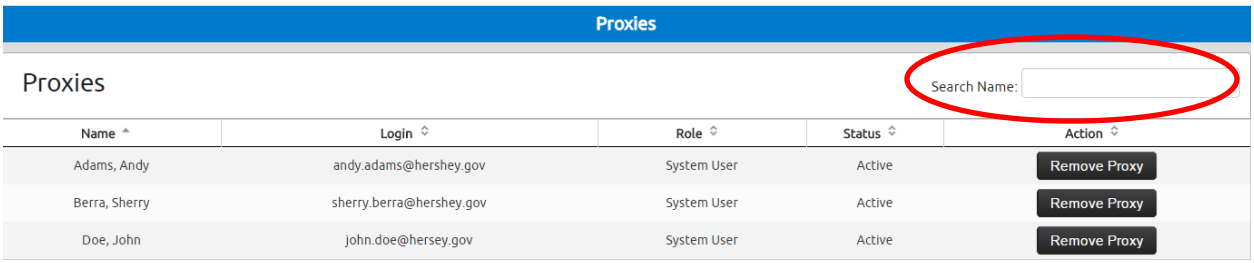
5. The name will appear under the Proxies section and that user will now have the ability to execute the functions of a proxy user.
6. Select Save Changes to confirm the addition of the proxy to the account.



1.4 Search for a Proxy

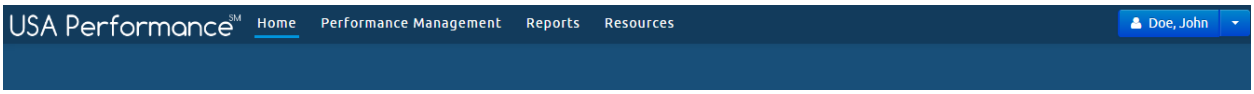
Login → Home → Drop Down → Manage Proxies

1. Go to the dropdown in the upper right-hand corner and select **Manage Proxies**.
2. If the individual has already been designated as a proxy, the name should appear under **Proxies**.
3. If it does not appear, input the name in the **Proxies** search field.
4. If the name still does not appear, input their name in the **Available Users** search field.
5. If the name appears, follow the steps identified above to assign a proxy user.
6. If the name does not appear, contact your Agency/Organizational Administrator to request the addition of the individual's name to the system.

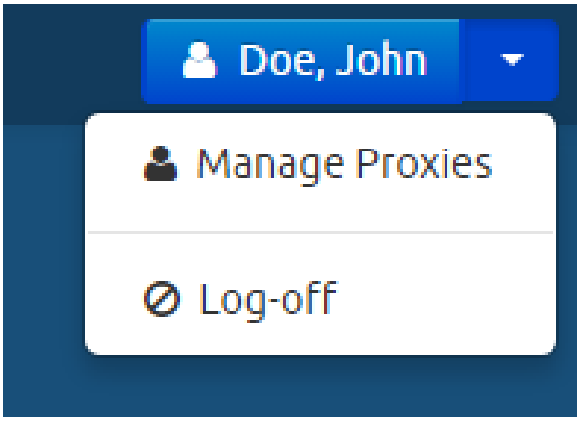


1.5 Act as a Proxy

Login → Home → User Name



1. Login.
2. **Home** page will display.
3. Click the dropdown arrow next to your user name and select **Act As Proxy**.



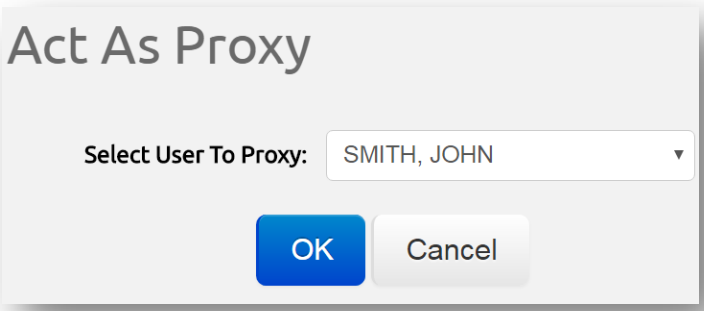
TIP

Proxies can be assigned by any USA Performance user. Assignments may include individuals designated to perform administrative functions.

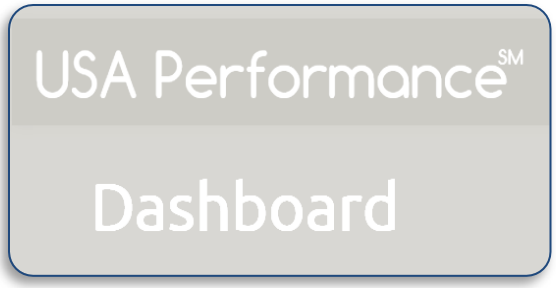
Proxy users **cannot** sign performance plans.

Proxy users can log into USA Performance on behalf of an Executive or Rating Official to edit aspects of their or their subordinate's performance plan. This includes appraisal period, performance requirements, weights, and strategic alignment.

4. **Act As Proxy** box will open. Click the **Select User To Proxy** dropdown and select the name you will proxy.



PART 2: SYSTEM NAVIGATION



The USA Performance dashboard serves as your personal notification center and hub to the systems features.

BEFORE YOU BEGIN

- Note your notifications and dashboard configuration are based on your user role, permissions, and rating cycle.
- Does your dashboard appear different? Verify your Rating Cycle. The Rating Cycle dropdown appears just above My Plan. From the dropdown select the rating cycle and employee designation—SES or Non SES.

2.1 Navigation

Login → Home

1. Login.

2. Home page will display. The navigation bar includes the following tabs:

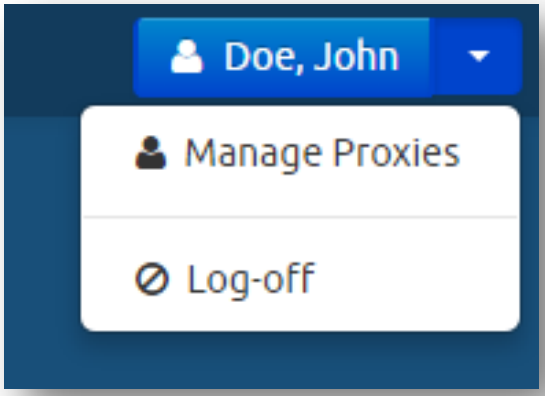
   Home—This button returns you to the Home page where you can see the Dashboard of your performance management actions and alerts.

   Performance Management—This button takes you to the Performance Management section of the system, which has three tabs: Planning, Monitoring, and Rating. Each tab enables you to view which employees are at each phase of their performance plans. If you are unable to find an employee within a certain tab, it is likely because they are at a different phase, which requires referencing the other tabs. Within each tab, you can take action on employee performance plans such as viewing or signing the plans. Any necessary action will be indicated for each employee.

   Reports—Allows you to run an Evaluation Report.

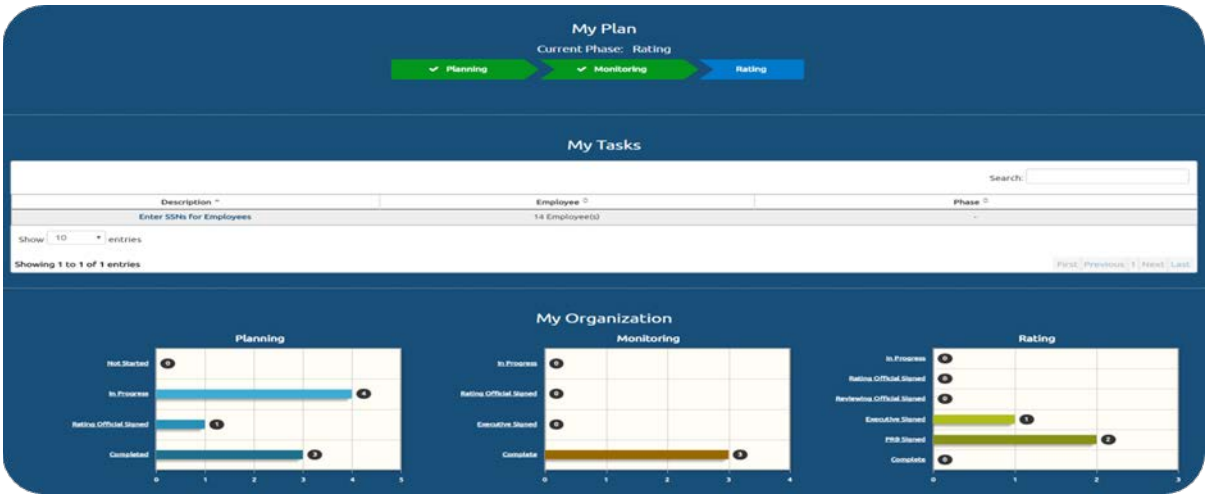
   Resources— Provides USA Performance resources and reference materials.

   User Profile—Your login in name will appear on the user profile dropdown. Click the dropdown to Manage Proxies or Logoff.



2.2 Dashboard

Login → Home



1. Login.

2. **Home** tab and **Dashboard** will display. The dashboard includes **My Plan**, **My Tasks**, and **My Organization**.

3. From the **Rating Cycle** dropdown, select a rating cycle and employee designation—**SES** or **Non SES**.

   - Your selection will determine how your dashboard will populate. This includes the status of your own plan under **My Plan**; which employee names populate under **My Tasks**, and the status of all plans under **My Organization**.

   My Plan—Provides you with the status of your performance plan in the system.

   My Tasks—This section indicates all of the tasks that you need to complete. As an Executive/Rating Official, actions include completing and signing your own plan and/or reviewing and signing the plans of subordinates.

   My Organization—This section provides a visual representation of all of the employees and their status of their performance plans. As an Executive/Rating Official, you will see yourself and anyone who reports to you.

2.3 Notifications

Login → Home

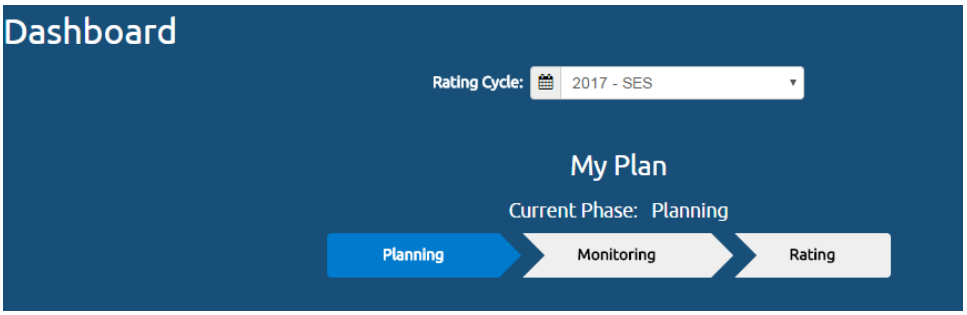
My Plan

1. Select the rating cycle that reflects your personal employee designation. The status of your plan will populate under **My Plan**. There are three chevrons: **Planning**, **Monitoring**, and **Rating**. The color of the chevron indicates the current stage of your plan.

