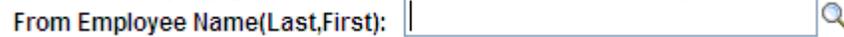
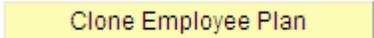


SUPERVISOR INSTRUCTIONS ON HOW TO CLONE A PERFORMANCE PLAN

How to Clone a Performance Plan

Purpose of cloning: To give the content of one employee’s performance plan to another employee. To clone a plan there must be a finalized plan for the employee whose plan you would like to clone and a draft plan for the employee who will be the recipient of the cloning process.

Step	Action	Notes
(1)	Finalize a performance plan (see <i>Supervisor Instructions on How to Create and a Performance Plan</i>).	ONLY a supervisor can clone a performance plan. An employee CANNOT clone a performance plan.
(2)	Create a DRAFT plan (see <i>Supervisor Instructions on How to Finalize a Performance Plan</i>).	In addition to finalizing a plan you must create a draft plan for the employee you want to receive the content in the finalized plan.
(3)	Click the Clone Performance Plan link. 	
(4)	Click the magnify glass icon next to the “From Employee Name” field. 	
(5)	Select the plan you wish to clone.	Only finalized plans will appear.
(6)	Click the magnify glass icon next to the “To Employee Name” field. 	
(7)	Select the plan that will receive the content of the finalized plan.	Only draft plans will appear.
(8)	Click the Clone Employee Plan button. 	
(9)	Click the OK button. 	

Open the plan of the employee that received the content of the finalized plan to add due dates to each S.M.A.R.T. Goal, modify the content of the plan if necessary, discuss the plan with the employee, and then finalize 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.