
Manage Performance - Use

EmpowHR administrators have access to the Manage Performance menu group. This menu group allows authorized users to review and edit existing performance documents such as: Performance Plans, Progress Reviews, Summary Ratings, and Performance Appraisals. This menu group also permits the deletion of Performance Appraisals in case of a mistakenly created record.

This section contains information on the following topics:

[HR Views/Edits Performance Plan](#)

[HR Views/Edits Progress Review](#)

[HR Views/Edits Summary Rating](#)

[075 Performance Appraisal](#)

[Performance Deletion](#)

HR Views/Edits Performance Plan

A Performance Plan is a written document that identifies the employee's critical elements and performance standards by which s/he will be rated. Only the Rating Official and/or employee can initiate a new performance plan for a new appraisal period. A performance plan must be in place for a minimum appraisal period (minimum 90 calendar days), normally, no longer than 15 months for a rating period to be conducted.

HR can view Performance Plan start and end dates, Next Performance Plan date, rating scale and employment information. HR can also view and edit the Elements and Standards tab.

To view/edit Performance Plans:

1. Select the **Manage Performance** menu group.
2. Select the **Use** menu.
3. Select the **HR Views/Edit Performance Plan** component. The Find An Existing Value tab - HR Views/Edits Performance Plan page (**Figure 570**) is displayed.

Figure 570. Find An Existing Value tab - HR Views/Edits Performance Plan page

4. Complete the fields as follows:

EmpIID

Select data from the drop-down list, then enter the applicable Empl ID. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).

Review Period From

Select data from the drop-down list then enter the date the performance plan started or select a date from the calendar icon.

5. Click **Search**. The Performance Plan tab - HR Views/Edits Performance Plan page (Figure 571) is displayed. If an EmplID is entered and a message is received **No Matching Values Found**, then there may not be a plan set up for the employee or the EmplID was entered incorrectly.

Performance Plan Elements and Standards

Brown, William E EmpID: 001005

Performance Plan Start Date: 07/01/2006
 Performance Plan End Date: 09/30/2006 [st]
 Next Performance Plan By: 10/01/2006 [st] Rating Scale: H 5 Tier Performance

Employment Info when plan was established

| | | | | |
|-------------|--------|---------------------|-----------|------------|
| Agency: | AG FA | Farm Service Agency | Position: | 90004045 |
| Department: | 900254 | DISTRICT 3 | Pay Plan: | GS 1101 13 |
| Job Code: | 002015 | SUPVY AGRL DIST DIR | | |

| Employee | Supervisor | Reviewer |
|--|---|--|
| <input checked="" type="checkbox"/> Viewed/Discussed Plan 06/29/2006 <input type="checkbox"/> Refused to Sign Last Updated Date 06/29/2006 | <input checked="" type="checkbox"/> Created the Plan 06/29/2006 Last Updated Date 06/29/2006 | <input checked="" type="checkbox"/> Concurred 11/22/2006 Last Updated Date 11/22/2006 |

Create Printable Form

Save Return to Search Notify Previous tab Next tab

Performance Plan | Elements and Standards

Figure 571. Performance Plan tab - HR Views/Edits Performance Plan page

6. Complete the fields as follows:

7.

The Performance Plan window (**Figure 571**) identifies that the Rating Official or the employee created the plan. since the appraisal period generally begins on October 1 of each year and ends on September 30 of the following year; both the end date and the next performance plan date are system-generated based on those dates. Fields on the Performance Plan and the Elements and Standards window can be viewed, modified, printed, or deleted based on Agency policy.

The Employment Information portion of the Performance Plan window displays the position information of the employee occupied at the time the plan was created. If this block is incorrect, then HR should review the position information and make the necessary corrections in Position and/or PARs, whichever is appropriate.

The Viewed portion of the window displays the dates when the Rating Official and employee viewed, last updated, and/or finalized the plan. The employee **must** check this box whether the plan was created by the Rating Official or by the employee. The Rating Official must finalize the plan before a progress review or summary rating can be entered.

8. Click **Save**.

OR

Click **Return To Search** to search for another performance plan.

OR

Click **Next Tab** to view the next tab.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

OR

Click **Create Printable Form**. This button displays the information from the Performance Plan tab and Elements and Standards tab in a printable form.

9. Click the **Elements and Standards** tab. the Elements and Standards tab - HR Views/Edits Performance Plan page (**Figure 572**) is displayed.