   Grey = Not yet started

   Blue = In progress

   Green = Completed

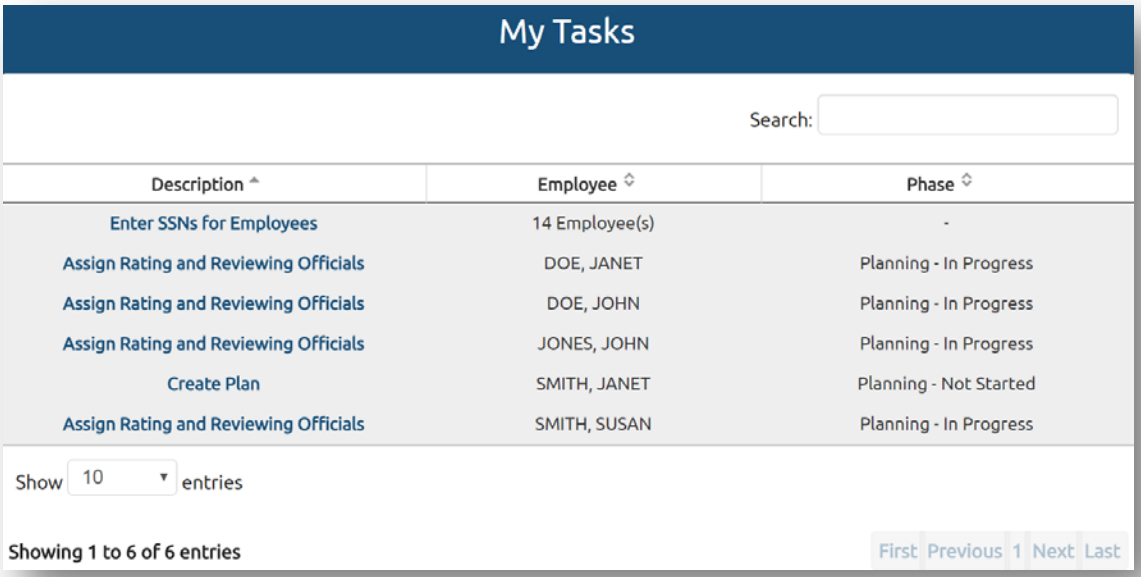


My Tasks

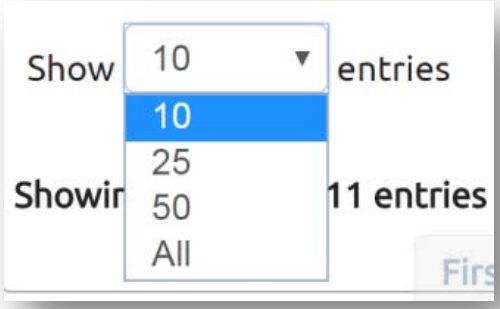
1. From the **Rating Cycle** dropdown, select a rating cycle and employee designation—SES or Non SES.

   - Your selection will determine which employee names populate under **My Tasks**.

2. Under My Tasks, the first 10 employees will display alphabetically.



3. Select the Show entries dropdown arrow at the bottom of the list to populate additional names.



4. Click on a notification in the Description column to begin completing tasks for the corresponding employee. Notifications include:

   Create Plan— A plan needs to be created for the employee. Click on the notification and to create or assign a plan.

   Edit Plan—A performance plan has started but still needs to be edited. Click on the notification to edit the plan.

   Enter SSNs for Employees—A social security number needs to be entered. Click on the notification to open the User Needing SSN tab.

   Sign Plan—The plan needs to be signed by the Rating Official.

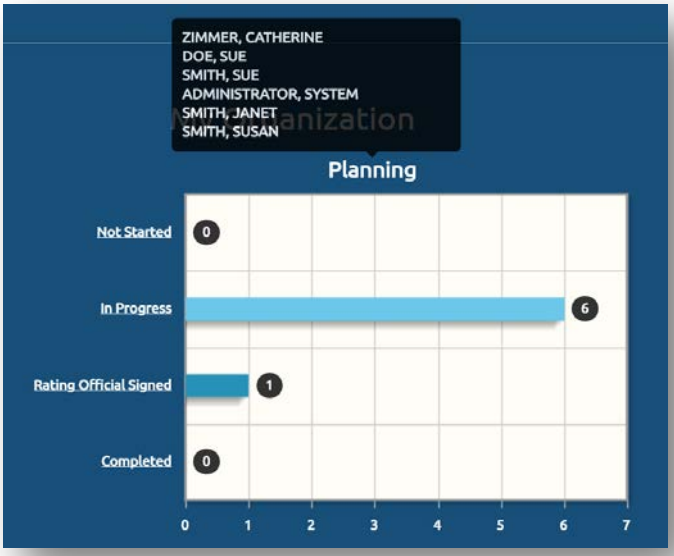
My Organization

1. From the **Rating Cycle** dropdown, select a rating cycle and employee designation—SES or Non SES.

   - Your selection will determine which employees and status populates under **My Organization**.

2. From the **Rating Cycle** dropdown, select a rating cycle and employee designation—SES or Non SES. Your selection will determine which employee names populate under **My Tasks**. And your selection will determine which notifications, performance management actions, and alerts appear under **My Organization**.

3. Each status bar incudes the total number of employees meeting the bar graphs descriptor. Hovering over the bar will populate the names of employees falling within the bar's status.



Email Notifications

When certain tasks requiring user action are generated on the Dashboard, it triggers a notification email detailing what needs to be done. Email notification will be sent for the following actions:

- Rating Official: Create plan when cycle is released
- Executive: Sign plan after Rating Official signs Part 1
- Reviewing Official: Sign for progress review, if required for Part 2, after Rating Official signs
- Executive: Sign for progress review after Rating Official signs Part 2
- Rating Official: Review Self-Accomplishment Narrative after Executive releases it
- Reviewing Official (if required): Review the Initial Summary Rating after the Rating Official signs Part 3
- Executive: Sign for rating after the Rating Official or Reviewing Official signs Part 3
- Executives: When plan is signed by Appointing Authority

Sample Email Notification

Action: Review Executive Self-Accomplishment Narratives in USA Performance

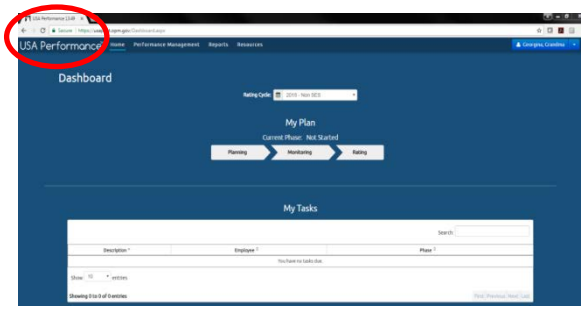
You have a new task in USA Performance. Log in to USA Performance to review the executive self-accomplishment narratives as the Rating Official for Haverford, Tom.

2.4 Countdown Clock

Login → Home

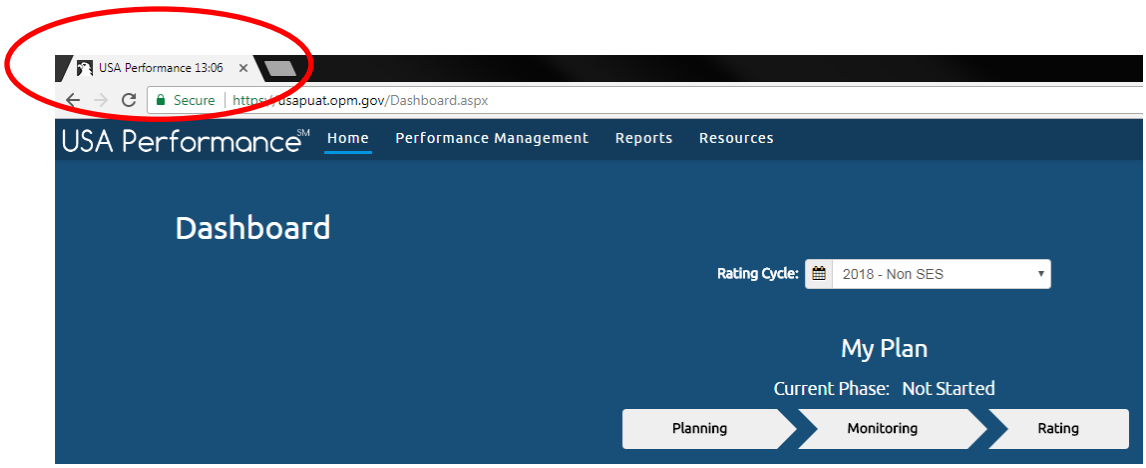
Users logged into USA Performance will remain logged into the system for up to 15 minutes of inactivity. The countdown clock can be viewed in the top left tab of the browser. After the clock has counted down to 5 mins, the user will receive a prompt to select more time.

1. The Countdown Clock is located at the top of the browser and clocks down the time of inactivity beginning at 15 minutes.

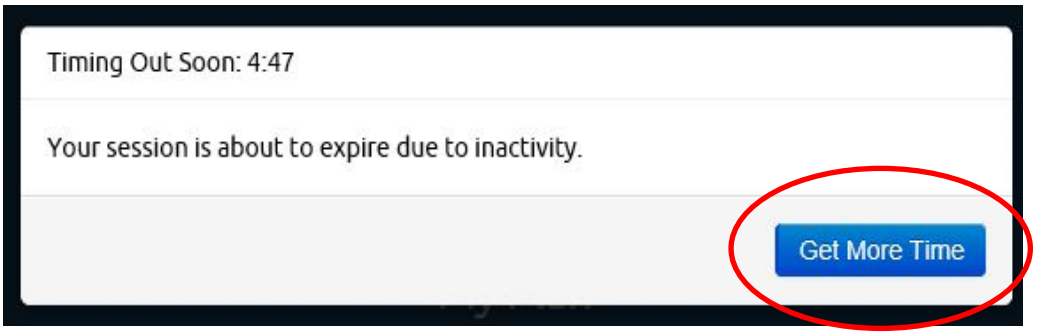


TIP

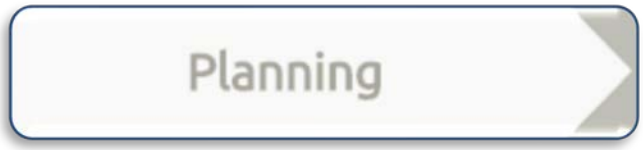
In order to prevent loosing your work, make sure to continuously save.



2. Below is the prompt asking the user if they would like more time. Select **Get More Time** to continue working in USA Performance.



PART 3: PLANNING PHASE



USA Performance allows Senior Executive Service (SES) users to create and manage performance plans in USA Performance for themselves and their employees.

3.1 Create a Performance Plan

3.2 Import a Performance Plan from a Previous Year

3.3 Navigate the Performance Plan

3.4 Enter Appraisal Period Dates

3.5 Add Text to the Critical Elements

3.6 Enter Critical Element Weights

3.7 Edit a Performance Plan

3.8 Sign as a Rating Official

3.9 Sign Your Performance Plan

BEFORE YOU BEGIN

- Verify you are on the correct Rating Cycle. The Rating Cycle dropdown appears just above My Plan. From the dropdown select the rating cycle and employee designation—SES or Non SES.
- Verify that you have all the correct appraisal period information for your employees before beginning—dates, rating comments for critical elements and critical element weights.

- Prior to signing the performance plan in USA Performance, the rating official and the executive must first meet to discuss the details of the plan.
- The rating official and the executive are each required to sign the performance plan individually. Proxy users will not able to sign on their behalf.

