# Start Performance Review for an Employee

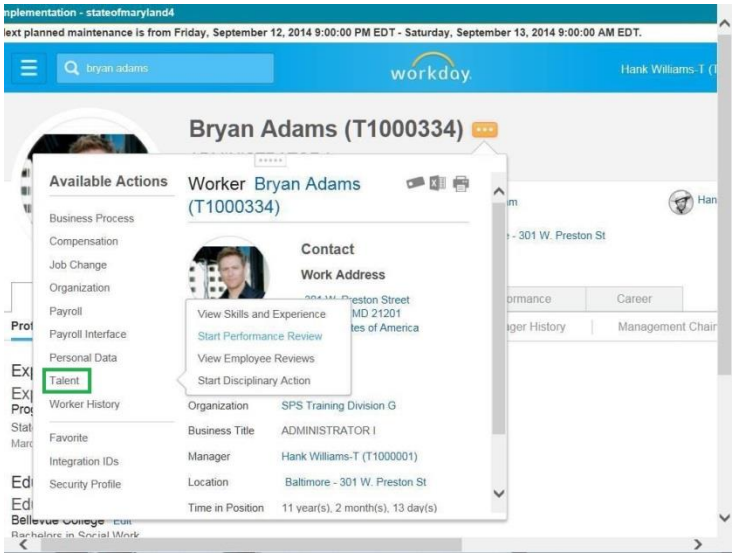
Use the procedure below to record enter the end-of-cycle or mid cycle Performance Evaluation Plan (PEP) rating for an employee for the fiscal year. Employees hired between January and June are due for an Annual PEP and employees hired between July and December are due for a Mid Cycle PEP.

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.

## Procedure:

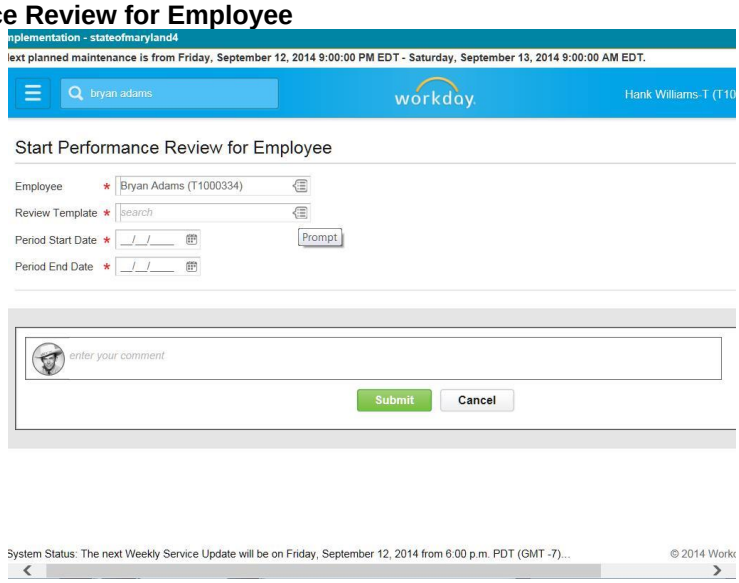
1. Search for the employee.
   **HINT:** Type the employee's name or employee ID ("W" number) in the search field and hit enter or search for the employee's supervisory organization and click the **Members** tab.
2. Click the Related Actions and Preview icon next to the employee's name.

**Professional Profile for Worker - Profile View**




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

## Start Performance Review for Employee



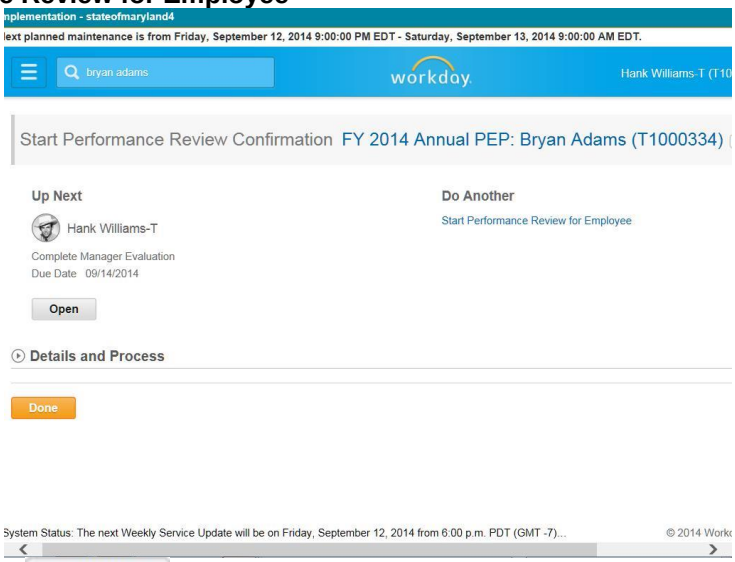

4. Type or use the prompt to select the appropriate review template (i.e., the Annual (End) or Mid Cycle PEP for the employee based on the employee's hire date).