The screenshot shows a web application interface with two tabs: "Performance Plan" and "Elements and Standards". The "Elements and Standards" tab is active. The page displays the following information:

- Employee Name: Brown, William E; EmpID: 001005
- Performance Plan Start Date: 07/01/2006
- Performance Plan End Date: 09/30/2006
- Next Performance Plan By: 10/01/2006
- Job Code: 002015 SUPVY AGRL DIST DIR; Position: 90004045

The "Elements & Standards" section includes a table with the following details:

| Performance | Measure No: | Element: | Standards: |
|-------------|-------------|---|---|
| 01 | | Equal Opportunity & Civil Rights: (Mandatory for all Supervisors & Managers). | Performs all duties in a manner which consistently demonstrates fairness, cooperation, and respect towards coworkers, office visitors, and all others in the performance of official business. Demonstrates an awareness of EO/CR policies and responsibilities of Agency and Departmental goals of |

At the bottom of the page, there are several buttons: "Save", "Return to Search", "Notify", "Previous tab", and "Next tab". A navigation bar at the bottom indicates "Performance Plan | Elements and Standards".

Figure 572. Elements And Standards tab - HR Views/Edits Performance Plan page

10. The portions on this window are explained below.

Critical Element - A critical element is a work assignment or responsibilities of such importance that unacceptable performance in the element would result in a determination that the employee's overall performance is unacceptable.

Additional Performance Element - A dimension or aspect of the employee team, or organizational performance that is not a critical element or non-critical element. Additional elements may be added to a plan. Also refer to your agency policy for additional guidance.

Performance Standard - The performance standard is a management-approved expression of the performance, threshold(s), or expectation(s) that must be met to be appraised at a particular level of performance. A performance standard may include, but is not limited to, quality, cost-efficiency, timeliness, and manner of performance.

11. Click **Save**.

OR

Click **Return To Search** to search for another performance plan.

OR

Click **Previous Tab** to view the previous tab.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

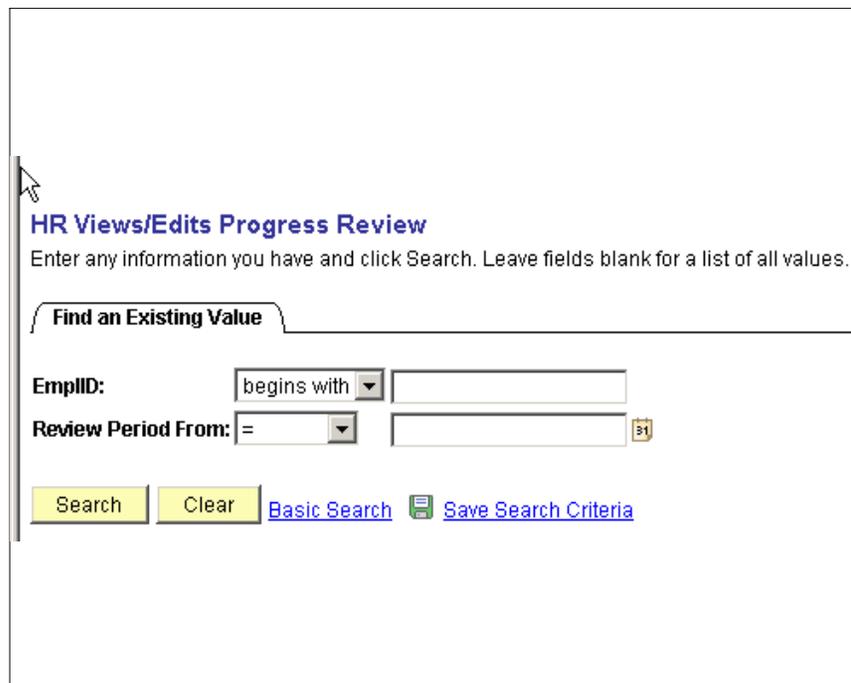
HR Views/Edits Progress Review

The Progress Review is a joint discussion between the Rating Official and the employee regarding the Employee's progress toward achieving the performance standards. It does not involve the issuance of a rating of record. Progress reviews are conducted as least once during a full appraisal period. Normally, these required reviews would be accomplished during the midpoint of the appraisal period. Comment may be entered by the Rating Official and/or employee. The Rating Official must finalize the plan before a progress review can be added.

