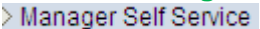
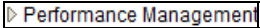
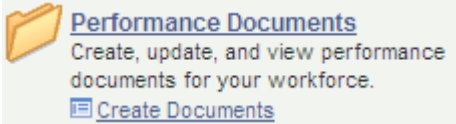
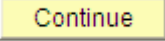
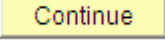
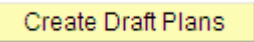


SUPERVISOR INSTRUCTIONS ON HOW TO CREATE A DRAFT PERFORMANCE PLAN

CREATE DRAFT PLAN ⇒ Add Content to Plan ⇒ Finalize Plan

How to Create 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 Manager Self Service link. 	
(3)	Click the Performance Management link. 	
(4)	Click the Create Document link located under Performance Documents. 	
(5)	Click the Continue link. 	There are two plan templates: supervisory and non-supervisory. The difference between the two is the core competencies.
(6)	Select the checkbox next to the employee you wish to create a plan for and then click the Continue button. 	Click the Select Supervisors button to create performance plans for all the supervisors. Click the Select Non Supervisors button to create performance plans for all the employees that report to you.
(7)	Click the Create Draft Plans button. 	
(8)	Click the Current Documents to open the document and add content to it. Go To: Current Documents Create Draft Plans	You have created a DRAFT performance plan. Next you will need to add content to the DRAFT plan, meet with your employee to discuss the plan, and then finalize the plan.

NEED HELP?

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.