3.1 Create a Performance Plan

Login → Home → My Tasks → Create Plan

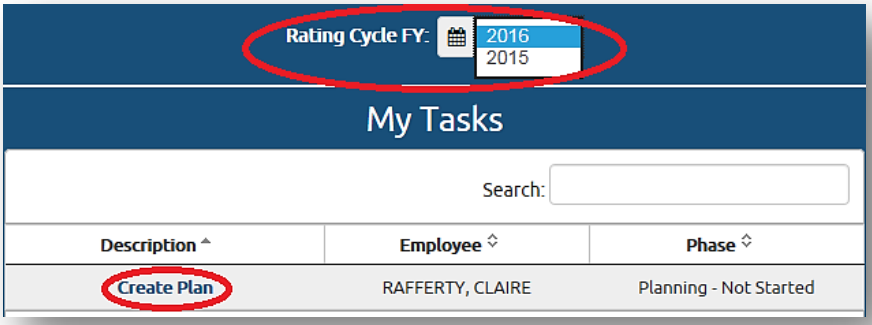
1. Ensure you are in the correct Rating Cycle year in the dropdown on your Dashboard.

2. In the **My Tasks** section, look for your name (or the name of the individual for whom you are creating a performance plan).

3. Select **Create Plan** under the **Description** column.

TIP

You can also create a performance plan by selecting **Performance Management** in the navigation bar, selecting the Planning tab, searching for the employee's name and clicking **Create Plan** in the Action column.



3.2 Import a Performance Plan from a Previous Year

Login → Home → My Tasks → Create Plan

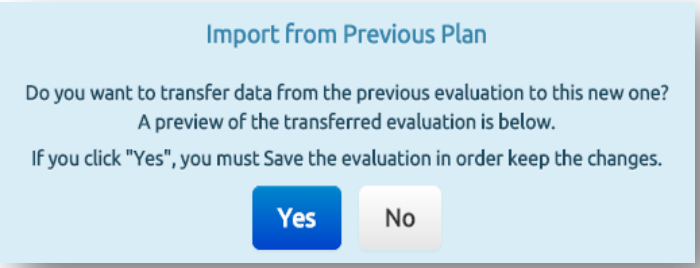
1. After clicking **Create Plan**, you may see an option to **Import from Previous Plan**. This option will only appear if you or the employee had a performance plan in USAP in the previous performance management (PM) cycle.

2. When you select **Create Plan**, a prompt may appear asking if you want to import the data from the previous performance plan.

3. Choose **Yes** or **No**.

4. Selecting **Yes** for this option will copy the contents from **Part 1. Consultation**, any agency-specific requirements for the critical elements, weight settings, and the performance requirements and strategic alignment.

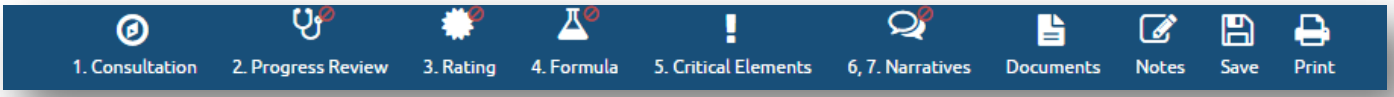
> **TIP**
>
> If your agency's PM requirements have changed since the previous year, the system will default to the new PM settings. Opting to import the previous year's plan will not override new PM cycle requirements.



3.3 Navigate the Performance Plan

Login → Home → My Tasks → Create Plan

1. The navigation bar at the top of the performance plan assists you with completing the plan. Items on the navigation bar link to the following actions: **Consultation**, **Progress Review**, **Rating**, **Formula**, **Critical Elements**, **Narratives**, **Documents**, **Notes**, **Save**, and **Print**. An icon with a red circle and a backslash indicates the action is not available at the current phase.



Consultation—This button takes you directly to Part 1. Consultation of the performance plan.

Progress Review—This button takes you to Part 2. Progress Review of the performance plan.

Rating—This button takes you to the summary rating portion of the performance plan.

Formula—This button takes you to the derivation formula section of the performance plan.

Critical Elements—This button takes you to Part 5. Critical Elements, where Executives and Rating Officials can add text or enter critical element weights.

Narratives—This button takes you to Part 6. Summary Rating Narrative and Part 7 Executive's Accomplishment Narrative where Executives and Rating Officials can complete the narratives for the performance plan.

Documents—This button takes you to the Employee Documents section where you can upload additional documents to append to the performance plan.

Notes—This button takes you to the notes section of the performance plan where general notes can be added to the performance plan. If you move your cursor over the Notes icon, it will show the last time the notes section was updated.

Save—This button saves any changes made to the performance plan.

Print—This button enables you to print a hard copy of the performance plan.

3.4 Enter Appraisal Period Dates

Login → Home → My Tasks → Create Plan

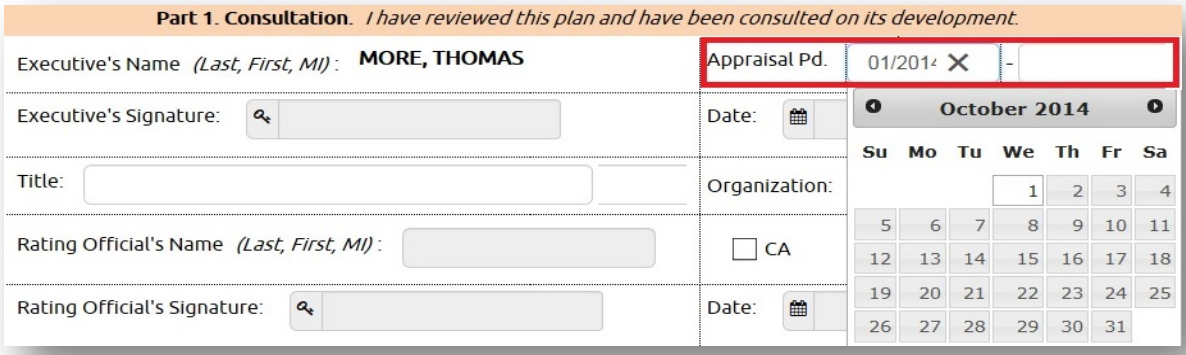
1. The first step in creating a performance plan is to establish the appraisal period.

   Establish appraisal period start date--Select the first box next to Appraisal Pd. and enter the appraisal starting date in the calendar dropdown.

TIP

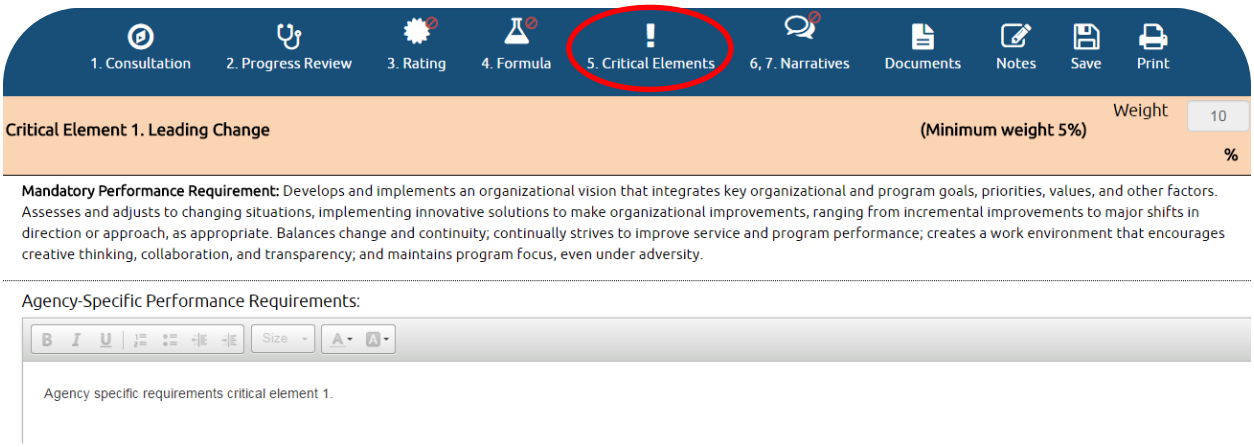
Remember to select the correct year for the start and end of the appraisal period.

Establish appraisal period end date--Select the second box next to **Appraisal Pd.** and enter the appraisal end date in the calendar dropdown.



3.5 Add Text to Critical Elements

Login → Home → My Tasks → Create Plan



Add text to Critical Elements 1-4

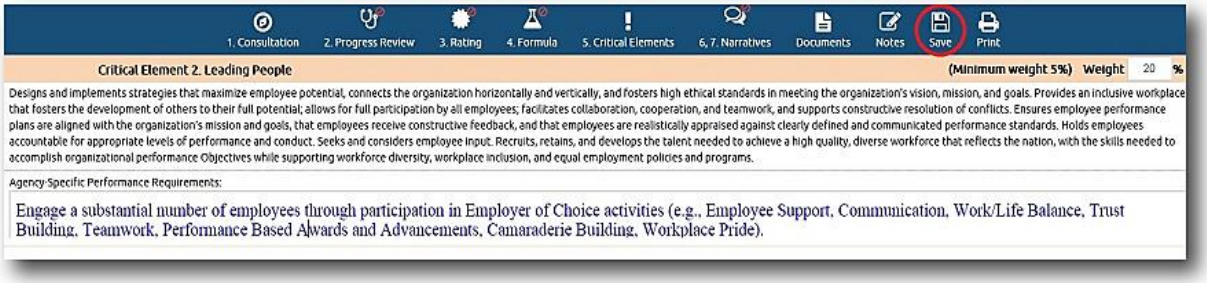
1. For Critical Elements 1-4, agency-specific performance requirements may be added to the standard element language.
2. Place your cursor in the text box under **Agency-Specific Performance Requirements.**

TIP

Due to system timeouts, we recommend drafting any narratives in a word processing program and then pasting it into the USAP plan. Typing text does not prevent the system from timing out. If the system times out before you save, you will lose your work. Save your work often!

3. Insert the additional text.

4. Click **Save** at the top of the page.



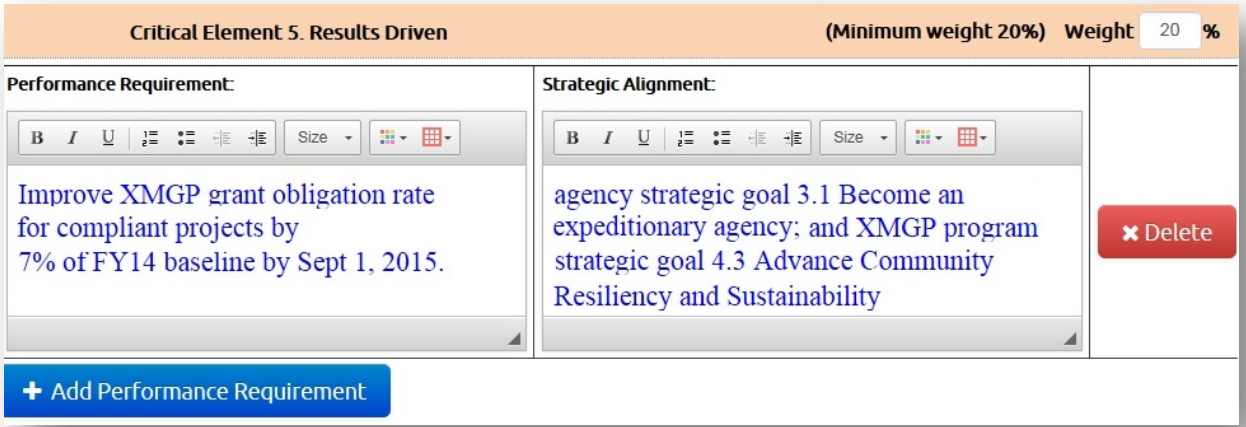
Add text to Critical Element 5

1. Scroll down the page to **Critical Element 5** and click inside the **Performance Requirement** box to add text.

2. Under **Strategic Alignment**, indicate the agency strategic or operational goal to which the requirement is aligned.

3. Select **Save** at the top of the page.

4. To add an additional performance requirement, select the **Add Performance Requirement** button at the bottom of the page and repeat the steps above.