The HR Views/Edits Progress Review is a custom option where HR personnel can view and edit Progress Reviews. HR can view the Performance Plan Start and End Dates, Next Performance Plan Date, Rating Scale and Employment information, and the information on the Elements and Standards tab.

To view/edit a Progress Review:

1. Select the **Manage Performance** menu group.
2. Select the **Use** menu.
3. Select the **HR Views/Edit Progress Review** component.
4. The Find An Existing Value tab - HR Views/Edits Progress Review page (**Figure 573**) is displayed.



The screenshot displays the 'HR Views/Edits Progress Review' page. At the top, the title 'HR Views/Edits Progress Review' is shown in blue. Below the title is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A tab labeled 'Find an Existing Value' is active. The search form includes two rows of input fields. The first row is for 'EmplID:' with a dropdown menu set to 'begins with' and an empty text box. The second row is for 'Review Period From:' with a dropdown menu set to '=', an empty text box, and a calendar icon. At the bottom of the form are two buttons: 'Search' (highlighted in yellow) and 'Clear' (highlighted in yellow). Below the buttons are two links: 'Basic Search' and 'Save Search Criteria'.

Figure 573. Find An Existing Value tab - HR Views/Edits Progress Review page

- Complete the fields as follows:

EmplID

Select data from the drop-down list, then enter the applicable Empl ID. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).

Review Period From

Enter the date the progress review started or select a date from the calendar icon.

- Click **Search**. The Progress Review tab - HR Views/Edits Progress Review page (**Figure 574**) is displayed.

OR

Click **Clear** to clear the entry on the window. Another entry can be made at this time.

Figure 574. Progress Review tab - HR Views/Edits Progress Review page

- Complete the fields as follows:
- Click the **Elements and Standards** tab. the Elements and Standards tab - HR Views/Edits Progress Review page (**Figure 575**) is displayed.

Figure 575. Elements And Standards tab - HR Views/Edits Progress Review page

9. Click **Save**.

OR

Click **Return To Search** to search for another performance plan.

OR

Click **Previous Tab** to view the previous tab.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

HR Views/Edits Summary Rating

The HR Views/Edits Summary Rating is a custom option where HR personnel can view or edit Summary Ratings. HR can view the Performance Plan Start and End Dates, Next Performance Plan Date, Rating Scale and Employment information, Overall Summary Rating and the information on the Elements and Standards tab.

To view/edit a Summary Rating:

1. Select the **Manage Performance** menu group.
2. Select the **Use** menu.
3. Select the **HR Views/Edits Summary Rating** component. The Find An Existing Value tab - HR Views/Edits Summary Rating page (**Figure 577**) is displayed.

HR Views/Edits Summary Rating
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: begins with

[Advanced Search](#)

Figure 576. Find An Existing Value tab - HR Views/Edits Summary Rating page

4. Complete the fields as follows:

Search By

Select the applicable data from the drop-down list. Valid values are: **EmplID** and **Review Period From**.

Begins With

Enter the date applicable data.

5. Click **Search**. The Summary Rating tab - HR Views/Edits Summary Rating page (**Figure 577**) is displayed.

OR

Click **Clear** to clear the entry on the window. Another entry can be made at this time.

Summary Rating **Elements and Standards**

Sievens Irizarry, Greisha **EmpID:** 001006 NFC Status: Applied

Performance Plan Start Date: 10/01/2004 **Next Performance Plan By:** 10/01/2005
Performance Plan End Date: 09/30/2005 **Perf Plan Reviewed Date:** 10/18/2005
Review Type: Adjustment Result Overall Rating: 3
Rating Scale: A Pass/Fail System

Employment Info when Plan was established

Agency: AG FA Farm Service Agency **Position:** 90118770
Department: 900264 SERVICE CENTER
Job Code: 027397 Loan Specist (Agrl) **Pay Plan:** GS 1165 11

Reviewer Id: 001010 Bracht, Leon E [Create Printable Form](#)

Eval Type: Supervisor

Reviewer Comments: 2005-10-18 - Greisha's work in CDAT is continuing and consumes the majority of her time. Performance is acceptable in the
Employee Comment:

05/30/2006 **Employee Viewed/Discussed Rating**

[Save](#) | [Return to Search](#) | [Notify](#) | [Previous tab](#) | [Next tab](#)

Figure 577. Summary Rating tab - HR Views/Edits Summary Rating page

6. Complete the fields as follows:
7. Click the **Elements and Standards** tab. The Elements and Standards tab - HR Views/Edits Summary Rating page (Figure 578) is displayed.

