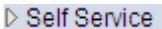
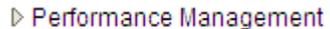
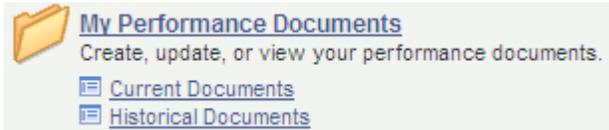
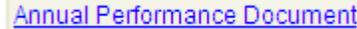


EMPLOYEE INSTRUCTIONS ON HOW TO ADD CONTENT TO A DRAFT PERFORMANCE PLAN

Create Draft Plan ⇒ ADD CONTENT TO PLAN ⇒ Finalize Plan

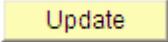
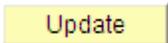
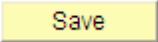
How to Add Content to a Draft Performance Plan

ONLY supervisors can create a performance plan. Employees CANNOT create their own performance plan. However, employees can add content to the plan *after* the plan has been created.

Step	Action	Notes
(1)	Login to PeopleSoft https://pshcm.dc.gov	
(2)	Click the Self Service link. 	
(3)	Click the Performance Management link. 	
(4)	Click the Current Documents link located under My Performance Documents. 	
(5)	Click the Annual Performance Document link. 	
(6)	Click the Start or Edit link to open the plan.	Be sure to talk to your supervisor before revising or deleting a performance expectation and Individual Development Plan objective. Click the Save button frequently to save your work.
(7)	Scroll down to the Competencies Section and then click the Add Competency link to view the instructions and add competencies to the plan. 	Supervisors have <u>8</u> core competencies, and a maximum of 3 more competencies can be added. Non-Supervisors have <u>5</u> core competencies, and a maximum of 3 more competencies can be added.
(8)	Click the Update or Save Select Competencies button to save the content added to the plan.	

EMPLOYEE INSTRUCTIONS ON HOW TO ADD CONTENT TO A DRAFT PERFORMANCE PLAN

Create Draft Plan ⇒ ADD CONTENT TO PLAN ⇒ Finalize Plan

How to Add Content to a Draft Performance Plan		
Step	Action	Notes
(9)	Scroll down to the S.M.A.R.T. Goals section and then click the  icon to view the instructions and develop content.	A minimum of <u>3</u> S.M.A.R.T. Goals is required, and a maximum of 2 more S.M.A.R.T. More goals can be added.
(10)	Click the Update button to save the content added to the plan. 	
(11)	Enter weights in the text box of each S.M.A.R.T. Goal. Weight: <input type="text" value="0"/> %	Each goal must have a weight of at least 10%, and the total weight should sum to 100%.
(12)	Scroll down to the Individual Development Plan section and then click the  icon to view the instructions and develop content.	A minimum of <u>1</u> Individual Development Plan (IDP) is required, and a maximum of 2 more IDP's may be added.
(13)	Click the Update button to save the content added to the plan. 	
(14)	Click the Save button. 	You may click the  icon to send an email to your supervisor about the plan.



Go to Department of Human Resource's Performance Management webpage
<http://dcop.dc.gov/dcop/cwp/view,a.1220,q.530729,dcopNav,%7C31656%7C.asp>
 OR Contact your HR Advisor.