3.6 Enter Critical Element Weights

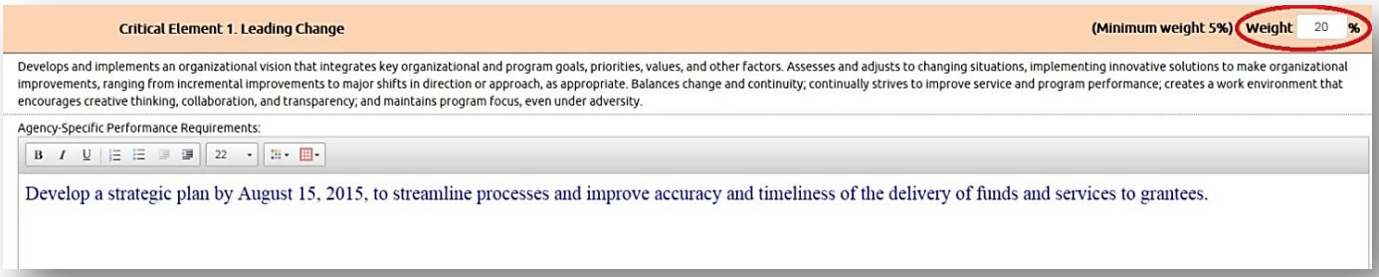
Login → Home → My Tasks → Create Plan

1. To enter critical element weights, type a value into each of the **Weight** fields and click **Save**.
   - Critical Elements 1-4 have a minimum weight of 5% and a maximum weight of 20%.
   - Critical Element 5 has a minimum weight of 20% and a maximum weight of 80%.

TIP

Weight restrictions vary by agency. Reference agency-specific policy to ensure compliance with weight restrictions. You may find your weight restrictions differ because your agency has set the weight requirements in the system.

- When weighting the performance requirements, the weight must total 100%.



3.7 Edit a Performance Plan

Login → Home → My Tasks → Performance Management

1. Scroll down to the performance requirement section you wish to edit and click in the **Performance Requirement** or the **Strategic Alignment** fields so you can edit the text.
2. To delete an entire performance requirement, select the red X box next to the

TIP

Once a plan is signed by the Executive and/or the Rating Official, signatures have to be removed before changes can be made to the plan. To remove a signature from a plan, select the "Remove" button that appears next to your signature. Removing a signature will also remove other's signatures.

performance requirement you wish to delete. You will only be able to delete an optional performance requirement.

3. Select **Save** at the top of the page.

3.8 Sign as a Rating Official

Login → Home → My Tasks

1. Login and remain on the **Home** page.
2. Navigate to **My Tasks**.
3. Click **Sign Plan** under the **Description** column for the plan of the executive(s).
   - In Part 1, select **Sign** next to the Rating Official's name. This indicates that you have reviewed the performance plan and consulted on its development.
   - In Part 2, select **Sign** next to the Rating Official's name. This generally occurs mid-year and indicates you have reviewed the employee's performance in relation to the performance plan.
   - In Part 3, select **Sign** next to the Rating Official's name. This is done after the narrative accomplishments and summary rating have been completed.
4. Verify that you want to sign the plan by selecting **Yes** when the prompt appears.

TIP

When a performance plan is complete, the Rating Official must sign the performance plan before the Executive will be able to sign.

You will not be able to type your name or the date in the boxes. When you select "Yes" to sign the plan, your name and date will automatically appear in the respective boxes.

3.9 Sign Your Performance Plan

Login → Home → My Tasks

1. Login and remain on the **Home** page.
2. Navigate to **My Tasks**.
3. Locate and click **Sign Own Plan**.
4. Verify that you want to sign the plan by selecting **Yes** when the prompt.

TIP

Once your Rating Official has signed your performance plan, you will be able to sign your performance plan.

You will not be able to type your name or the date in the boxes. When you select "Yes" to sign the plan, your name and the date will automatically appear in the respective boxes.

PART 4: MONITORING PHASE

During the Monitoring Phase, Progress Reviews provide executives with feedback on their performance during the rating cycle. The number of progress reviews required will be determined by the Agency.

BEFORE YOU BEGIN

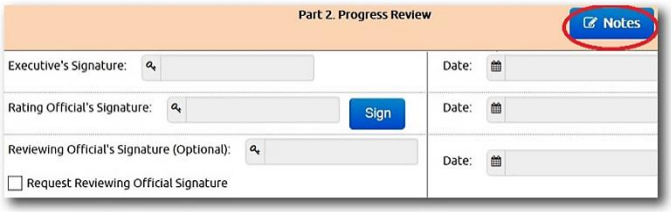
- Prior to signing a progress review plan in USA Performance, the rating official and the executive must first meet to discuss the plan.
- The plan is required to be signed in sequential order with the Rating Official signing first followed by the Executive.
- Before adding supporting documentation to USA Performance, verify that your document(s) are accurate, proofed and easy to read prior to uploading in the system.
- Verify documents to be uploaded are relevant to the rating phase. For example, an accomplishment narrative may not be appropriate to upload during the consultation phase of the rating cycle.

4.1 Progress Review Notes and Signatures

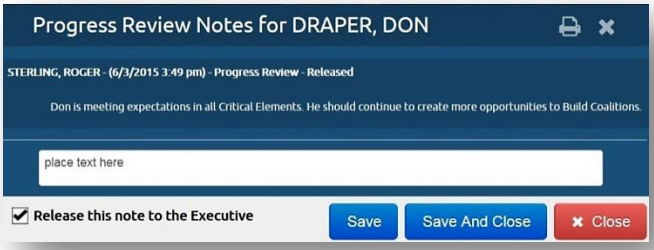
Login → Home → Performance Management

1. When logged in as the **Rating Official**, navigate to **Part 2. Progress Reviews** of the Performance Plan to provide progress review notes during the monitoring phase.

2. Select the **Notes** button to add a note.



3. Enter text and click **Save**.



Tips

If an employee signature is removed, the plan will stay in the Monitoring phase.

Notification is not received if a signature has been removed.

A plan must be opened to determine if signatures have been removed.

The Performance Management Page will display a plan if a signature is removed during the planning phase.

4. After the progress review is complete, a **Rating Official** must sign before the **Executive** can sign.

5. After the **Rating Official** signs, the **Executive** can sign.

6. Select the **Request Reviewing Official Signature** box to request a higher level review.

7. Select **Release this note to the Executive** box if the Rating Official would like the notes to be made available to the Executive.

4.2 Add Supporting Documentation

Login → Home → My Tasks → Performance Management

1. Click the **My Plan current** phase chevron on your **Dashboard/Home** page.

2. Select **Performance Management** on the navigation bar to view an employee's Performance Plan.

3. Click **View** under the column Performance Plan in the corresponding row

4. Click the **Documents** icon at the top of the plan or scroll to the bottom of the page and select **Add Document.**

5. Enter a **Description** (optional).

6. Choose a file to upload by clicking **Browse.**

7. Select a **Document Type** from the dropdown menu (optional).

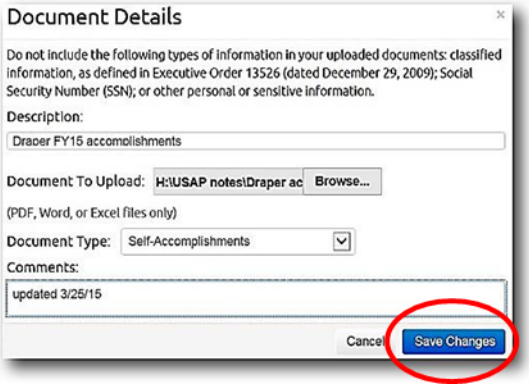
8. Enter text in the **Comments** textbox (optional).

9. Click **Save Changes.**

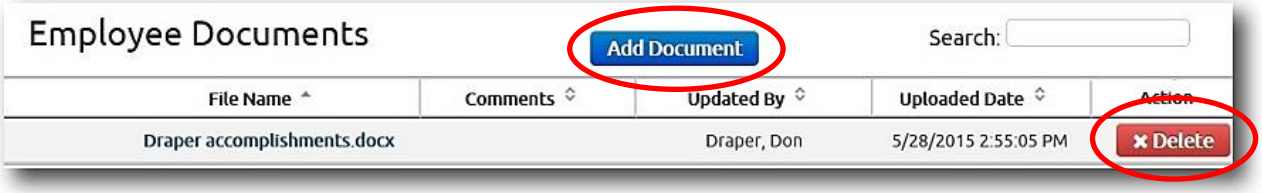
   - The details of the uploaded document should be listed in the **Employee Documents** table at the bottom of the page.

TIP

Documents can be accessed from by clicking the documents icon the top of the performance plan page and by scrolling down to the bottom of the page of the performance plan



10. Click **Delete** in order to remove the document.



PART 5: RATING PHASE

The rating phase occurs at the end of the performance appraisal period. After the monitoring phase is complete, the performance plan will enter the rating phase and will appear in your My Tasks as Sign Plan or Sign Own Plan. To add narratives, ratings and signatures, open your employee's performance plan.

BEFORE YOU BEGIN

- Take notes throughout the rating period in order to assist in the drafting of the self-accomplishment narrative and the summary rating narrative.

5.1 Executive's Accomplishment Narrative

Login → Home → My Tasks → Sign Plan

1. As an Executive, you have the option to document your accomplishments for the rating period in **Part 7. Executive's Accomplishment Narrative**, but it is not required.

2. Click on **Narratives** at the top of your performance plan.

3. Enter text into **Part 7 Executive's Accomplishment Narrative** textbox.

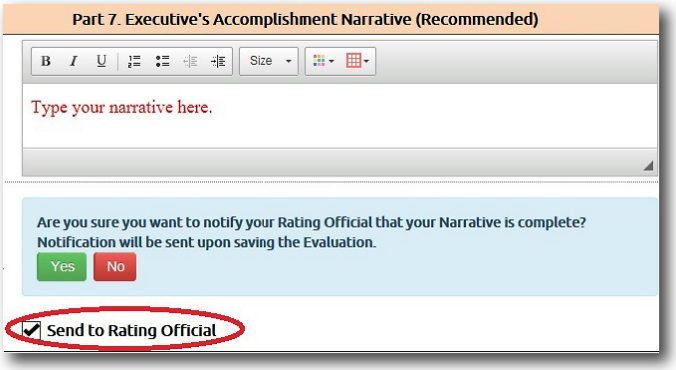
4. Select **Save** at the top of the page.

> **TIP**
>
> Due to system timeouts, we recommend drafting any narratives in a word processing program and then pasting it into the USAP plan. Typing text does not prevent the system from timing out. If the system times out before you save, you will lose your work. Save your work often!