Summary Rating **Elements and Standards**

Sievens Irizarry, Greisha **EmpID:** 001006

Performance Plan Start Date: 10/01/2004 **Performance Plan end Date:** 09/30/2005
Next Performance Plan By: 10/01/2005 **Perf Plan Reviewed Date:** 10/18/2005
Job Code: 027397 Loan Specist (Agrl)
Position: 90118770 **Review Type:** Adjustment Result **Overall Review Rating:** 3

Elements and Standards [Find](#) | [View All](#) First 1 of 5 Last

Performance Measure No: 01 **Review Rating:** 3

Element: Personal Contacts - EO/CR (Mandatory for all Non-Supervisory Employees)

Standards: Routinely displays courteous and tactful behavior towards internal and external customers, supervisors, coworkers, and/or team members. Projects a positive and professional image of USDA. Performs all duties in a manner which consistently demonstrates fairness, cooperation, and respect towards customers, office visitors, and all others in the performance of official

[Save](#) | [Return to Search](#) | [Notify](#) | [Previous tab](#) | [Next tab](#)

[Summary Rating](#) | [Elements and Standards](#)

Figure 578. Elements And Standards tab - HR Views/Edits Summary Rating page

8. Click **Save**.

OR

Click **Return To Search** to search for another performance plan.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

OR

Click **Previous Tab** to view the previous tab.

075 Performance Appraisal

The 075 Performance Appraisal component is used by HR to enter historical ratings and to enter performance ratings for employees in grades higher than GS1–13. The ratings are entered and transmitted to NFC.

HR must enter the following information on the page. Once the information is saved on the page, the transaction will be picked up by the interface and sent to NFC.

To view, modify, or view a 075 Performance Appraisal:

1. Select the **Manage Performance** menu group.
2. Select the **Use** menu.
3. Select the **075 Performance Appraisal** component. The Find An Existing Value tab - 075 - Performance Document page (**Figure 579**) is displayed.

075 - Performance Document
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

EmpID: begins with [v] 001006
Empl Rcd Nbr: = [v] [] 0
Social Security Number: begins with [v] []
Name: begins with [v] []
Last Name: begins with [v] []
Agency: begins with [v] [] 🔍
Sub-Agency: begins with [v] [] 🔍

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

No matching values were found.

[Find an Existing Value](#) | [Add a New Value](#)

Figure 579. Find An Existing Value tab - 075 - Performance Document page

4. Complete the fields as follows:

EmplID

Click the down arrow to choose a search criteria then enter the applicable Empl ID. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).

Empl Rcd Nbr

Click the down arrow to choose a search criteria then enter the applicable record number. Valid values are **=**, **Not =**, **<**, **<=**, **>**, **>=**, **Between**, and **In**.

Social Security Number

Enter the full social security number (9 positions).

Name

Click the down arrow to choose a search criteria or enter the applicable name. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).

Last Name

Click the down arrow to choose a search criteria then enter the applicable last name. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).

Agency

Click the down arrow to choose a search criteria value then enter the applicable information. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).

Sub-Agency

Click the down arrow to choose a search criteria value then enter the applicable information. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).

Case Sensitive

Click this field if the information is case sensitive.

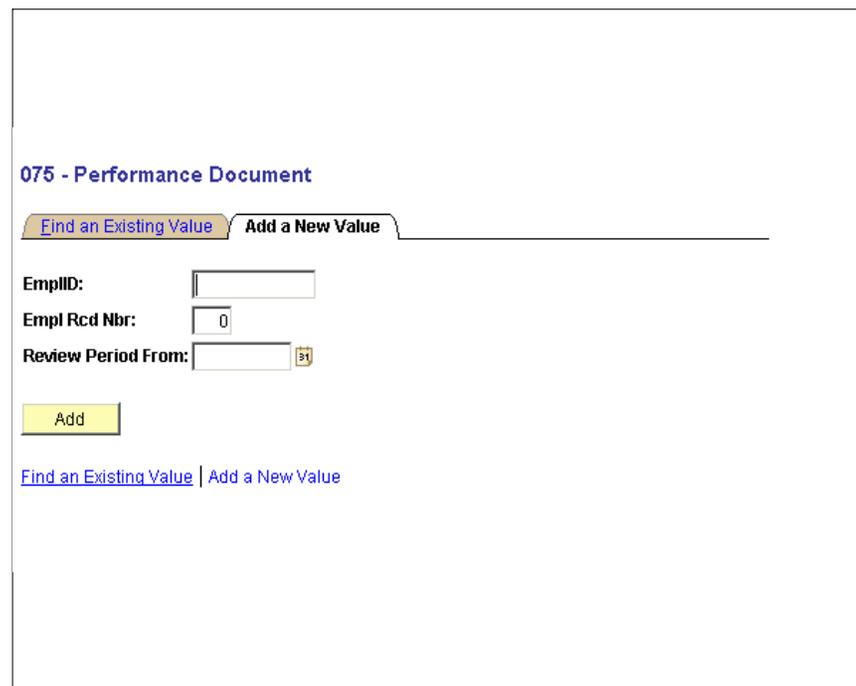
5. Click **Search**. The 075 – Performance Document page (**Figure 581**) is displayed.

