

# **Documenting Progress Reviews in EmpowHR**

## **Progress Review:**

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 at least once during a full appraisal period. Normally, these required reviews would be accomplished during the midpoint of the appraisal period. Comments may be entered by the Rating Official and/or the employee.

**A current plan must have been created and concurred for the Supervisor to add a progress review.**

**The Supervisor must initiate a review.**



**Menu**

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
  - Tasks
    - Career Plan
    - NTE Extension
    - Awards
    - Performance**
    - Performance Reviewer
    - Personnel Actions
  - View
    - Job and Personal Information
    - Reports
  - Worklist
  - Reporting Tools
  - PeopleTools
    - Change My Password
    - My Personalizations
    - My System Profile
    - My Dictionary
    - EmpowHR Documentation

[New Window](#) | [Help](#)

### Glover, Johnny L

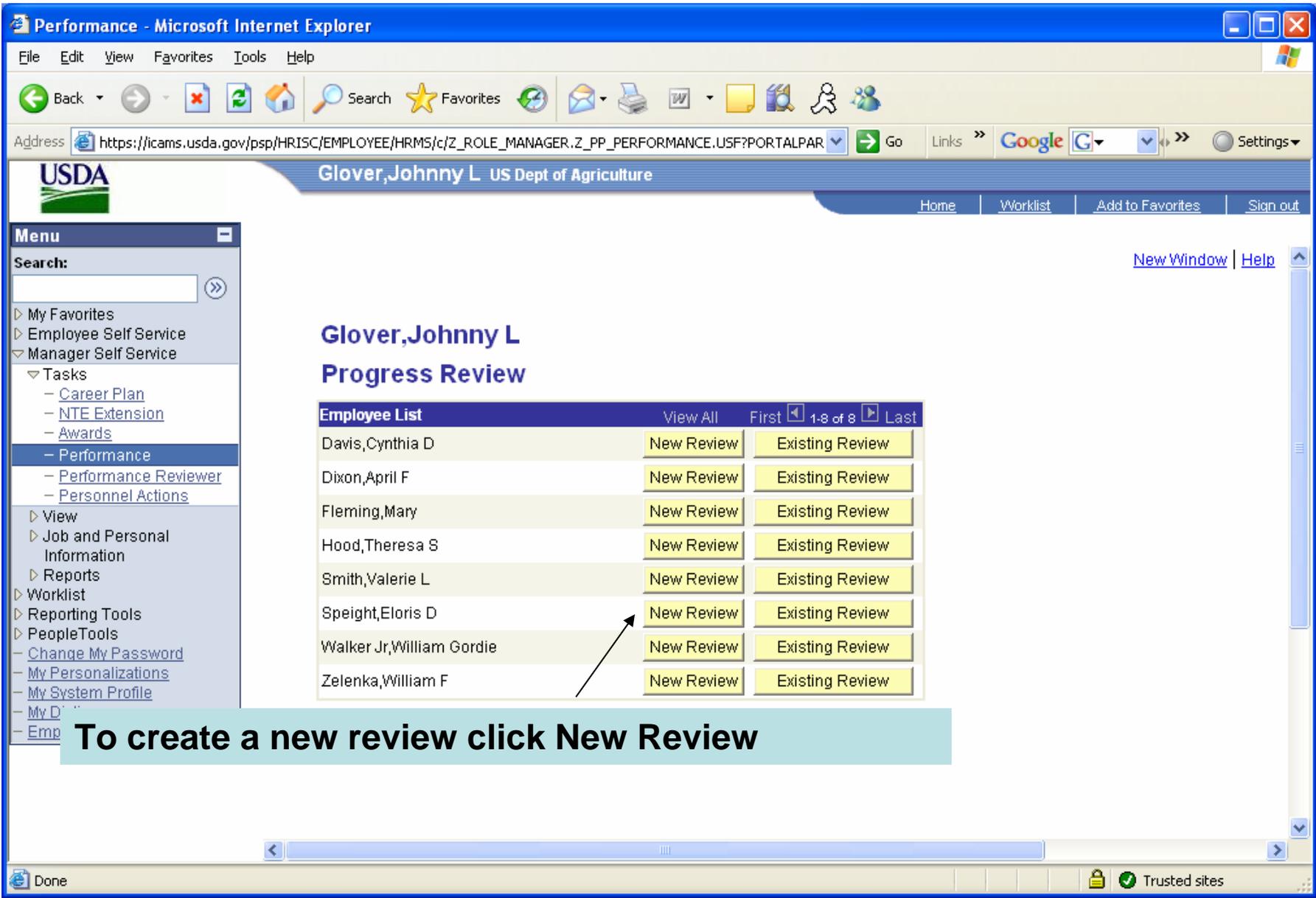
Performance Plan

Progress Review

Summary Rating

Notify

**The Supervisor creates a Progress Review.**  
**Click Progress Review**



Performance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://icams.usda.gov/psp/HRISC/EMPLOYEE/HRMS/c/Z\\_ROLE\\_MANAGER.Z\\_PP\\_PERFORMANCE.USF?FolderPath=](https://icams.usda.gov/psp/HRISC/EMPLOYEE/HRMS/c/Z_ROLE_MANAGER.Z_PP_PERFORMANCE.USF?FolderPath=) Go Links » Google G Settings ▾