5. To re-release your narrative to the Rating Official, select **Send to Rating Official**

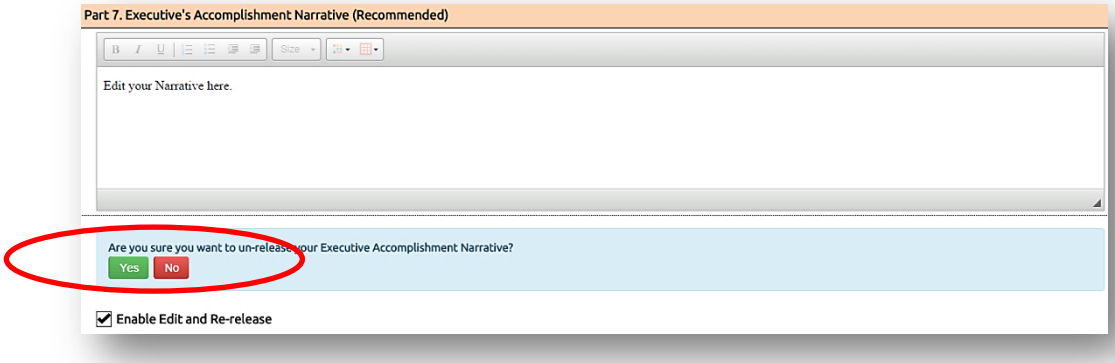
   - You have the option to send your Rating Official your narrative by selecting the **Send to Rating Official** checkbox.

   - If selected, the Rating Official will receive an alert under **My Tasks to Review Executive Summary and Sign**; otherwise, your narrative can only be seen by you.



   - You also have the option to recall your narrative by selecting **Enable Edit and Re-release**.

   - If selected, the Rating Official will no longer be able to view your narrative and you will be able to make changes to your narrative.

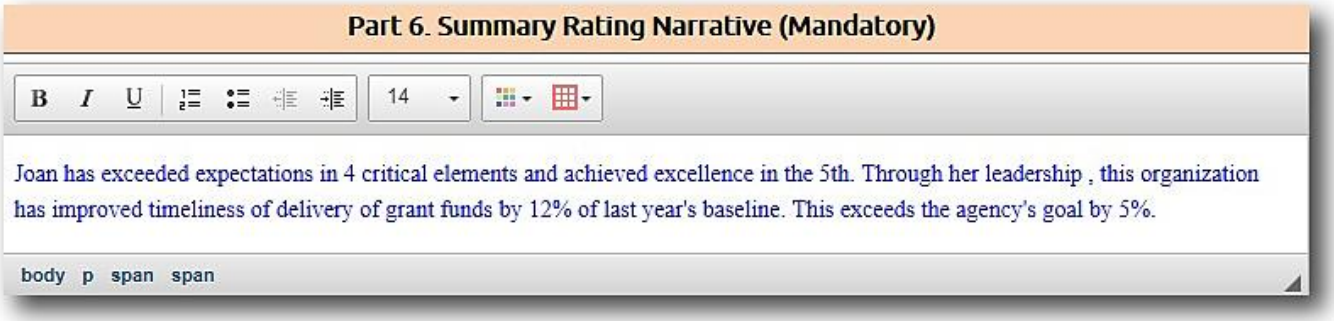


5.2 The Summary Rating Narrative

Login → Home → My Tasks → Sign Plan

The **Summary Rating Narrative** is an overall review of the Executive's performance which must be completed by the Rating Official. To enter the narrative:

1. Click on **Narratives** at the top of the plan.
2. Enter text into **Part 6. Summary Rating Narrative** textbox.
3. Select **Save** at the top of the page.
4. You also have the option to provide commentary in the **Rating Official Narrative** box under each critical element. Upon completion, select **Save** at the top of the page.
5. You also have the option to provide commentary in the **Rating Official Narrative** box under each critical element. Upon completion, select **Save** at the top of the page.

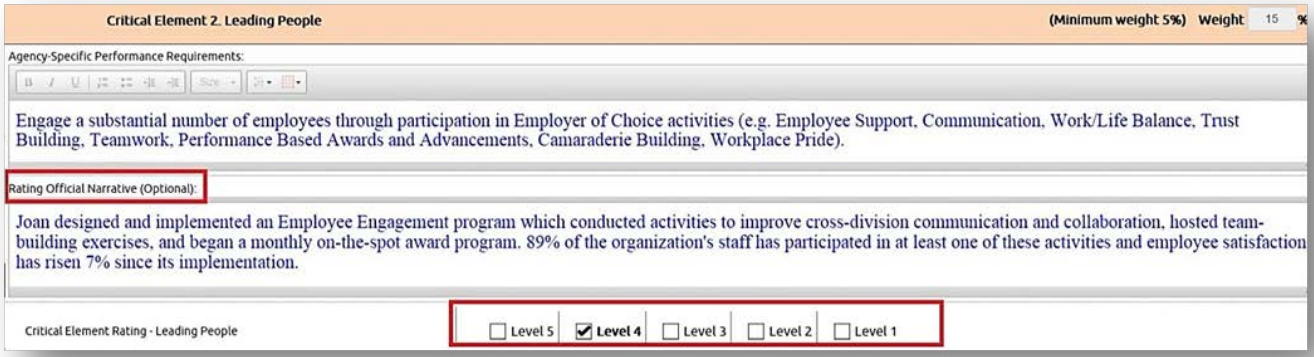


5.3 Assign Ratings

Login → Home → My Tasks

1. To assign a final summary rating as a Rating Official, you must first make ratings for each **Critical Element** and any other additional performance requirements.
2. Once the performance plan is open, you can navigate to the rating section by selecting the **Rating** icon at the top of the performance plan.
3. Navigate through each requirement and select a rating of 1-5.
4. Provide an explanation on the element's rating in the **Rating Official Narrative** text box (optional).

5. Click **Save** at the top of the page.



5.4 Summary Rating and Signature

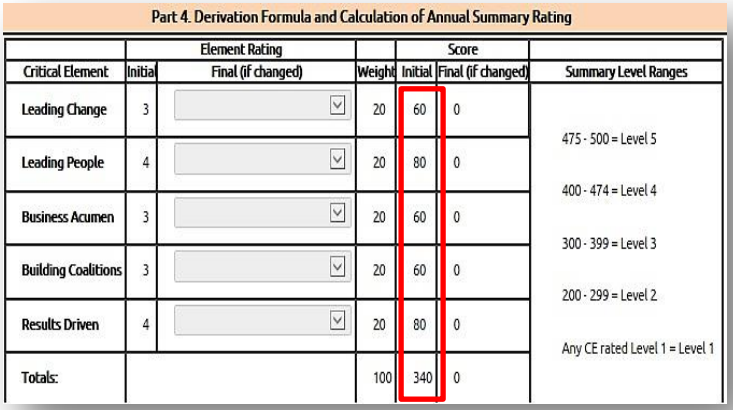
Login → Home → My Tasks

1. Once ratings are saved for all performance requirements, the system will automatically record those ratings under the Initial column in **Part 4. Derivation Formula and Calculation**.

2. Based on those ratings, the system will calculate and determine the **Initial Summary Rating** in Part 3.

   - Click **Sign** next to **Rating Official's Signature**.

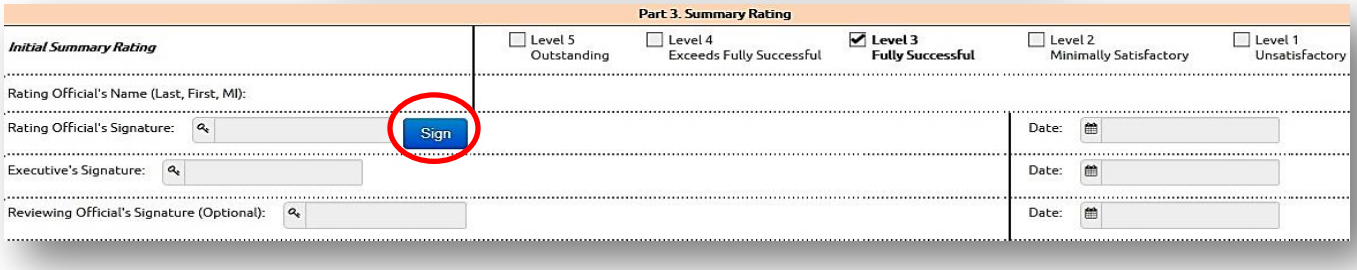
> **TIP**
> As a Rating Official, make sure to double check the summary rating score for accuracy prior to signing.



Part 4. Derivation Formula and Calculation of Annual Summary Rating

Critical Element	Element Rating Initial	Element Rating Final (if changed)	Weight	Score Initial	Score Final (if changed)
Leading Change	3		20	60	0
Leading People	4		20	80	0
Business Acumen	3		20	60	0
Building Coalitions	3		20	60	0
Results Driven	4		20	80	0
Totals:			100	340	0

Summary Level Ranges
475 - 500 = Level 5
400 - 474 = Level 4
300 - 399 = Level 3
200 - 299 = Level 2
Any CE rated Level 1 = Level 1



5.5 Higher Level Review

Login → Home → My Tasks

Depending on agency-specific policies, a higher level review may be required.

1. In this case, after the Rating Official has signed the performance plan, the system will alert the Higher Level Reviewer under **My Tasks** that the plan is ready for review and signature.

2. The Executive also has the option to request a Higher Level Review (explained in the next section).

5.6 Executive Signature

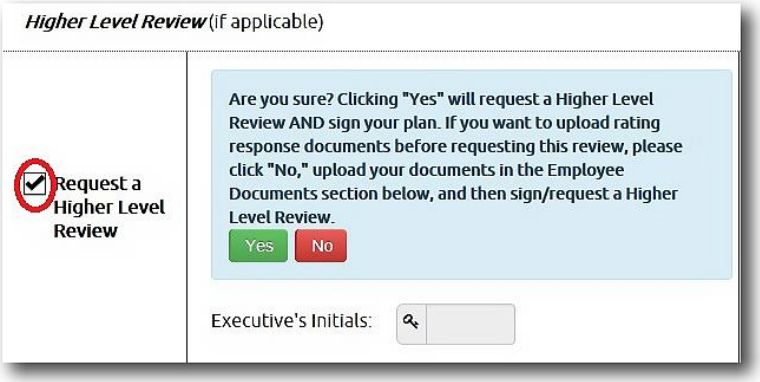
Login → Home → My Tasks

Once the performance plan has been rated and signed by your Rating Official and the Higher Level Reviewer (if required), you will have the opportunity to review their ratings and sign the plan under **Part 3. Summary Rating**.

1. Prior to signing the plan, you have the option to **Request a Higher Level Review**.

2. Before selecting the **Request a Higher Level Review** checkbox, you should upload a justification to **Employee Documents** explaining why you disagree with the rating.