OR

Click **Clear** to clear the entry on the page. Another entry can be made at this time.

OR

6. Click the **Add a New Value** tab. The Add a New Value tab - 075 Performance Document page (**Figure 580**) is displayed.



075 - Performance Document

[Find an Existing Value](#) **Add a New Value**

EmpID:

Empl Rcd Nbr:

Review Period From: 

[Find an Existing Value](#) | [Add a New Value](#)

Figure 580. Add A New Value tab - 075-Performance Document page

7. Complete the fields as follows:

EmpIID

Enter the employee ID.

Empl Rcd Nbr

Enter the employee record number.

Review Period From

Enter the date the review started or select a date from the calendar icon.

- 8. Click **Add**. The 075 - Performance Document page (**Figure 581**) is displayed.

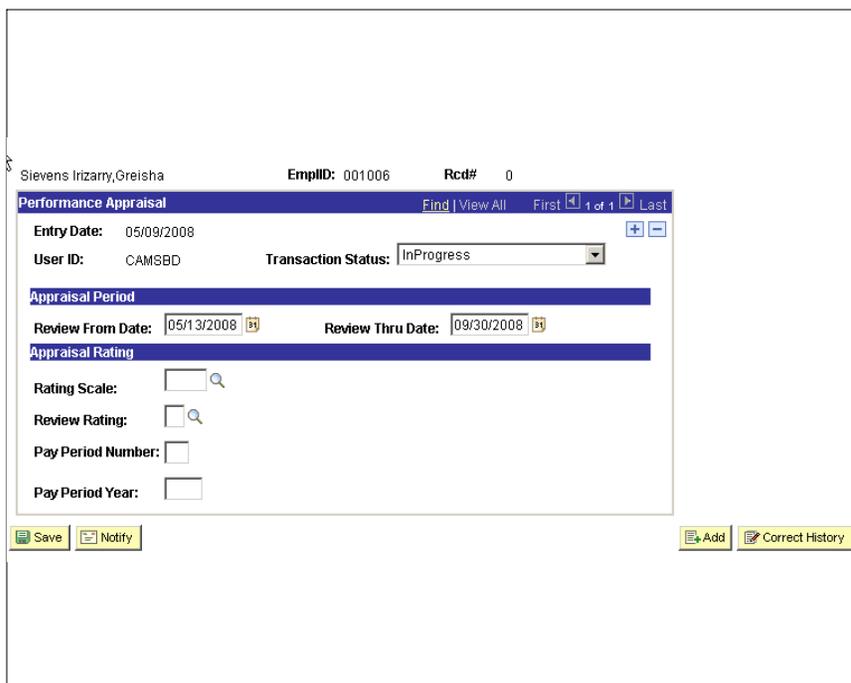


Figure 581. 075-Performance Document window

- 9. Complete the fields as follows:

Entry Date

This field is populated with the entry date.

User ID

This field is populated with the the user's ID.

Transaction Status

This field is populated with the status of the transaction. The transaction status changes when the transaction is saved.

Review From Date

Enter the date the review started.

Review Thru Date

Enter the date the review ended.

Rating Scale

Enter the applicable rating scale or select from the icon.

Review Rating

Enter the applicable review rating or select from the icon.

Pay Period Number

Enter the pay period number.

Pay Period Year

Enter the pay period year.

10. Click **Save**.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

Performance Deletion

This option allows HR to delete an existing Performance Plan, Progress Review and/or Summary Rating.

This section contains information on the following topics:

[Existing Performance Plan](#)

[Existing Progress Review](#)

[Existing Summary Rating](#)

Existing Performance Plan

This option allows HR to delete an existing Performance Plan.