   **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.

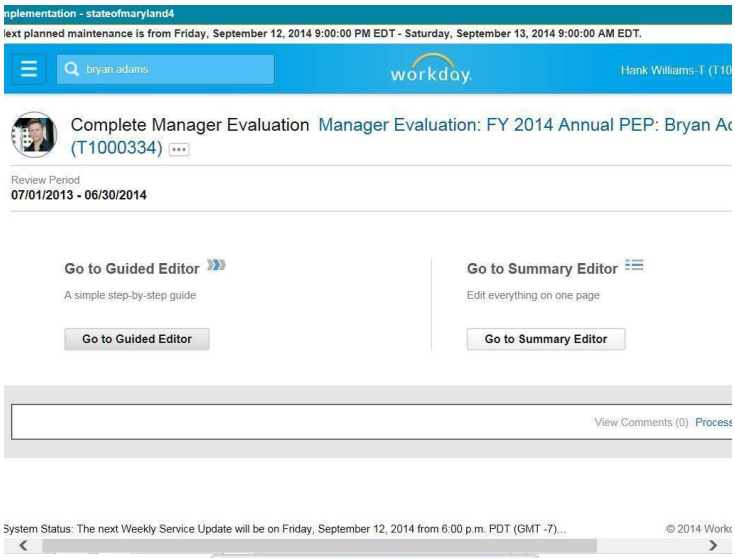
## Start Performance Review for Employee

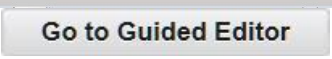



7. Click the **Open** button.

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

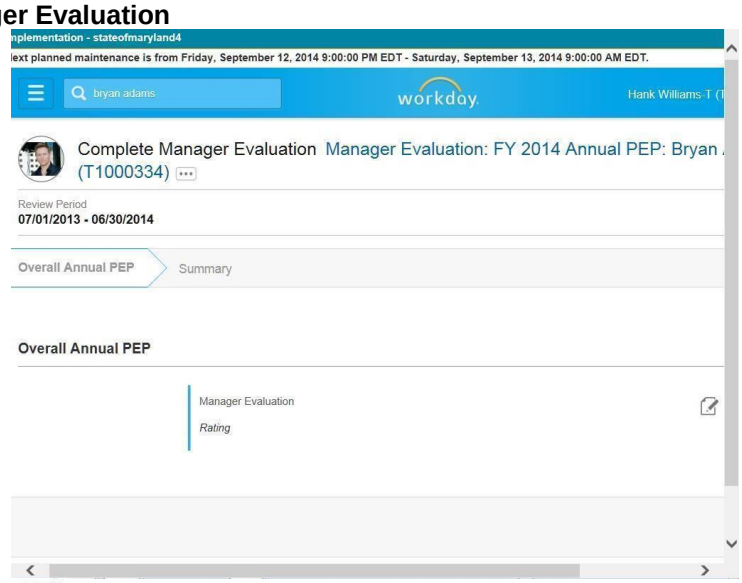
**Complete Manager Evaluation**




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

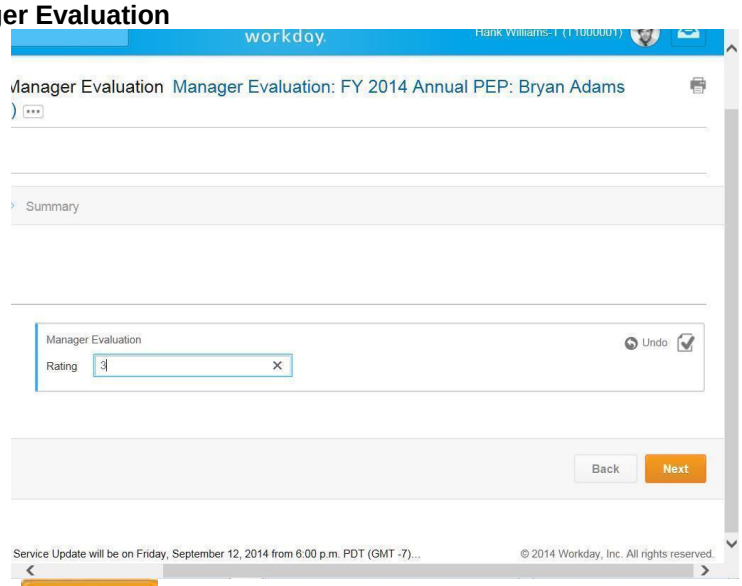
button.

**Complete Manager Evaluation**



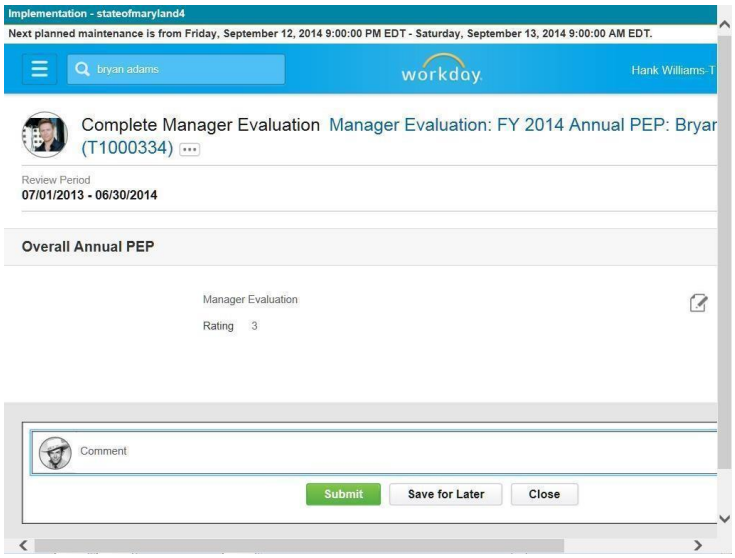

9. Click the Edit icon to add the employee PEP rating.
10. Type the employee rating (from 1-3) that appears on the form from the manager in the Rating field.

## Complete Manager Evaluation




11. Click the **Next** button.

## Complete Manager Evaluation




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. Click the **Done** button.
15. The System Task is complete.