

Start Performance Review for a Worker

Use the procedure below to record enter the end-of-cycle or mid cycle Performance Evaluation Plan (PEP) rating for an employee for the fiscal year. Employees hired between January and June are due for an Annual PEP and employees hired between July and December are due for a Mid Cycle PEP.

No employee or manager acknowledgment is required in the system after the rating is entered; however, each employee can review their PEP rating on the **Performance** tab of their Worker Profile. Supporting documents for the employee’s rating can be uploaded, if needed.


IMPORTANT REMINDERS:

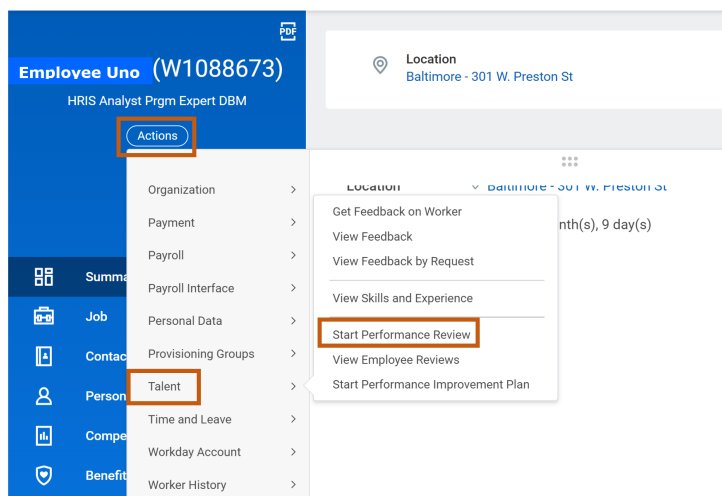
- Employees who work even one day during the rating period must receive a PEP.
- Supervisors may leave ratings blank for tasks the employee did not complete due to extended absences.
- Supervisors should explain in the comments section that the employee was absent for an extended period during the rating cycle, how long the employee actually worked, and why certain ratings are left blank.
- The rating period for the End-of-Cycle rating is the entire 12 months and the Absent Entire Rating Period should only be used if the employee is absent the entire rating period.

Examples are provided below:

- An employee is due a Mid-Cycle PEP, but has been absent the entire rating period to that point. Absent Entire Rating Period is appropriate for this scenario.
- An employee is due an End-of-Cycle PEP. The employee was absent the past 6 months, but reported to work at least some of the time during the prior 6 months. The employee should receive a PEP rating.
- The employee is due an End-of-Cycle PEP, but was absent and did no work the entire 12 months of the rating period. Absent Entire Rating Period is appropriate for this scenario.

Procedure:

1. Search for the employee.
HINT: Type the employee's name or employee ID (“W” number) in the search field and hit enter or search for the employee’s supervisory organization and click the **Members** tab.
2. Click the Related Actions and Preview icon  next to the employee's name.



3. In the menu, hover over the Talent hyperlink and then click Start Performance Review.

Start Performance Review for Employee

Start Performance Review for Employee

Employee *

Review Template *

Period Start Date *

Period End Date *

4. Type or use the prompt to select the appropriate review template (i.e., the Annual (End) or Mid Cycle PEP for the employee based on the employee's hire date).



Information: The **Period Start Date** and **Period End Date** fields populate from the template selected.

5. If needed, enter a comment in the field.
6. Click the **Submit** button.



Tip: If you do not want to submit the request at this point, you can also

- Click **Cancel** to cancel the process and start at another time.

Start Performance Review for Employee

Start Performance Review Confirmation

Up Next: | Complete Manager Evaluation | Due
Date 05/20/2022

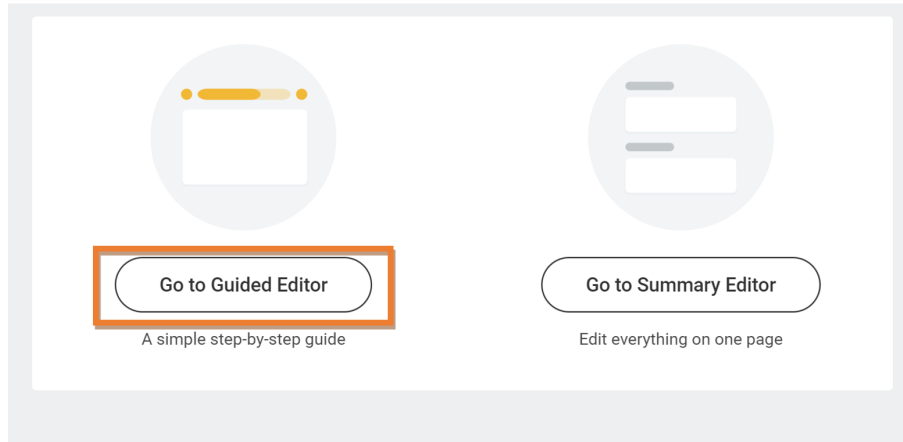
[View Details](#)