To delete an existing Performance Plan:

1. Select the **Manage Performance** menu group.
2. Select the **Use** menu.
3. Select the **Performance Deletion** component. The Performance Deletion page (**Figure 582**) is displayed.



Figure 582. Performance Deletion page

4. Click **Existing Performance Plan**. The Find An Existing Value tab - HR Performance Plan Deletion page (**Figure 583**) is displayed.

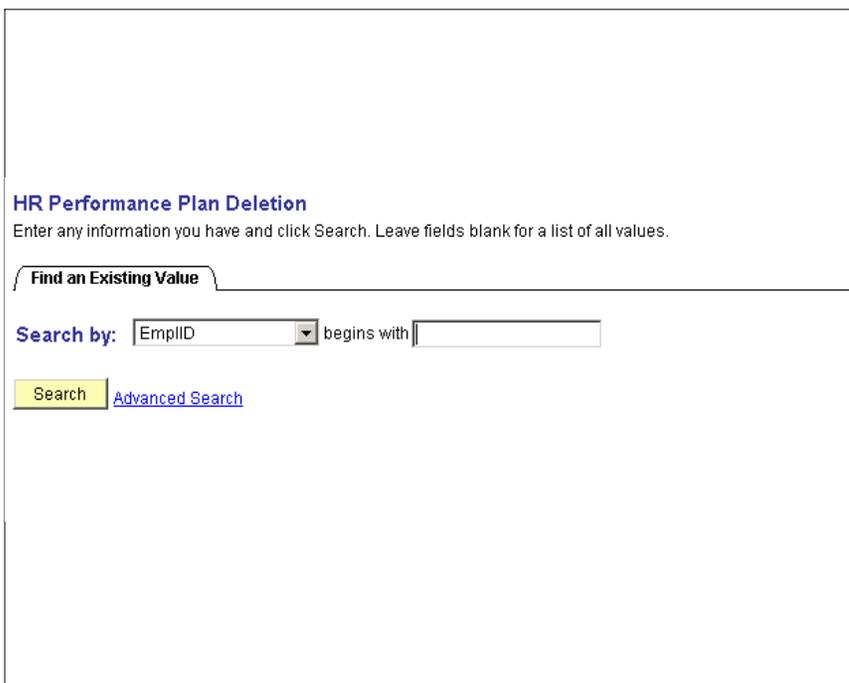


Figure 583. Find An Existing Value tab - HR Performance Plan Deletion page

5. Complete the fields as follows:

Search By

Select data from the drop-down list. Valid values are **EmplID** and **Review Period From**.

Begins with

Enter the data that corresponds to the Search By value.

6. Click **Search**. The applicable information is displayed.
7. Select the Performance Plan intended to be deleted. The HR Performance Plan Deletion page (**Figure 584**) is displayed.

| | | | |
|--|-----------------------|-------------------------------------|------------------------------|
| Sievens Irizarry, Greisha | | EmplID: | 001006 |
| Performance Plan Start Date: | 10/01/2007 | | |
| Performance Plan End Date: | 09/30/2008 | | |
| Next Performance Plan By: | 10/01/2008 | Rating Scale: H | 5 Tier Performance |
| Employment Info when plan was established | | | |
| Agency: | AG FA | Farm Service Agency | |
| Department: | 900262 | SERVICE CENTER | Position: 90118770 |
| Job Code: | 027397 | Loan Speclst (Agrl) | Pay Plan: GS 1165 11 |
| Employee | Viewed/Discussed Plan | <input type="checkbox"/> | Last Updated Date |
| Manager | Finalized Plan | <input checked="" type="checkbox"/> | Last Updated Date 11/02/2007 |
| Delete | | | |