**USDA** Glover, Johnny L US Dept of Agriculture

Home Worklist Add to Favorites Sign out

**Menu**

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
  - Tasks
    - Career Plan
    - NTE Extension
    - Awards
    - Performance**
    - Performance Reviewer
    - Personnel Actions
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  - Job and Personal Information
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  - Reporting Tools
  - PeopleTools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary
  - EmpowHR Documentation

**Sup Create Progress Review**

**Add a New Value**

Review Period From:  

Reviewed Date: 02/26/2007 

**You need to click the Look Up glass in order to find the proper Plan that you are adding a progress review to.**

Done Trusted sites

Performance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://icams.usda.gov/psp/HRISC/EMPLOYEE/HRMS/c/Z\\_ROLE\\_MANAGER.Z\\_PP\\_PERFORMANCE.USF?FolderPath=](https://icams.usda.gov/psp/HRISC/EMPLOYEE/HRMS/c/Z_ROLE_MANAGER.Z_PP_PERFORMANCE.USF?FolderPath=) Go Links » Google G Settings

USDA Glover, Johnny L US Dept of Agriculture Home Worklist Add to Favorites Sign out

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    - Career Plan
    - NTE Extension
    - Awards
    - Performance**
    - Performance Reviewer
    - Personnel Actions
  - View
  - Job and Personal Information
  - Reports
  - Worklist
  - Reporting Tools
  - PeopleTools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary
  - EmpowHR Documentation

### Look Up Review Period From

EmpID: 075444  
Personnel Office ID: 5261  
Review Period From: = [dropdown] [input field]

Look Up Clear Cancel Basic Lookup

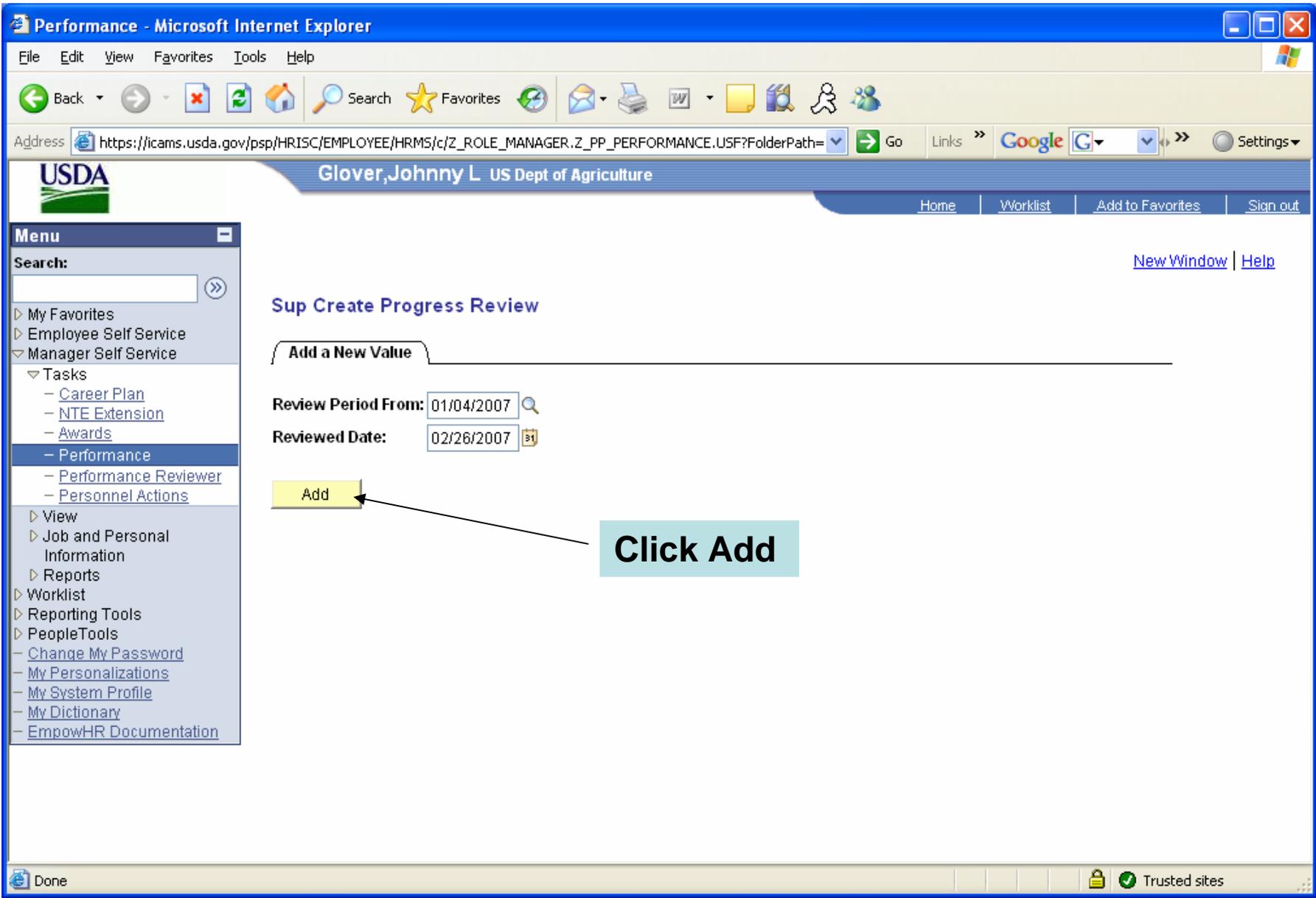
### Search Results

View All First 1-2 of 2 Last

- Review Period From**
- [01/04/2007](#)
- [10/01/2005](#)

Always select your current plan.