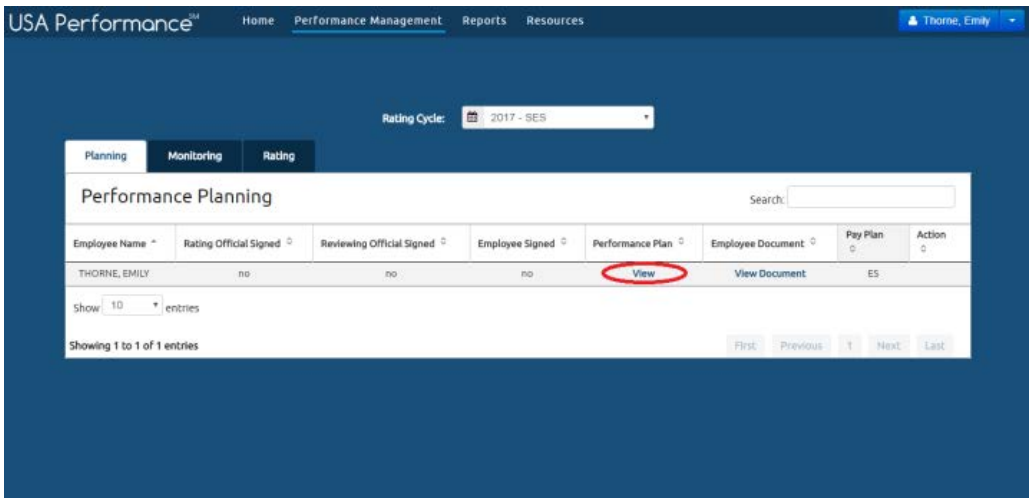
> **TIP**
>
> If a Higher Level Review has already been conducted based on agency specific policy, the Agency Administrator will be notified to assign the performance plan to another Higher Level Reviewer.



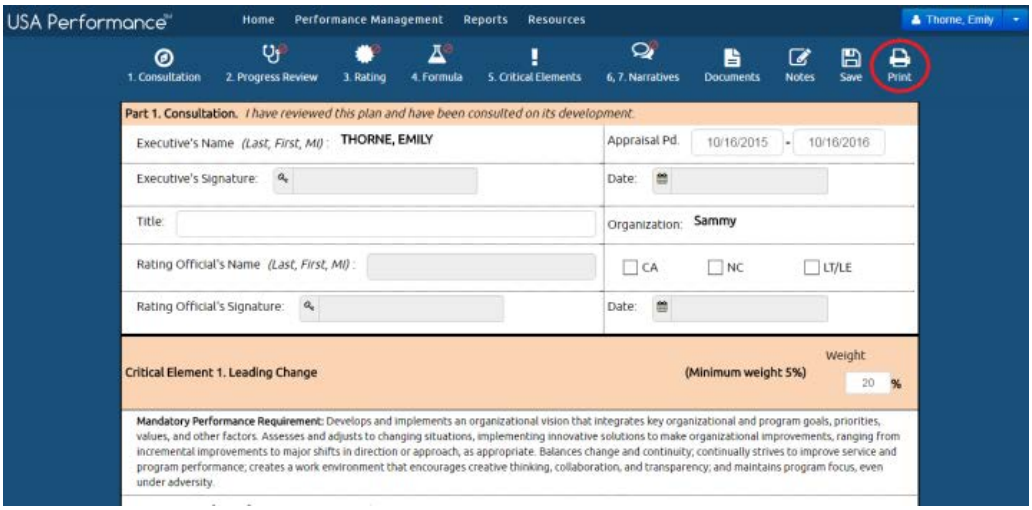
5.7 Print a Performance Plan

Login → Home → Performance Management

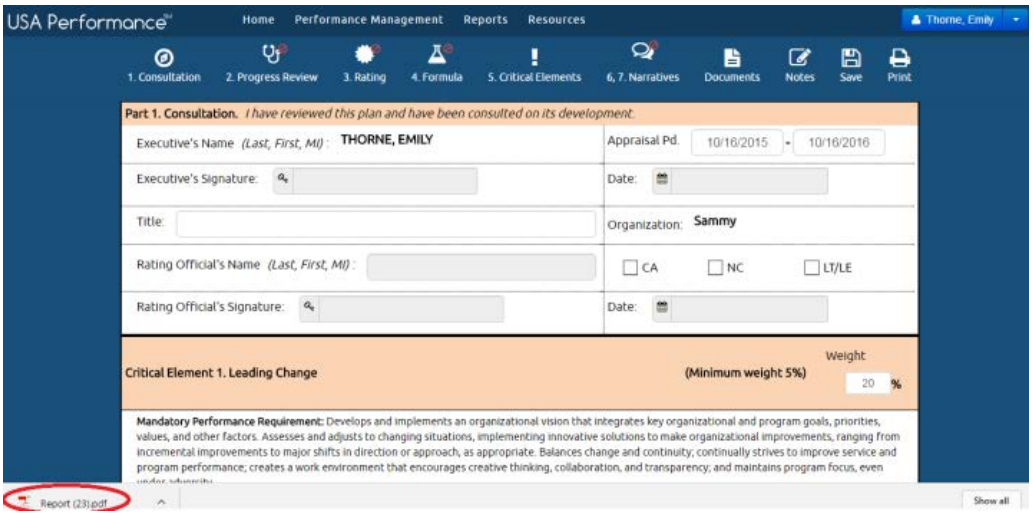
1. Select the **Performance Management** link from the top navigation bar.
2. Select **View** under **Performance Plan.**



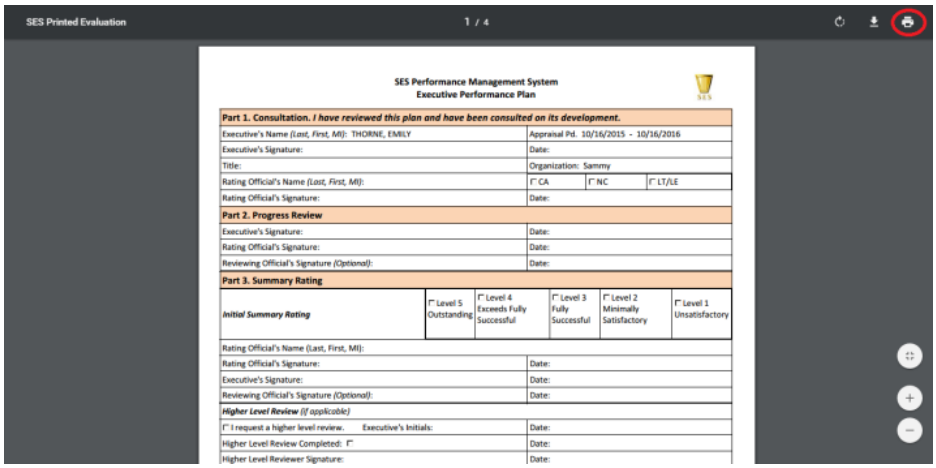
3. Select the **Print** icon in the upper right corner.



4. Select **Report pdf** in the lower left corner.



5. Select the **Print** icon in the upper right corner.



PART 6: PERFORMANCE REVIEW BOARD AND FINAL SUMMARY RATING

The executive's initial summary rating is reviewed by the Performance Review Board (PRB) and signed by the PRB Chair in USA Performance.

6.1 Performance Review Board Recommendation

6.2 Performance Review Board Notes

6.3 Performance Review Board Chair Signature

6.4 Appointing Authority & Final Summary Rating

6.5 Appointing Authority Batch Signature Option

BEFORE YOU BEGIN

- Once the Rating Official and the Executive have signed off on the plan, the Rating Official is required to notify the Agency Administrator that the plan is ready for the Performance Review Board.
- Currently, there is no automated feature built into USAP providing notification that performance plans are ready for Performance Review Board or Appointing Authority review.

6.1 Performance Review Board Recommendation

Login → Home → My Tasks

After all agency-required signatures for the Initial Summary Rating have been completed, the **Performance Review Board** (PRB) will review the **Executive's** rating and any pertinent documentation in order to make their own recommendation for the rating.

> **TIP**
>
> The executive will not be able to view the PRB's rating until after the Appointing Authority has rated and signed the performance plan.

1. When the plan is ready for PRB review and signature, the prompt **Sign Plan(s)** as PRB Chair will appear the PRB Chair's **My Tasks**.

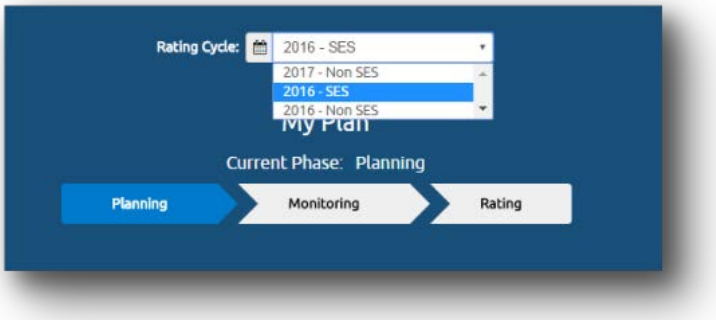
2. The PRB Chair will select the recommended rating and sign the performance plan under **Part 3. Summary Rating**.

6.2 Performance Review Board Notes

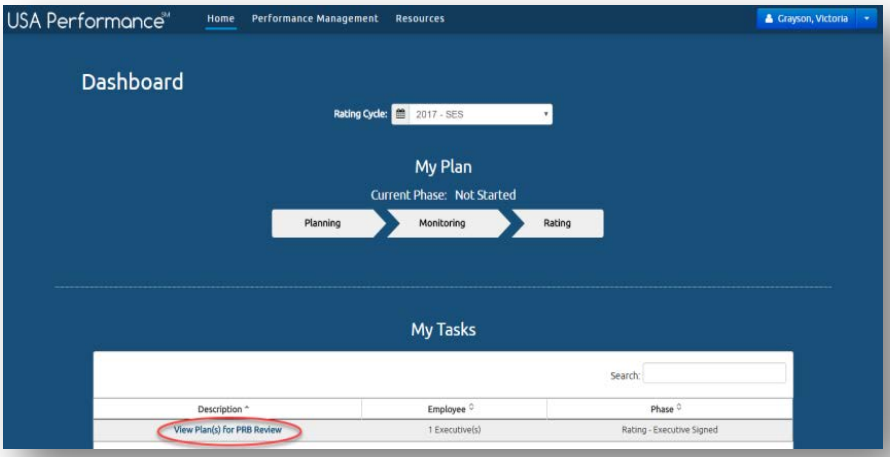
Login → Home → My Tasks

Agency Administrators, Rating Officials, and Reviewing Officials cannot view PRB Notes. That function is only for PRB Members and Chairs. Once the rating is assigned and signed by a Chair, the notes can no longer be viewed.

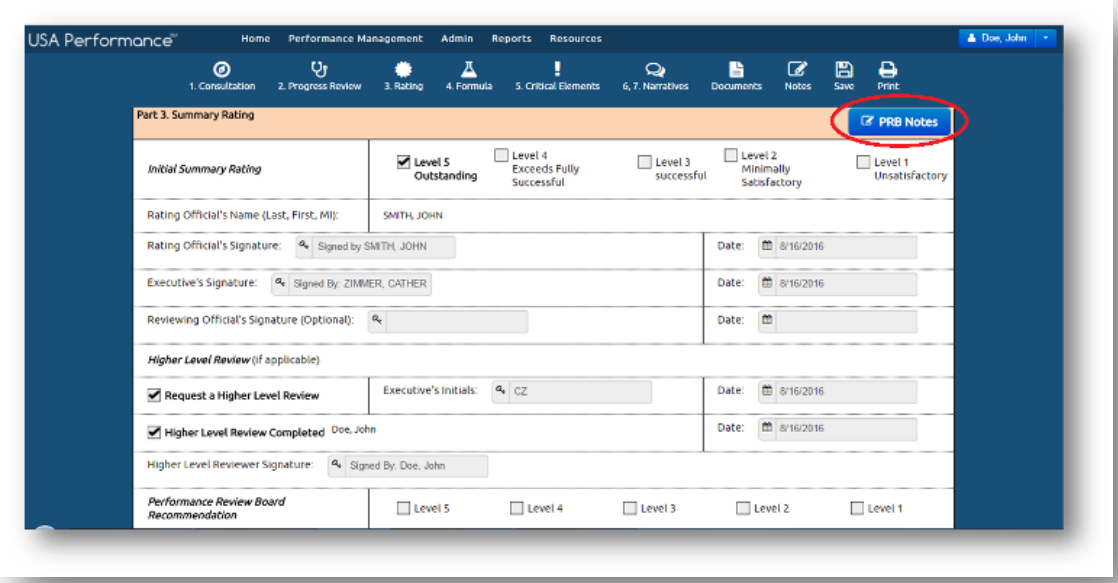
1. Select the correct **Rating Cycle** from the drop downs.