Figure 584. HR Performance Plan Deletion page

8. Click **Delete**. The Delete Confirmation page (**Figure 585**) is displayed.

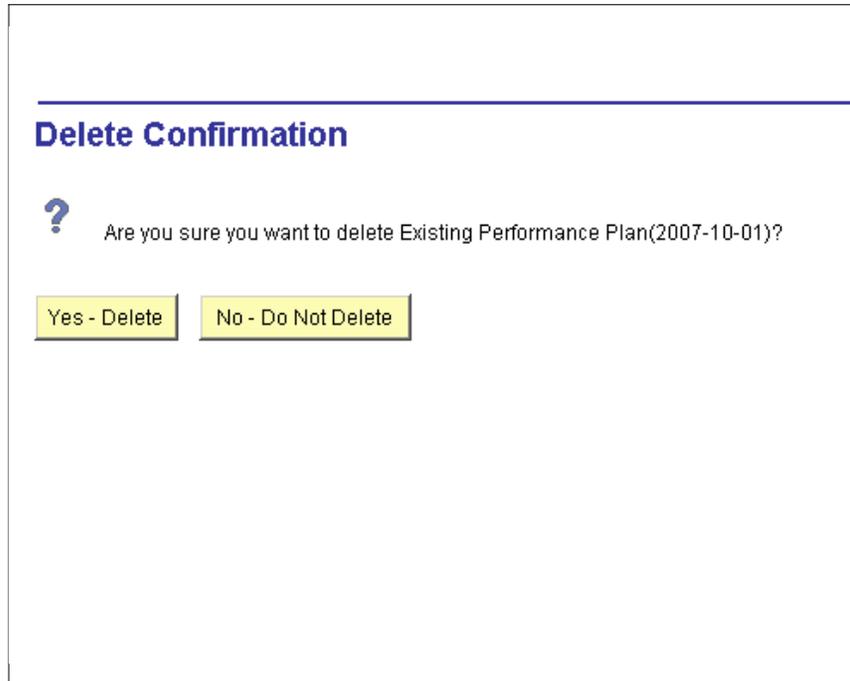


Figure 585. Delete Confirmation page

9. Click **Yes - Delete**. The selected Performance Plan is deleted.

OR

- Click **No - Do Not Delete**. The action is canceled.

Existing Progress Review

This option allows HR to delete and existing Progress Review.

To delete an existing Performance Plan:

1. Select the **Manage Performance** menu group.
2. Select the **Use** menu.
3. Select the **Performance Deletion** component. The Performance Deletion page (**Figure 582**) is displayed.
4. Click **Existing Progress Review**. The Find An Existing Value tab - HR Progress Review Deletion page (**Figure 586**) is displayed.

HR Progress Review Deletion
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: begins with

[Advanced Search](#)

Figure 586. Find An Existing Value tab - HR Progress Review Deletion page

5. Complete the fields as follows:

Search By

Select data from the drop-down list. Valid values are **EmpID** and **Review Period From**.

Begins with

Enter the data that corresponds to the Search By value.

6. Click **Search**. The applicable information is displayed.
7. Select the Progress Review intended to be deleted. The HR Progress Review Deletion page (**Figure 587**) is displayed.

| | | | |
|--|--|----------------------------------|--|
| Sievens Irizarry, Greisha | | EmpID: | 001006 |
| Performance Plan Start Date: | 10/01/2004 | Next Performance Plan By: | 10/01/2005 |
| Performance Plan End Date: | 09/30/2005 | Perf Plan Reviewed Date: | 03/01/2005 |
| Review Type: | Performance | Overall Rating: | |
| Employment Info when plan was established | | | |
| Rating Scale: | A Pass/Fail System | Dept: | 900262 SERVICE CENTER |
| Agency: | AG FA FSA | Position: | 90118770 Pay Plan: GS 1165 11 |
| Job Code: | 027397 Loan Specist (Agr) | | |
| Reviewer Id: | 001010 Bracht, Leon E | | |
| Eval Type: | Supervisor | | |
| Reviewer Comments: | 2005-03-01 - Work assigned at at the County office level is completed in a satisfactory manner. - LB | Employee Comment: | 2007-04-06 - 2005-03-15 - I always try to do the most and the best I can between The Consent |
| 03/15/2005 | <input checked="" type="checkbox"/> Employee Viewed/Discussed Rating | | |
| <input type="button" value="Delete"/> | | | |

Figure 587. HR Progress Review Deletion page

- Click **Delete**. The Delete Confirmation page (Figure 588) is displayed.

Delete Confirmation

?

Are you sure you want to delete Existing Progress Review(2005-03-01)?

Figure 588. Delete Confirmation page

- Click **Yes - Delete**. The selected Progress Review is deleted.