7. Click the **Open** button.

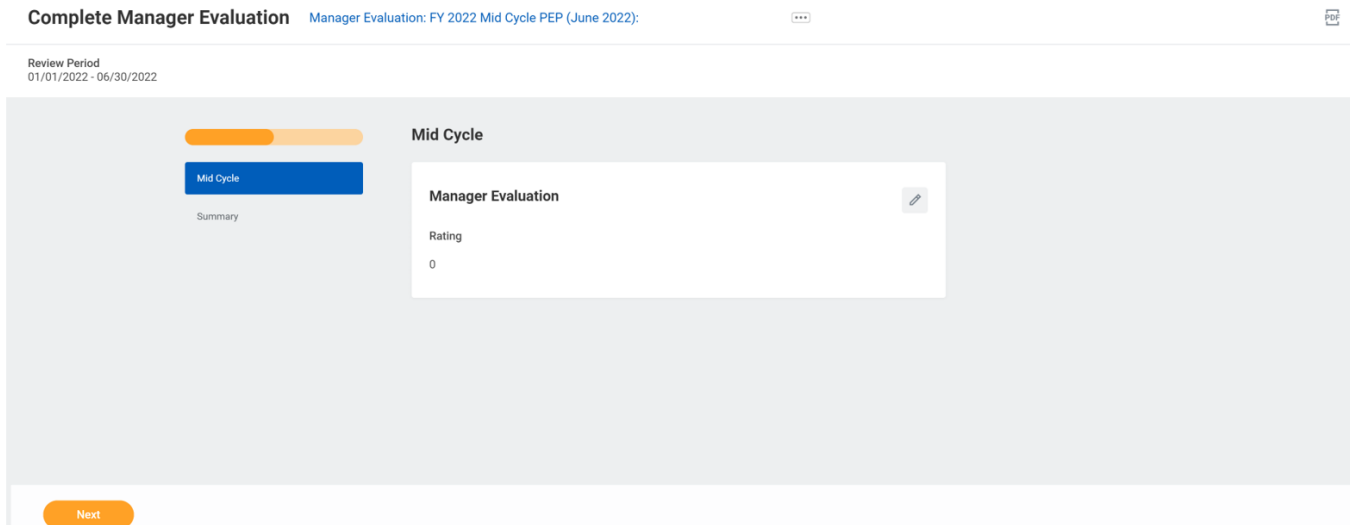



Information: The next step in the process is the Complete Manager Evaluation.

Complete Manager Evaluation



8. Click the **Go to Guided Editor**  button.



9. Click the Edit  icon to add the employee PEP rating.
10. Type the employee rating:
 - Rating **(from 1-3)** that appears on the form from the manager in the Rating field for employees who work even one day during the rating period.
 - Rating **.01** for employees who have been absent the entire rating period (it will display Absent Entire Rating Period)

Complete Manager Evaluation

Complete Manager Evaluation [Manager Evaluation: FY 2022 Mid Cycle PEP \(June 2022\)](#) ⋮

Review Period
01/01/2022 - 06/30/2022

Mid Cycle

Summary

Manager Evaluation

Rating
3

Next

11. Click the **Next**  button.

Complete Manager Evaluation [Manager Evaluation: FY 2022 Mid Cycle PEP \(June 2022\)](#) ⋮

Review Period
01/01/2022 - 06/30/2022

Mid Cycle Guide Me

Manager Evaluation

Rating
3

enter your comment

Process History

Complete Manager Evaluation for Performance Review-- Awaiting Action Due 05/20/2022

Submit Save for Later Close

12. Enter a comment in the Comment field, if applicable.

13. Click the **Submit**  button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Close** to cancel the process and start at another time.

14. The System Task is complete.