<u>Instructions for Preparing the 2012 DI-3100 and DI-3100S</u>

The form version of the DI-3100 has been changed. Please use this new form version **DI-3000 – Emp Perf Appr Plan Sep 2011 (FY12), and DI-3100S – Supv Perf Appr Plan Sep 2011 (FY12) to establish your new plans for the period Oct. 1, 2011 – Sept. 20, 2012**.

A. <u>Establish Performance Plans</u>

1. The employee, the Rating Official and/or support staff designated by the Rating Official can prepare the performance plan in Sharepoint Webforms. The Rating Official may grant read-only access to others for organizational tracking purposes. To grant this access, the Rating Official should scroll to the bottom of the first page of each performance plan and enter up to 3 individuals who need to have read-only access. You can delete or add a name to this section, but you cannot exceed 3 names at a time.

2. Logon to WebForms (https://gsvaresa01.er.usgs.gov/welcome.nsf) and click on Department of the Interior Forms (DI) on the right side of the screen.

3. Scroll down to appropriate DI-3100 (FY12) or DI-3100S (FY12) and click on "Create Form". On the next screen, you will see the following options:

The FY12 DI-3100 Employee Performance Evaluation Plans will be created in Sharepoint.

*Click **<u>here</u>** to create a FY12 DI-3100 form in Sharepoint.*

*Click **<u>here</u>** to see a list of FY12 DI-3100 forms you previously created in Sharepoint*.

If you are creating a new plan, please select the first option.

4. At the top of the form on Page 1, select the Employee by **clicking on the book icon** and browsing for the employee by last name. This is how the employee's name and other information is obtained and entered on the form.

5. The information for the **"Series/Grade"** fields must be manually entered. Click on the blank box under "Series/Grade". These are all required fields. The rating period is 10/1/2011 09/30/2012. If the form is established after November 30, 2011, please use the current date as the "From" date.

6. At the top of the form you may also select the **Rating Official**, by following the instructions in #4 above to populate the "Rating Official" name field.

7. Click on the "**CE 1**" tab and enter your text in the first box. Performance standards **must** be focused on results and **must** include credible measures such as quality, quantity, timeliness, and cost-effectiveness. Benchmark standards may be used for each element, but regulation **requires** specific standards be included to augment the **Fully Successful** level for each critical element.

8. Repeat this process for each critical element required.

9. To save the form, click on the "Save" button at the top left corner of the page. You may save a form before it is completed and return to it at a later date to complete it. To open a saved form, click on "view properties".

10. If you are the "**Employee or other designated creator**" of the plan, you will need to send the completed plan to the Rating Official by clicking on the "**Submit to Rating Official**" button located at the top left hand corner of the form. If you are the "**Rating Official**" creating the plan, you will need to send the plan to the Employee by clicking on the "**Submit to Employee**" button located at the top left hand corner of the form.

11. The employee will receive an email notification containing a link to open the form. The Rating Official and the Employee will discuss the plan and make any necessary changes. Once the plan is finalized, the employee clicks on the **"Electronically Sign"** button above the word **"Employee"** for **Parts A-1, A-2, and A-3** and an electronic signature for the employee and a date will populate the fields. The employee must either electronically sign on all three lines or indicate refusal to sign by clicking on the "Refused to Sign" checkboxes. Click on the "**Save**" button to save the document.

12. If the employee refuses to sign and refuses to check the "Employee Refuses to Sign" checkbox(es), the Rating Official can check the checkbox(es) as appropriate after confirmation from the employee that the employee is choosing not to sign the performance plan. ***Note:*** Refusing to sign does not invalidate the performance plan.

13. The employee emails the plan back to the Rating Official using the **"Submit to Rating Official"** button located in the upper left hand corner of the form

14. The **Rating Official** will receive an email notification containing a link to open the form. The Rating Official clicks on the **"Electronically Sign"** button above the words **"Rating Official"** in **Part A-1, A-2, and A-3** and an electronic signature for the Rating Official and a date will populate the fields. **The Rating Official must electronically sign on all three lines in order for the plan to be considered "established". C**lick on the **"Save"** button to save the document. The form will remain in the database until the progress review. If at this time you don't see the employee's or your signatures, contact your HRO so that this can be corrected.

15. If you need to **"Delete"** a plan from your queue, simply click on the **"Delete"** button at the top of the screen. You will receive a pop-up window that asks ***"Are you sure you want to delete this request? If so, click OK. If not, click Cancel."***