

Indicating Performance Objectives have been Communicated to the Employee

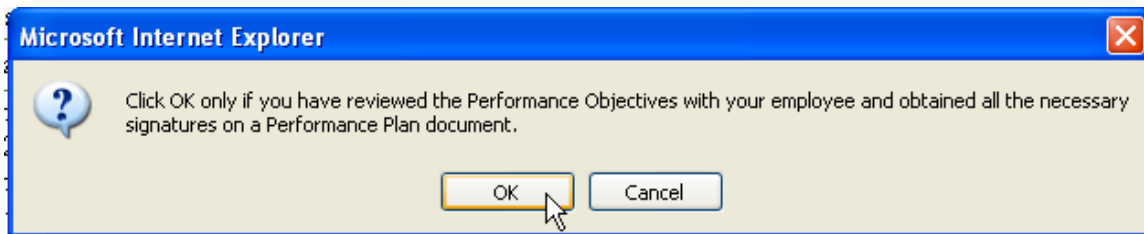
Once the Rater is finished entering all performance objectives for each of the employee's performance components, the Rater will print the Performance Plan for the employee and obtain all the necessary signatures.

However, the objectives (Performance Plans) are not finalized until the Rater has indicated in the PERforM system that the Performance Plan has been reviewed with the Employee.

The Objectives reviewed box on the Develop/Update Performance Objectives page is outlined in red until the radio button is switched to 'Yes' by the Rater, indicating the objectives have been reviewed with the employee.

All Annual Performance Objectives have been reviewed with your employee and all the necessary signatures have been obtained on a Performance Plan document. Is this correct? Yes No

Before the 'Yes' button is enabled, the Rater is always reminded that the Performance Plan must be reviewed with the employee and must contain the necessary signatures.



If this process has occurred, the Rater selects 'OK' and the red outline around the radio buttons will disappear.

All Annual Performance Objectives have been reviewed with your employee and all the necessary signatures have been obtained on a Performance Plan document. Is this correct? Yes No

Is the *Appraisal (rating)* document created after this step has been completed?

No. The Rater has only created a set of objectives which an appraisal will be based upon. Selecting the 'Yes' button does not initiate an appraisal. During the rating period, the Rater will use the Performance Appraisal (Ratings and Annual Rating Exemptions) functionality on his or her Home Page in PERforM to create an appraisal for each employee.

NOTE: When the Rater modifies the employee's Performance Plan (objectives) or after an appraisal has been created which is populated with the existing objectives, the radio button will automatically switch from 'Yes' to 'No' and the red outline will reappear. This will indicate the Rater must repeat the review process. This includes the printing of a new Performance Plan document, reviewing the objectives with the employee and obtaining the necessary signatures on the Performance Plan document.