OR

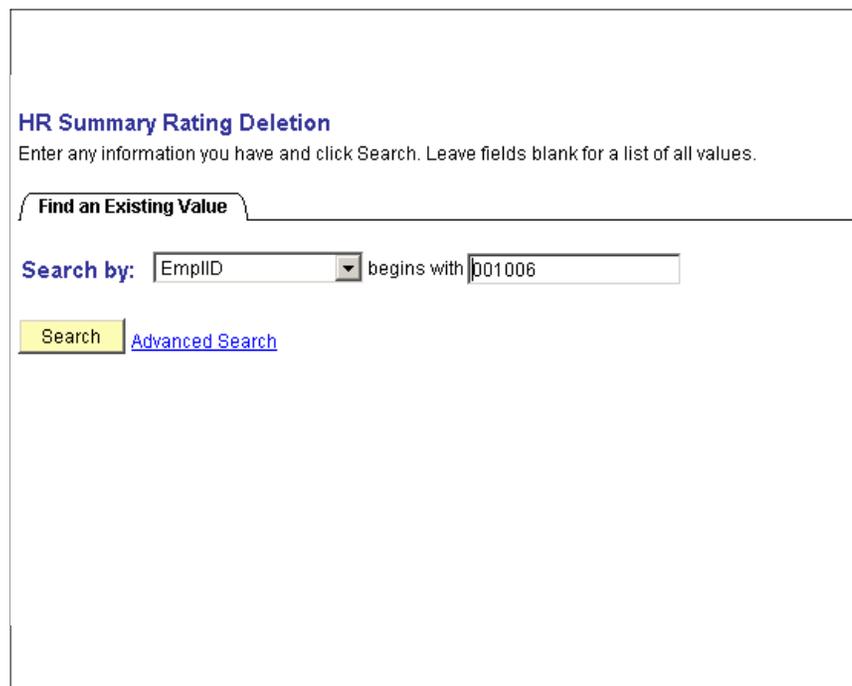
Click **No - Do Not Delete**. The action is canceled.

Existing Summary Rating

This option allows HR to delete an existing Summary Rating.

To delete an existing Summary Rating:

1. Select the **Manage Performance** menu group.
2. Select the **Use** menu.
3. Select the **Performance Deletion** component. The Performance Deletion window (**Figure 582**) is displayed.
4. Click **Existing Summary Rating**. The Find An Existing Value tab - HR Summary Rating Deletion page (**Figure 589**) is displayed.



The screenshot shows a web interface titled "HR Summary Rating Deletion". Below the title is a subtitle "Find An Existing Value" and a instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." The main search area contains a "Search by:" label followed by a dropdown menu set to "EmplID" and a text input field containing "001006". Below the search fields are two buttons: a yellow "Search" button and a blue "Advanced Search" link.

Figure 589. Find An Existing Value tab - HR Summary Rating Deletion page

5. Complete the fields as follows:

Search By

Select data from the drop-down list. Valid values are **EmplID** and **Review Period From**.

Begins with

Enter the data that corresponds to the Search By value.

6. Click **Search**. The applicable information is displayed.
7. Select the Summary Rating intended to be deleted. The HR Summary Rating Deletion page (**Figure 590**) is displayed.

| | | | |
|--|---|----------------------------------|--------------------------------------|
| Sievens Irizarry,Greisha | | EmpID: | 001006 |
| Performance Plan Start Date: | 06/01/2006 | Next Performance Plan By: | 10/01/2006 |
| Performance Plan End Date: | 09/30/2006 | Perf Plan Reviewed Date: | 10/16/2006 |
| Review Type: | Adjustment Result | Overall Rating: | 3 FULLY SUCCESSFUL OR EQUIVALENT |
| Employment Info when plan was established | | | |
| Rating Scale: | H 5 Tier Performance | Dept: | 900262 SERVICE CENTER |
| Agency: | AG FA FSA | Position: | 90118770 Pay Plan: GS 1165 11 |
| Job Code: | 027397 Loan Speclst (Agr) | | |
| Reviewer Id: | 001010 Bracht,Leon E | | |
| Eval Type: | Supervisor | | |
| Reviewer Comments: | 2006-10-31 - 10/31/06 comments continued; comments were received after the | Employee Comment: | |
| 10/16/2006 | <input checked="" type="checkbox"/> Employee Viewed/Discussed Rating | | |
| <input type="button" value="Delete"/> | | | |

Figure 590. HR Summary Rating Deletion page

- Click **Delete**. The Delete Confirmation page (Figure 591) is displayed.

Delete Confirmation

?

Are you sure you want to delete Existing Summary Rating(2006-10-16)?

Figure 591. Delete Confirmation page

- Click **Yes - Delete**. The selected Summary Rating is deleted.

OR

Click **No - Do Not Delete**. The action is canceled.