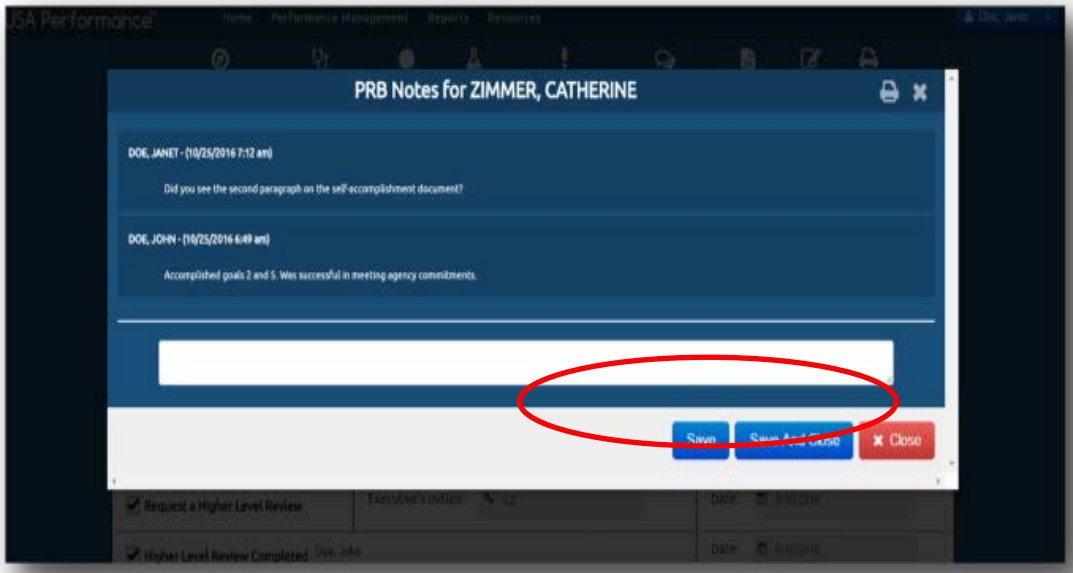
2. Select View Plan(s) for PRB Review or Edit Plan under My Tasks on the home page.



3. Select PRB Notes in Part 3. Summary Rating.



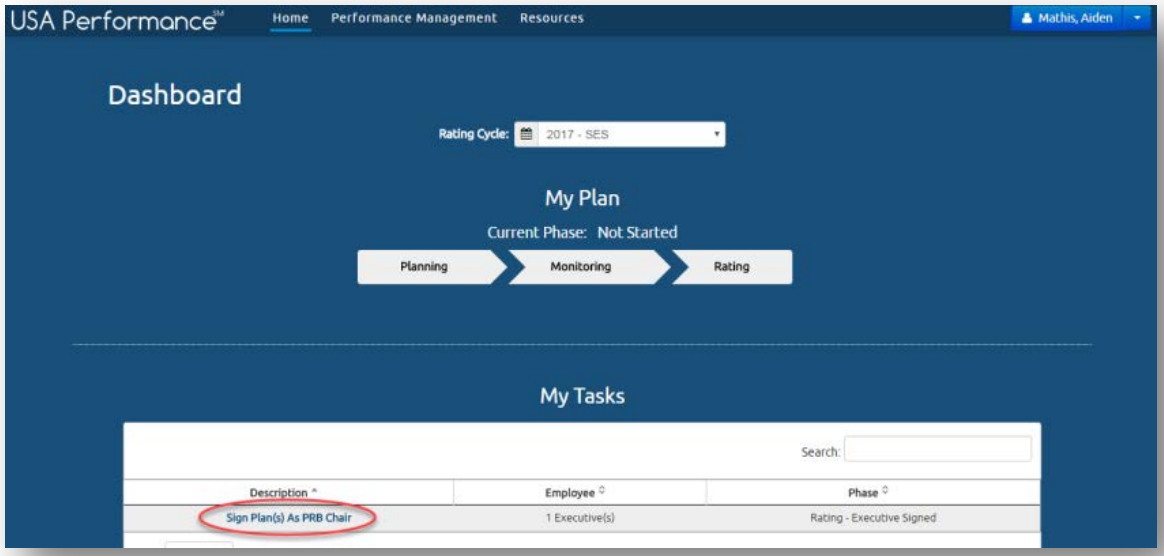
4. View or add notes, then click **Save and Close** to update.



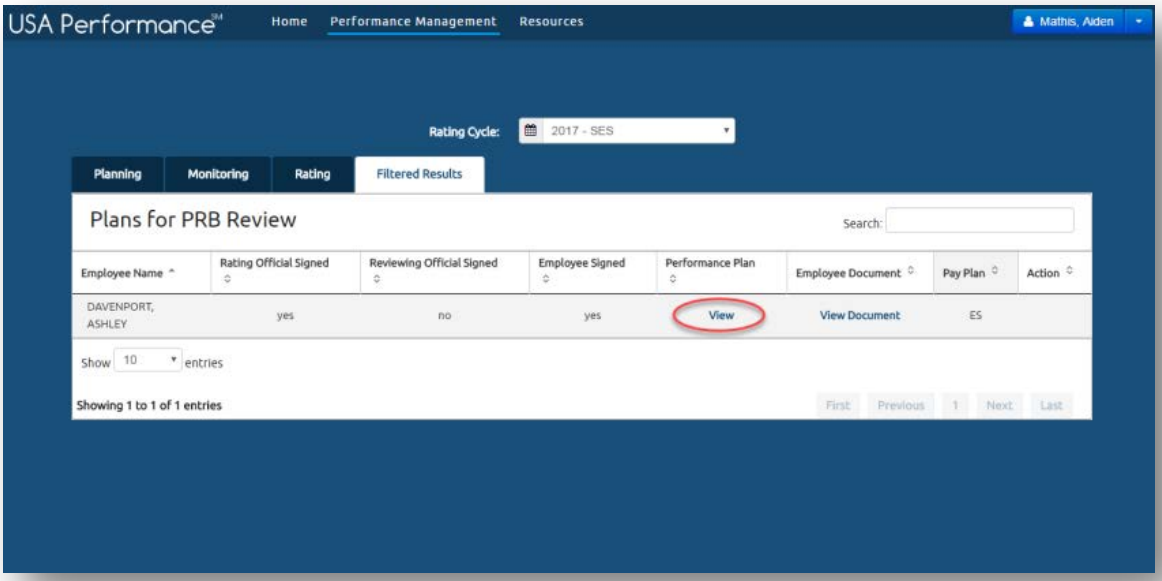
6.3 Performance Review Board Chair Signature

Login → Home → My Tasks

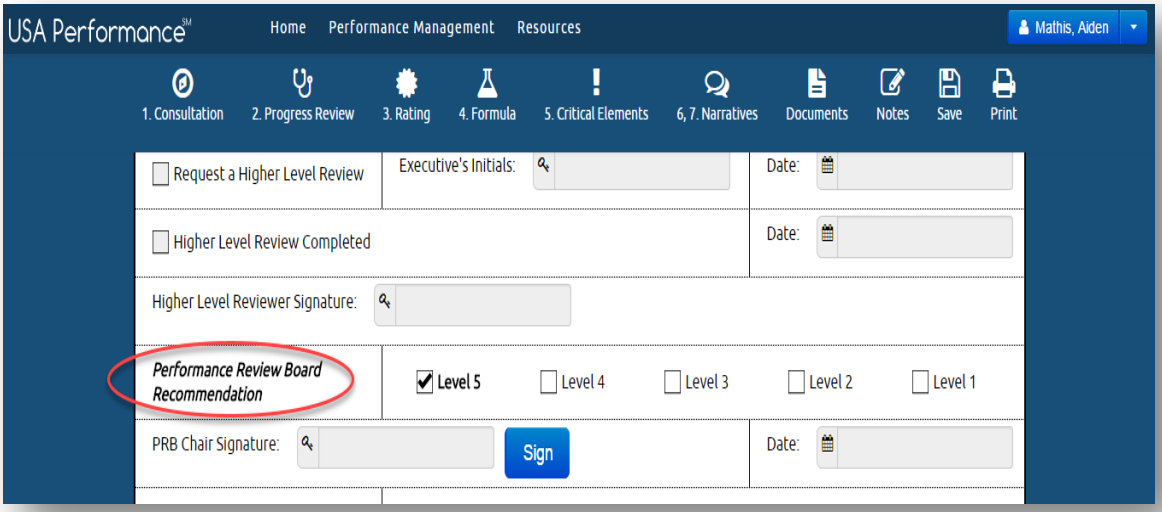
1. Select **Sign Plan(s) As PRB Chair** under **My Tasks**.



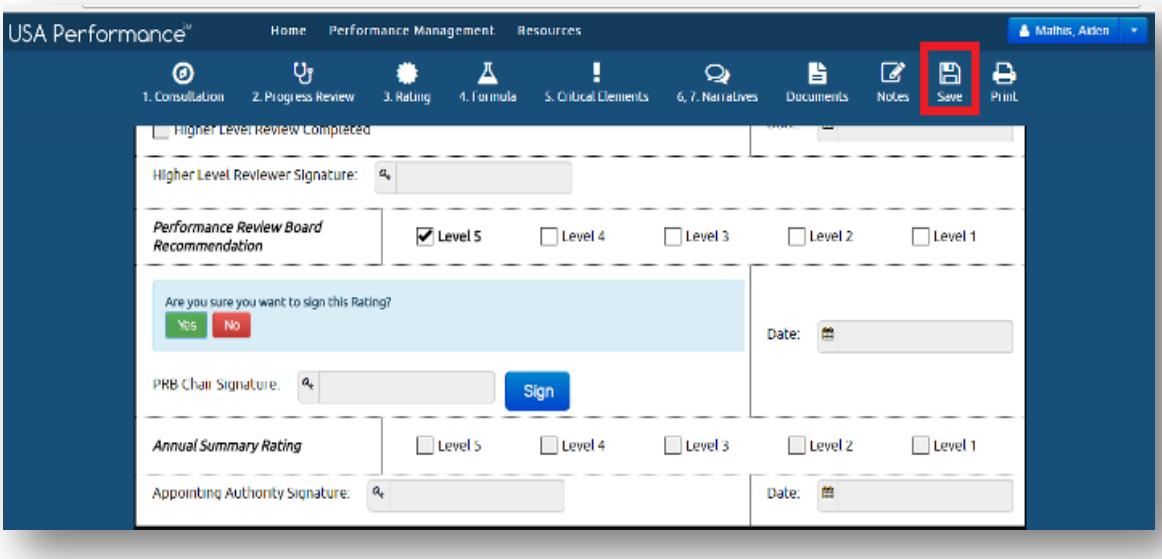
2. Select View under Performance Management.



