Tips for Creating FY 2010 Performance Plans in EmpowHR

EmpowHR is the recording system for the employee performance planning process. Conversations between the supervisor (rating official) and employee, and supervisor and reviewer (reviewing official) should occur prior to input of new plans into EmpowHR.

To assist in the development process, **Print** a copy of last year's plan for each person reporting to you. **Go to Manager Self Service, Tasks, Performance, Performance Plan**. **Select Existing Plan** for an employee, and then click the date for the plan for last year. When that plan comes up, **Click Create Printable Form**. You may save the PDF file to your computer for later review.

When ready to input a new plan, **Go to Manager Self Service, Tasks, Performance, Performance Plan and Click New Plan. Enter the Review Period From**. The date can be entered by clicking the calendar or by entering the start date of the plan. The plan start date could be October 1, 2009, but you are best served using the current date that you develop the new plan in EmpowHR.

Once the plan is accessed, **Choose the Rating Scale type H for NRCS. Go to the Elements and Standards tab** to create the elements for FY-2010.

COPY function: You are highly encouraged to cut and paste wording for the performance objectives and standards from a WORD document, as EmpowHR may "time out" if lengthy objectives and standards are typed directly into the system.

There is no interim SAVE, or no SAVE for Later button in the system, so plan your time in EmpowHR to develop a plan accordingly to prevent being timed out of the system. System timeout is set at 22 minutes of inactivity.

Once you have completed entering the appropriate elements, objectives and standards, **Return to the Performance Plan tab**. At that point it is recommended that you **SAVE** the plan. Once the plan is saved, you may **Click the Create Printable Form** which will provide you with a PDF file version of the plan that you just created.

When the plan is saved, it is automatically forwarded to the second level supervisor to act as reviewer. When the reviewer completes review the Supervisor will get an e-mail and worklist item that the plan has been reviewed and ready for final discussion with the employee.