Trusted sites



### Sup Create Progress Review

#### Add a New Value

Review Period From: 01/04/2007

Reviewed Date: 02/26/2007

Add

Click Add

- The Supervisor will enter general comments about Progress in the Reviewer Comments block.

Menu

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
  - Tasks
    - Career Plan
    - NTE Extension
    - Awards
    - Performance
    - Performance Reviewer
    - Personnel Actions
  - View
  - Job and Personal Information
  - Reports
  - Worklist
  - Reporting Tools
  - PeopleTools
    - Change My Password
    - My Personalizations
    - My System Profile
    - My Dictionary
    - EmpowHR Documentation

New Window | Help

Progress Review | Elements and Standards

Speight,Eloris D	EmpID:	075444
------------------	--------	--------

Performance Plan Start Date:	01/04/2007	Next Performance Plan By:	10/01/2007
Performance Plan End Date:	09/30/2007	Perf Plan Reviewed Date:	02/26/2007
Review Type:	Progress Review		

Employment Info when plan was established

Rating Scale:	H 5 Tier Performance	Dept:	914370 Human Resources Mgmt. Division
Agency:	AG 16 NRCS	Position:	90224435 Pay Plan: GS 0201 14
Job Code:	079349 HUMAN RESOURCES SPECLST (PERF)		

Supervisor:	<input type="text" value="046173"/>	Glover,Johnny L	<a href="#">Create Printable Form</a>
Eval Type:	Supervisor		
Reviewer	Test of Progress Review		
Comments:	<input type="text"/>	Employee Comment:	<input type="text"/>
<a href="#">Add More Comments</a>			

<b>Employee</b>	<input type="checkbox"/> Viewed/Discussed
-----------------	---

<b>Supervisor</b>	<input type="checkbox"/> Created Review/Rating
-------------------	--

[Return to Employee List](#)

[Save](#) [Previous tab](#) [Next tab](#) [Spell Check](#)

Progress Review | Elements and Standards



- Menu
- Search:
- My Favorites
- Employee Self Service
- Manager Self Service
  - Tasks
    - Career Plan
    - NTE Extension
    - Awards
    - Performance
    - Performance Reviewer
    - Personnel Actions
  - View
  - Job and Personal Information
  - Reports
  - Worklist
  - Reporting Tools
  - PeopleTools
    - Change My Password
    - My Personalizations
    - My System Profile
    - My Dictionary
    - EmpowHR Documentation

Click Save and the system will check the Supervisor Created Review/Rating box.

New Window Saved

<b>Performance Plan Start Date:</b> 01/04/2007	<b>Next Performance Plan By:</b> 10/01/2007
<b>Performance Plan End Date:</b> 09/30/2007	<b>Perf Plan Reviewed Date:</b> 02/26/2007
<b>Review Type:</b> <input type="text" value="Progress Review"/>	

<b>Employment Info when plan was established</b>			
<b>Rating Scale:</b> H	5 Tier Performance	<b>Dept:</b> 914370	Human Resources Mgmt. Division
<b>Agency:</b> AG	16 NRCS	<b>Position:</b> 90224435	<b>Pay Plan:</b> GS 0201 14
<b>Job Code:</b> 079349	HUMAN RESOURCES SPECLST (PERF)		

<b>Supervisor:</b> <input type="text" value="046173"/>	Glover, Johnny L	<input type="button" value="Create Printable Form"/>
<b>Eval Type:</b> <input type="text" value="Supervisor"/>		
<b>Reviewer Comments:</b> <input type="text" value="2007-02-26 - Test of Progress Review - JG"/>	<b>Employee Comment:</b> <input type="text"/>	
<input type="button" value="Add More Comments"/>		

<b>Employee</b>
<input type="checkbox"/> Viewed/Discussed

<b>Supervisor</b>
<input checked="" type="checkbox"/> Created Review/Rating
02/26/2007

[Return to Employee List](#)

# **Employee Review Process for Progress Reviews**

- Menu
- My Favorites
- Employee Self Service
  - Tasks
    - Career Plan
    - Education
    - Exit Interview
    - Job Classification Request
    - Personnel Actions
    - Skills Information
    - Awards
    - Contact Information
    - Performance
      - View
      - Personal Information
  - Manager Self Service
  - PAR Processing
  - Position Management
  - Payroll Documents
  - HR Reports
  - Payroll Processing
  - Training Administration
  - Manage Performance
  - Workforce Development
  - Enterprise Learning
  - Set Up HRMS
  - Worklist
  - Reporting Tools
  - PeopleTools
  - Change My Password
  - My Personalization
  - My System Profile
  - My Dictionary
  - EmpowHR Documents

### Performance Request

Speight,Eloris D

- Existing Plan
- Progress Review
- Summary Rating

Go to Progress Review

In testing it does not appear that the employee will receive an email nor a worklist item. This is consistent with the creation of the Performance Plan process. The supervisor is responsible for initiating a Progress Review discussion. Employee entry to the Progress Review comments made by the supervisor is via Employee Self Service, Tasks, Performance.