3. Click the appropriate box to designate a rating.



4. Click the **Sign** Box and select **Save** in the top right corner.



6.4 Appointing Authority & Final Summary Rating

Login → Home → My Tasks

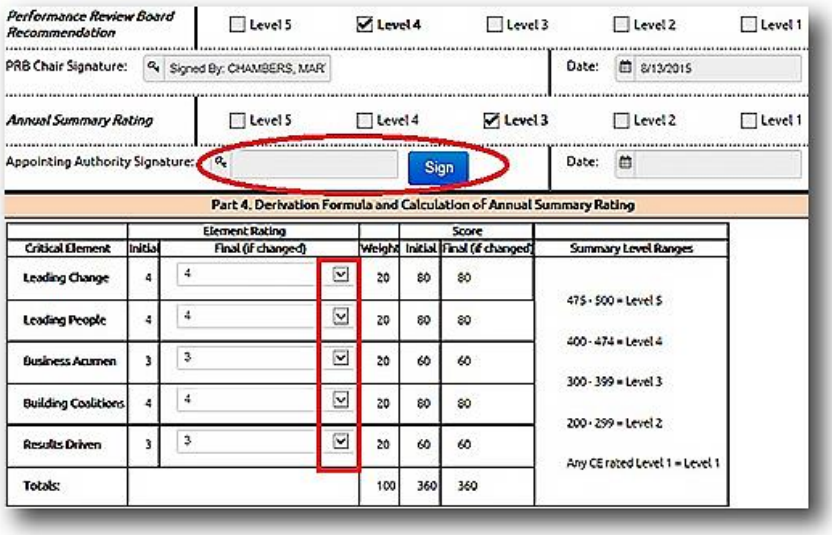
1. After the PRB Chair signs the PRB recommended rating, the prompt **Sign Plan(s) As Appointing Authority** will appear in the Appointing Authority's **My Tasks**.

2. The Appointing Authority will review the ratings, make any necessary changes to critical element ratings by using the pulldowns under the **Final** column in **Part 4**, and provide the final signature for the **Annual Summary Rating** in **Part 3**.

TIP

The Appointing Authority will not select the rating in Part 3. The Appointing Authority can change the ratings for the Critical Elements Part 4. The system automatically calculates the Annual Summary Rating based on the final ratings in Part 4.

3. After the Appointing Authority signs, the evaluation is complete.



6.5 Appointing Authority Batch Signature Option

Login → Home → Performance Management

The Appointing Authority has the option to sign multiple performance plans at once.

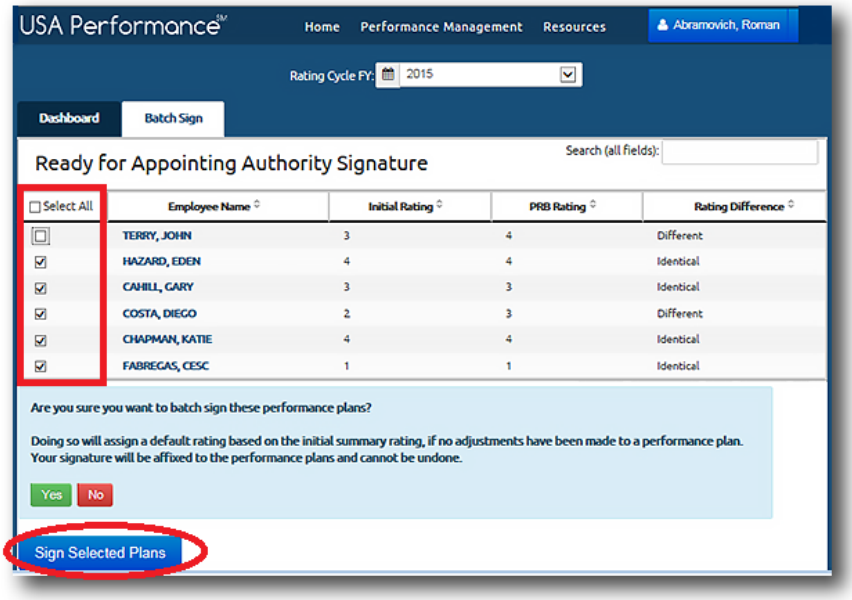
1. Signs Plan(s) as Appointing Authority will appear in the Appointing Authority's My Tasks once performance plans have been signed by the PRB Chair.

2. Clicking on the task will open the Ready for Appointing Authority Signature tab.

TIP

Please ensure that you have reviewed the performance plans and recommendations, and made any necessary changes to the ratings before signing. Once signed, the annual summary rating is final and cannot be undone.

3. Select which plans to sign by checking next to the respective name and clicking the **Sign Selected Plans** button.



PART 7: EVALUATION REPORTS

Throughout the performance plan cycle, the Rating Official and/or Reviewing Official can check the status of the performance plans for the SES employees they are responsible for. Rating Officials and Reviewing Officials can generate a report to display the status of SES performance plans their performance plans. Further, these reports can be filtered to look at performance plans in all phases, or for only the planning, monitoring, or rating phase.

7.1 Generate Evaluation Reports

BEFORE YOU BEGIN

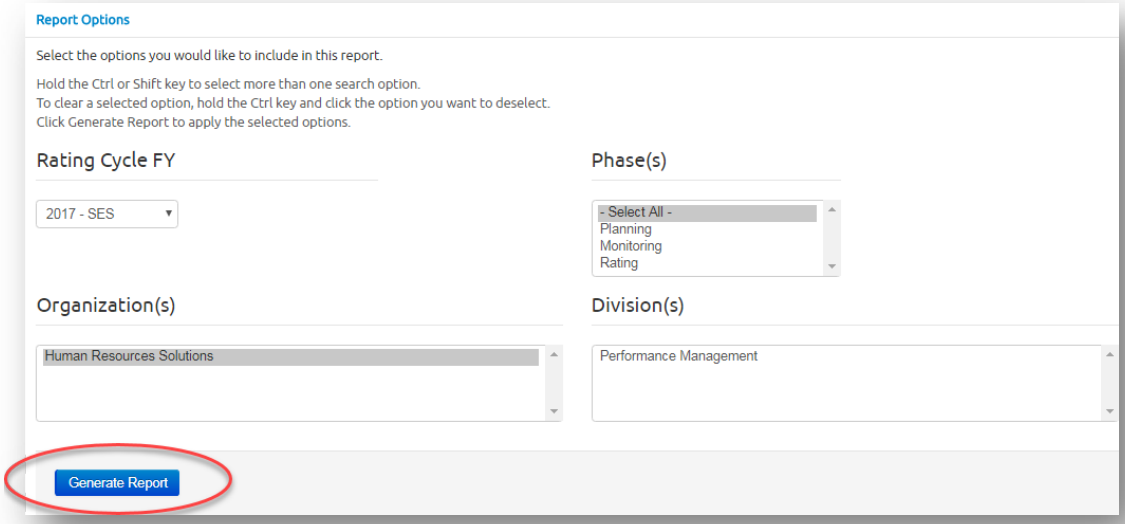
- Rating and Reviewing Officials can use the Dashboard features to track the status of performance plans in USAP.
- For Rating and Reviewing Officials with a large number of performance plans to track, generating filtered reports is a useful tool in tracking progress.

7.1 Generate Evaluation Reports

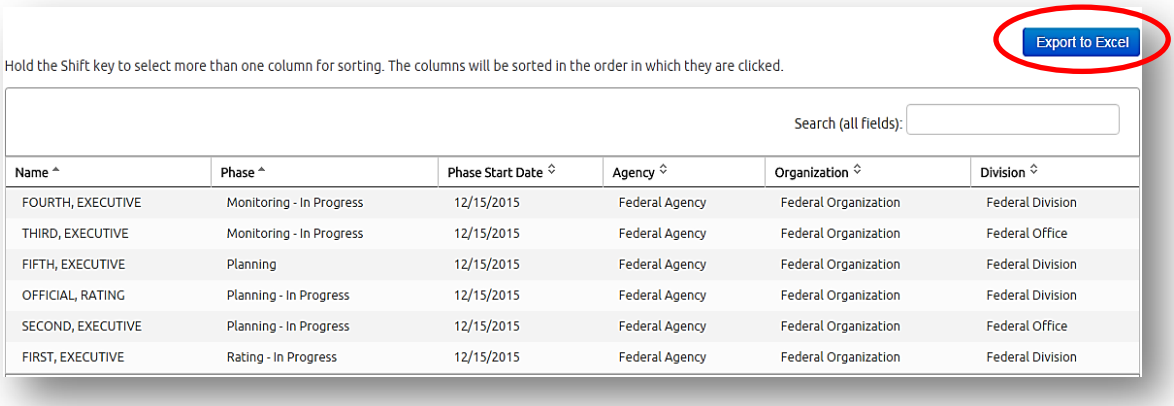
Login → Home → Reports

Throughout the performance plan cycle, as a Rating Official and/or Reviewing Official, you can check on the status of the performance plans for each employee (SES or Non-SES) for which you are responsible. The report displays the status of employee performance plans within an individual or all organizations and divisions for a chosen fiscal year. Further, you can choose to look at performance plans in all phases, or for only the planning, monitoring, or rating phase.

1. To generate a Performance Plans Progress Report, select the **Reports** link.
2. Click **Performance Plans Progress Report.**
3. Select the fiscal year from the **Rating Cycle FY** dropdown list.
4. Select Planning, Monitoring, Rating, or Select All from the **Phase(s)** list.
5. Select the organization(s) from the **Organization(s)** list.
6. Select the division(s) from the **Divisions(s)** list.
7. Click **Generate Report.**



8. Once the Performance Plans Progress Report is generated, you will also have the option to view the results in Excel by clicking on **Export to Excel**. This will allow you to save or print the results in the Excel document.



Name	Phase	Phase Start Date	Agency	Organization	Division
FOURTH, EXECUTIVE	Monitoring - In Progress	12/15/2015	Federal Agency	Federal Organization	Federal Division
THIRD, EXECUTIVE	Monitoring - In Progress	12/15/2015	Federal Agency	Federal Organization	Federal Office
FIFTH, EXECUTIVE	Planning	12/15/2015	Federal Agency	Federal Organization	Federal Division
OFFICIAL, RATING	Planning - In Progress	12/15/2015	Federal Agency	Federal Organization	Federal Division
SECOND, EXECUTIVE	Planning - In Progress	12/15/2015	Federal Agency	Federal Organization	Federal Office
FIRST, EXECUTIVE	Rating - In Progress	12/15/2015	Federal Agency	Federal Organization	Federal Division

PART 8: USAP HELP DESK SUPPORT

Users can contact the USAP Help Desk through the USA Performance website as well as e-mail for technical assistance.

8.1 Request USAP Help Desk Support

BEFORE YOU BEGIN

- Most common questions regarding USA Performance are answered in the online training or Frequently Asked Questions (FAQ) document.
- To access the online training, select the Resources tab from the top tool bar. From the resources page, select the Go To Training button near the top right of the page to set up an account and begin the online training.
- To access FAQs, select the Resources tab from the top tool bar. From the resources page, select the USAP FAQ listed under resources.

8.1 Request USAP Help Desk Support

Login → Home → Resources

1. For further questions, you can email the Helpdesk by selecting **Resources** at the top of the navigation bar.
2. Click **Email Helpdesk**.
3. You can also email the Helpdesk directly at USAPerformance@opm.gov.