- Menu
- My Favorites
- Employee Self Service
  - Tasks
    - Career Plan
    - Education
    - Exit Interview
    - Job Classification Request
    - Personnel Actions
    - Skills Information
    - Awards
    - Contact Information
    - Performance**
  - View
  - Personal Information
  - Manager Self Service
  - PAR Processing
  - Position Management
  - Payroll Documents
  - HR Reports
  - Payroll Processing
  - Training Administration
  - Manage Performance
  - Workforce Development
  - Enterprise Learning
  - Set Up HRMS
  - Worklist
  - Reporting Tools
  - PeopleTools
    - Change My Password
    - My Personalizations
    - My System Profile
    - My Dictionary
    - EmpowHR Documentation

### Self Progress Review

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

Find an Existing Value

[Basic Search](#)

### Search Results

View All First 1-3 of 3 Last

Empl Rcd Nbr	Review Period From	Reviewed Date	Review Type
<a href="#">0</a>	<a href="#">01/04/2007</a>	<a href="#">02/26/2007</a>	<a href="#">Prog Rew</a>
<a href="#">0</a>	<a href="#">10/01/2005</a>	<a href="#">02/26/2007</a>	<a href="#">Prog Rew</a>
<a href="#">0</a>	<a href="#">03/21/2004</a>	<a href="#">07/01/2004</a>	<a href="#">Prog Rew</a>

Select current Review Period which is your current Performance Plan that was created earlier in the year.

**Menu**

Search:

- My Favorites
- Employee Self Service
  - Tasks
    - Career Plan
    - Education
    - Exit Interview
    - Job Classification Request
    - Personnel Actions
    - Skills Information
    - Awards
    - Contact Information
    - Performance
      - View
      - Personal Information
      - Manager Self Service
      - PAR Processing
      - Position Management
      - Payroll Documents
      - HR Reports
      - Payroll Processing
      - Training Administration
      - Manage Performance
      - Workforce Development
      - Enterprise Learning
      - Set Up HRMS
      - Worklist
      - Reporting Tools
      - PeopleTools
      - Change My Password
      - My Personalizations
      - My System Profile
      - My Dictionary
      - EmpowHR Documentation

**Progress Review** | **Elements and Standards**

Speight, Eloris D

Performance Plan Start Date: 01/04/2007    Next Performance Plan By: 10/01/2007  
 Performance Plan End Date: 09/30/2007    Perf Plan Reviewed Date: 02/26/2007  
 Review Type: Progress Review

**Employment info when plan was established**

Rating Scale: H    5 Tier Performance    Dept: 914370 Human Resources Mgmt. Division  
 Agency: AG    16    NRCS    Position: 90224435    Pay Plan: GS 0201 14  
 Job Code: 079349 HUMAN RESOURCES SPECLST (PERF)

Supervisor: 046173 Glover, Johnny L    [Create Printable Form](#)

Eval Type: Supervisor

Reviewer: 2007-02-26 - Test of Progress Review - JG    Employee Comment: Test of em... 2007

[Add More Comments](#)

<b>Employee</b> <input type="checkbox"/> Viewed/Discussed <input type="checkbox"/> Refused Rating	<b>Supervisor</b> <input checked="" type="checkbox"/> Created Review/Rating 02/26/2007
---	--

**Employee may make comments in the Employee Comment box. They may also make comments by element also (next slide)**

**After you are finished adding comments. Click Viewed/Discussed and Save.**

If you wish to print the progress review Click Create Printable Form. Processing takes several seconds.



Menu

- My Favorites
- Employee Self Service
  - Tasks
    - Career Plan
    - Education
    - Exit Interview
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    - Skills Information
    - Awards
    - Contact Information
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    - View
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  - Workforce Development
  - Enterprise Learning
  - Set Up HRMS
  - Worklist
  - Reporting Tools
  - PeopleTools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary
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Progress Review Elements and Standards

Speight,Eloris D EmpID: 075444

Performance Plan Start Date: 01/04/2007 Next Performance Plan By: 10/01/2007  
 Performance Plan End Date: 09/30/2007 Perf Plan Reviewed Date: 02/26/2007  
 Review Type: Progress Review

Employment Info when plan was established

Rating Scale: H 5 Tier Performance Dept: 914370 Human Resources Mgmt. Division  
 Agency: AG 16 NRCS Position: 90224435 Pay Plan: GS 0201 14  
 Job Code: 079349 HUMAN RESOURCES SPECLST (PERF)

Supervisor: 046173 Glover,Johnny L **Create Printable Form**

Eval Type: Supervisor

Reviewer Comments: 2007-02-26 - Thought of additional comment to add after review was initiated. Click Add More Comments

Employee Comment: 2007-02-26 - Test of employee comment Feb 26 2007 - ES

Add More Comments

Employee	Supervisor	Reviewer
<input checked="" type="checkbox"/> Viewed/Discussed 02/26/2007	<input checked="" type="checkbox"/> Created Review/Rating 02/26/2007	<input type="checkbox"/> Concurred Rating
<input type="checkbox"/> Refused Rating		

- Menu**
- ▶ My Favorites
  - ▼ Employee Self Service
    - ▼ Tasks
      - Career Plan
      - Education
      - Exit Interview
      - Job Classification Request
      - Personnel Actions
      - Skills Information
      - Awards
      - Contact Information
      - Performance
        - ▶ View
        - ▶ Personal Information
        - ▶ Manager Self Service
        - ▶ PAR Processing
        - ▶ Position Management
        - ▶ Payroll Documents
        - ▶ HR Reports
        - ▶ Payroll Processing
        - ▶ Training Administration
        - ▶ Manage Performance
        - ▶ Workforce Development
        - ▶ Enterprise Learning
        - ▶ Set Up HRMS
        - ▶ Worklist
        - ▶ Reporting Tools
        - ▶ PeopleTools
        - Change My Password
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Progress Review Elements and Standards

Speight,Eloris D EmpID: 075444

Performance Plan Start Date: 01/04/2007      Next Performance Plan By: 10/01/2007  
 Performance Plan End Date: 09/30/2007      Perf Plan Reviewed Date: 02/26/2007  
 Review Type: Progress Review

**Employment Info when plan was established**

Rating Scale: H      5 Tier Performance      Dept: 914370 Human Resources Mgmt. Division  
 Agency: AG 16 NRCS      Position: 90224435 Pay Plan: GS 0201 14  
 Job Code: 079349 HUMAN RESOURCES SPECLST (PERF)

Supervisor: 046173 Glover,Johnny L [Create Printable Form](#)

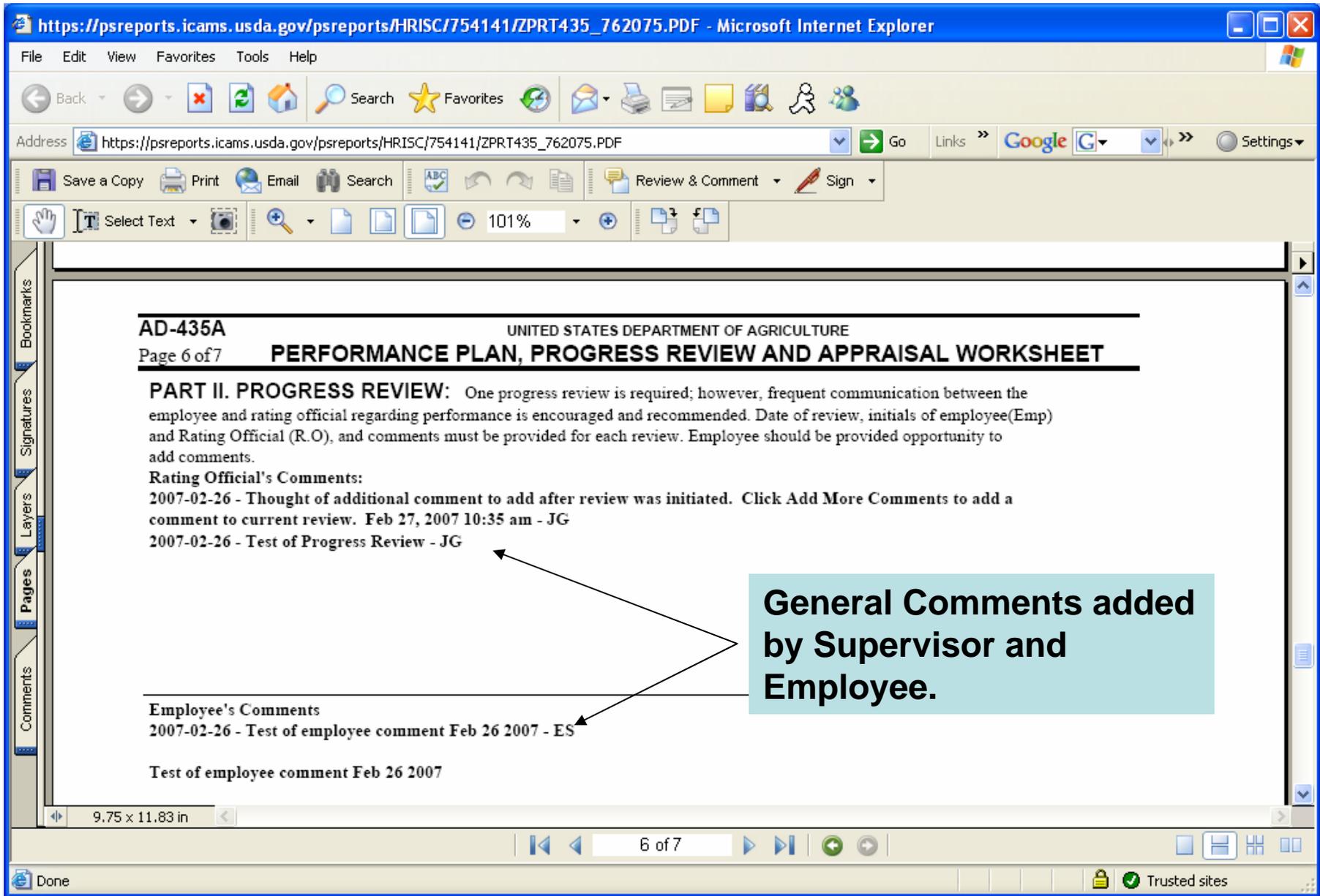
Eval Type: Supervisor [View Document](#)

Reviewer Comments: 2007-02-26 - Thought of additional comment to add after review was initiated. Click Add More Comments

Employee Comment: 2007-02-26 - Test of employee comment Feb 26 2007 - ES

[Add More Comments](#)

<b>Employee</b> <input checked="" type="checkbox"/> Viewed/Discussed 02/26/2007 <input type="checkbox"/> Refused Rating	<b>Supervisor</b> <input checked="" type="checkbox"/> Created Review/Rating 02/26/2007	<b>Reviewer</b> <input type="checkbox"/> Concurred Rating
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AD-435A

UNITED STATES DEPARTMENT OF AGRICULTURE

Page 6 of 7

**PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET**

**PART II. PROGRESS REVIEW:** One progress review is required; however, frequent communication between the employee and rating official regarding performance is encouraged and recommended. Date of review, initials of employee(Emp) and Rating Official (R.O), and comments must be provided for each review. Employee should be provided opportunity to add comments.

**Rating Official's Comments:**

- 2007-02-26 - Thought of additional comment to add after review was initiated. Click Add More Comments to add a comment to current review. Feb 27, 2007 10:35 am - JG
- 2007-02-26 - Test of Progress Review - JG

**General Comments added by Supervisor and Employee.**

**Employee's Comments**

- 2007-02-26 - Test of employee comment Feb 26 2007 - ES

Test of employee comment Feb 26 2007

# **Supervisor Review of Employee Comments**

Walker Jr, William Gordie(036405) added Progress Review comments for 2007 created by Glover, Johnny L(046173) - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward Print Attachments X Undo Redo A+ Print

From: RA.mdbeltsvi3.AMDC

Sent: Mon 2/26/2007 11:22 AM

To: Walker, Gordie - Beltsville, MD

Cc:

Subject: Walker Jr, William Gordie(036405) added Progress Review comments for 2007 created by Glover, Johnny L(046173)

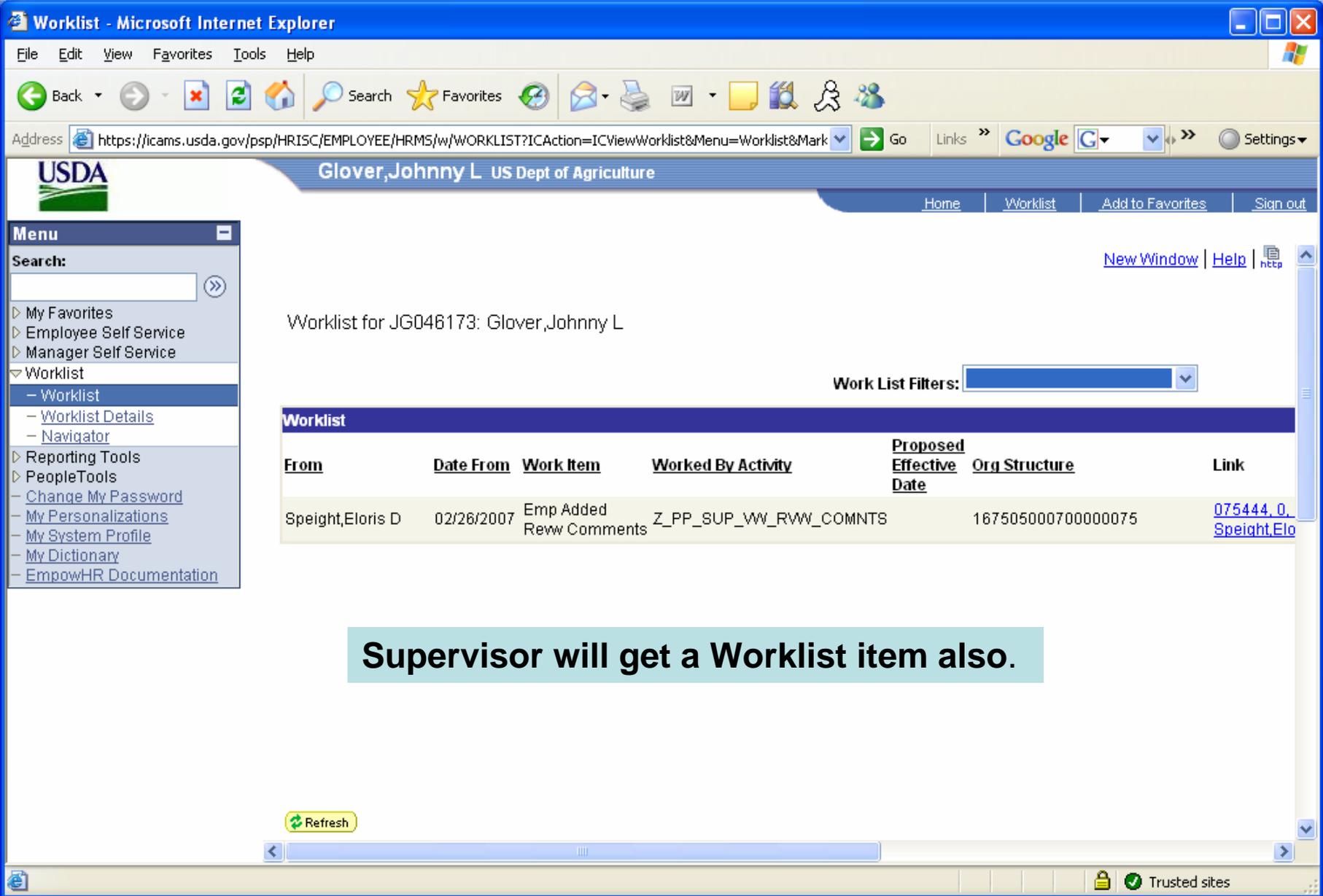
I\*CAMS has a worklist entry awaiting your action.

Click on the following link to proceed to I\*CAMS login screen.

<https://icams.usda.gov/HRISC/signon.html>

Note: Please do not respond back to this email

**When the employee adds comments the supervisor will get an email.**



**If the worklist item does not appear the Supervisor may access Progress Review via Manager Self Service, Tasks, Performance, Progress Review, Existing Review.**



**Menu**

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
  - Tasks
    - Career Plan
    - NTE Extension
    - Awards
    - Performance**
    - Performance Reviewer
    - Personnel Actions
  - View
    - Job and Personal Information
    - Reports
  - Worklist
  - Reporting Tools
  - PeopleTools
    - Change My Password
    - My Personalizations
    - My System Profile
    - My Dictionary
    - EmpowHR Documentation

### Glover,Johnny L Progress Review

Employee List	View All	First	1-8 of 8	Last
Davis,Cynthia D	New Review	Existing Review		
Dixon,April F	New Review	Existing Review		
Fleming,Mary	New Review	Existing Review		
Hood,Theresa S	New Review	Existing Review		
Smith,Valerie L	New Review	Existing Review		
Speight,Eloris D	New Review	Existing Review		
Walker Jr,William Gordie	New Review	Existing Review		
Zelenka,William F	New Review	Existing Review		

Performance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://icams.usda.gov/psp/HRISC/EMPLOYEE/HRMS/c/Z\\_ROLE\\_MANAGER.Z\\_PP\\_PERFORMANCE.USF?FolderPath=POF](https://icams.usda.gov/psp/HRISC/EMPLOYEE/HRMS/c/Z_ROLE_MANAGER.Z_PP_PERFORMANCE.USF?FolderPath=POF) Go Links Google G Settings

**USDA** Glover, Johnny L US Dept of Agriculture

Home Worklist Add to Favorites Sign out

**Menu**

Search:

- My Favorites
- Employee Self Service
- Manager Self Service
  - Tasks
    - Career Plan
    - NTE Extension
    - Awards
    - Performance**
    - Performance Reviewer
    - Personnel Actions
  - View
  - Job and Personal Information
  - Reports
  - Worklist
  - Reporting Tools
  - PeopleTools
    - Change My Password
    - My Personalizations
    - My System Profile
    - My Dictionary
    - EmpowHR Documentation

**Sup View/Edit Progress Review**

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

**Find an Existing Value**

Search Clear Basic Search Save Search Criteria

**Search Results**

View All First 1-3 of 3 Last

EmplID	Personnel Office ID	Name	Review Period From	Reviewed Date
<a href="#">075444 5261</a>		<a href="#">Speight, Eloris D</a>	<a href="#">01/04/2007</a>	<a href="#">02/26/2007</a>
<a href="#">075444 5261</a>		<a href="#">Speight, Eloris D</a>	<a href="#">10/01/2005</a>	<a href="#">02/26/2007</a>
<a href="#">075444 5261</a>		<a href="#">Speight, Eloris D</a>	<a href="#">03/21/2004</a>	<a href="#">07/01/2004</a>

**If Supervisor has to enter via the Menu structure and not the Worklist. After Existing review is selected select the proper Review Period which represents the Current Performance Plan.**

Done Trusted sites



**Menu**

Search:

- ▷ My Favorites
- ▷ Employee Self Service
- ▽ Manager Self Service
  - ▽ Tasks
    - Career Plan
    - NTE Extension
    - Awards
    - Performance
    - Performance Reviewer
    - Personnel Actions
  - ▷ View
  - ▷ Job and Personal Information
  - ▷ Reports
  - ▷ Worklist
  - ▷ Reporting Tools
  - ▷ PeopleTools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary
  - EmpowHR Documentation

**Visual of comments.  
Scroll as needed.**

**Progress Review** | Elements and Standards

Speight, Eloris D **EmpID:** 075444

**Performance Plan Start Date:** 01/04/2007 **Next Performance Plan By:** 10/01/2007  
**Performance Plan End Date:** 09/30/2007 **Perf Plan Reviewed Date:** 02/26/2007  
**Review Type:** Progress Review

**Employment Info when plan was established**

**Rating Scale:** H 5 Tier Performance **Dept:** 914370 Human Resources Mgmt. Division  
**Agency:** AG 16 NRCS **Position:** 90224435 **Pay Plan:** GS 0201 14  
**Job Code:** 079349 HUMAN RESOURCES SPECLST (PERF)

**Supervisor:** 046173 Glover, Johnny L **Create Printable Form**

**Eval Type:** Supervisor

**Reviewer Comments:** 2007-02-26 - Test of Progress Review - JG

**Employee Comment:** 2007-02-26 - Test of employee comment Feb 26 2007 - ES

**Add More Comments**

**Employee**

**Viewed/Discussed** 02/26/2007

**Supervisor**

**Created Review/Rating**

02/26/2007

[Return to Employee List](#)

**Save** | **Return to Search** | **Previous tab** | **Next tab**

**Spell Check**

Progress Review | [Elements and Standards](#)



- Menu**
- Search:
- ▷ My Favorites
  - ▷ Employee Self
  - ▽ Manager Self E
    - ▽ Tasks
      - Career Plan
      - NTE Extension
      - Awards
      - Performance
      - Performance Reviewer
      - Personnel Actions
    - ▷ View
    - ▷ Job and Personal Information
    - ▷ Reports
    - ▷ Worklist
    - ▷ Reporting Tools
    - ▷ PeopleTools
      - Change My Password
      - My Personalizations
      - My System Profile
      - My Dictionary
      - EmpowHR Documentation

**Supervisor may print by Click of Create Printable Form. Wait several seconds for View Document to come up. Click View Document to print PDF document.**

[New Window](#) | [Help](#)

<b>Performance Plan Start Date:</b> 01/04/2007	<b>Next Performance Plan By:</b> 10/01/2007
<b>Performance Plan End Date:</b> 09/30/2007	<b>Perf Plan Reviewed Date:</b> 02/26/2007
<b>Review Type:</b> <input type="text" value="Progress Review"/>	

Employment Info when plan was established			
<b>Rating Scale:</b> H	5 Tier Performance	<b>Dept:</b> 914370	Human Resources Mgmt. Division
<b>Agency:</b> AG	16 NRCS	<b>Position:</b> 90224435	<b>Pay Plan:</b> GS 0201 14
<b>Job Code:</b> 079349	HUMAN RESOURCES SPECLST (PERF)		

<b>Supervisor:</b> <input type="text" value="046173"/> Glover, Johnny L	<input type="button" value="Create Printable Form"/>
<b>Eval Type:</b> <input type="text" value="Supervisor"/>	<a href="#">View Document</a>
<b>Reviewer Comments:</b> <input type="text" value="2007-02-26 - Test of Progress Review - JG"/>	<b>Employee Comment:</b> <input type="text" value="2007-02-26 - Test of employee comment Feb 26 2007 - ES"/>
<input type="button" value="Add More Comments"/>	

Employee	Supervisor
<input checked="" type="checkbox"/> Viewed/Discussed 02/26/2007	<input checked="" type="checkbox"/> Created Review/Rating 02/26/2007

[Return to Employee List](#)

SPEIGHT, ELORIS D		HUMAN RESOURCES SPECLST (PERF)	
3. AGENCY / DIVISION Natural Resources Conservation Service Human Resources Mgmt. Division		4. PAY PLAN, SERIES, GRADE GS / 0201 / 14	
APPRAISAL PERIOD			
5. START DATE 01/04/2007		6. END DATE 09/30/2007	

7. PERFORMANCE ELEMENT

No.  (Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)

CRITICAL  NONCRITICAL

MISSION RESULTS (MANDATORY)

8. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)

Demonstrates support for agency strategic goals and initiatives that are applicable to Performance Management and Workforce Planning. Contributes to the achievement of overall agency initiatives. Accepts accountability of work within employee's control making, timely and effective decisions and producing results through strategic thinking and decisive action. Ensures a high degree of responsiveness to management, the public and internal and external customers.

Link: the President's Management Agenda – Strategic Management of Human Capital; USDA S Private Lands; and NRCS Strategic Plan:

In order to assist management in realizing the objective of improving Government service and with individual employees and having the right people with the right skills, the Program Manag Planning serves as the authoritative expert in these areas and is responsible for nationwide im

Standards:

Develops and workforce Planning process that results in the identification of current and future workforce competencies and strategies for closing identified competency gaps through implementation of gap reduction strategies such as: restructuring, recruitment, competitive sourcing, redeployment, retaining, retention (e.g., compensation, quality of work life) and technology solutions. Provides policy guidance and assistance to all levels of the agency in the development and daily implementation of the performance management and workforce planning programs. Recommendations and contributions are generally accepted by management because they are based on demonstrated sound judgment, cost effectiveness and sensitivity to the effects on overall policy, and are supported by sound analysis and rationale.

February 26, 2007 comment. Test comment at Progress review. Mission Results

**Comments added by Supervisor during Progress review.**

**9. ELEMENT RATING** (At the end of the rating period, compare the employee's performance with standard and assign an element rating. Refer to documentation, as necessary.)

Exceeds	Fully Successful	Does Not Meet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**10. ACCOMPLISHMENTS** (Must be completed if employee receives a summary rating of Outstanding. Attach additional sheets if more space is required.)

**11. CERTIFICATION OF DEVELOPMENT AND RECEIPT OF PLAN** (Signatures certify discussion with the employee and receipt of plan which reflects current position description.)

Employee's Signature /S/ SPEIGHT, ELORIS D	Date 26-FEB-2007
Supervisor's Signature /S/ GLOVER, JOHNNY L	Date 04-JAN-2007
Reviewer's Signature /S/ BROWN, J KEVIN	Date 26-FEB-2007

**System enters  
Progress review  
date**

**12. PROGRESS REVIEWS** (At least one must be completed.)

Employee's Initials and Date				Supervisor's Initials and Date			
ES	02/26/07	ES	of/em/st	JG	02/26/07		

Check appropriate copy designation  ORIGINAL (Official Personnel Folder / Employee Performance File Copy)  EMPLOYEE  SUPERVISOR  AGENCY USE

**AD-435A** UNITED STATES DEPARTMENT OF AGRICULTURE  
Page 6 of 7 **PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET**

**PART II. PROGRESS REVIEW:** One progress review is required; however, frequent communication between the employee and rating official regarding performance is encouraged and recommended. Date of review, initials of employee(Emp) and Rating Official (R.O), and comments must be provided for each review. Employee should be provided opportunity to add comments.

**Rating Official's Comments:**  
2007-02-26 - Thought of additional comment to add after review was initiated. Click Add More Comments to add a comment to current review. Feb 27, 2007 10:35 am - JG  
2007-02-26 - Test of Progress Review - JG

**Employee's Comments**  
2007-02-26 - Test of employee comment Feb 26 2007 - ES  
Test of employee comment Feb 26 2007

Date: \_\_\_\_\_



**General comments added during progress review print here.**

**This process may be accomplished multiple times during the year. Each time you do a new Progress review be sure to replicate the process that is shown here.**

**Later in the year you will be provided slides that show you the Summary Rating process for end of the Performance Fiscal Year.**