

Job Aid - Aligning Your Performance Plans

NOTE: This job aid refers to specific columns on the Performance Objectives Worksheet. Use this job aid, the Matrix of Aligned Performance Objectives, and the Performance Objectives Worksheet (located behind Tab 3) to select your performance objective and to determine the most appropriate performance objectives for your staff members.

What to Do	How to Do It
<p>Determine the specific performance objective for your position that links to your SED's performance plan</p>	<ul style="list-style-type: none"> • Locate your position on the Matrix of Aligned Performance Objectives. Once you've identified your position, review the performance objectives associated with your position and select the one that you would like to include in your performance plan. • Select a performance objective that you think is most relevant to <i>your specific</i> position and that you feel you can accomplish. You may select more than one objective as you desire. • Write the performance objective you selected in Column (4) of the Performance Objectives Worksheet. • Follow this same process to select the most appropriate performance objective(s) for every employee on your staff. You can do this alone or in discussion with each of them. Regardless of which method you choose, it's important to have a dialog with each employee about the selection you made.
<p>Move the selected performance objective into each performance plan.</p>	<ul style="list-style-type: none"> • Add the selected performance objective(s) to individual performance plans (your own and your staff's) using one of the following forms, AD-2000 (If under Pass/Fail System) or AD-435A (If under 5-tiered System). • Supervisors will add their performance objectives to Element 5: Program Management. • Non-supervisors will add their performance objective to Element 1: Executive of Duties. <p>NOTE: This is done through input into ICAMS. See specific instructions for doing this</p>

What to Do	How to Do It
	<i>on the next three pages.</i>
Get the appropriate approvals	
Use Your Resources	Materials will be available on the Internet. Contact Cheryl Fuller (202-418-8973) for additional information.

CHANGING PERFORMANCE PLANS IN ICAMS

Steps	Notes
Click on Internet Explorer	
Type in the URL: https://icams.usda.gov	
Read the message and click "I agree to the above."	
Enter your ICAMS User ID and Password	
(Supervisor) Click on "Manager Self Service" from the Menu that appears	
Next, Click on "Tasks"	
Then, Click on "Performance"	
Then Click on "Performance Plan"	
A listing of your employees should then appear	If you do not see all of your employees on the list, click on "View All"
Click on "Existing Plan" next to the applicable Employee's name	
Enter the date you are revising the plan as the "review period from" and then click "add."	
Click on the "Elements and Standards" tab	
Click on the "search button" for the list of elements and standards	

Steps	Notes
Click on the applicable element	<p>Non-supervisors will use Element 1: Execution of Duties</p> <p>Supervisors will use Element 5: Program management</p>
<p>Add the new performance objective by inserting the following language to “Standards” under the phrase “further clarification.” Simply scroll down and type the following:</p> <p>“Performance Objective: type in the performance objective language you selected.</p> <p>(Links to SED Overarching Performance Objective: Ensure fiduciary responsibility.)”</p>	Since ICAMS will time you out if typing takes too long, you may want to type the clarification in Word and then cut and paste into the plan
If you wish to either print the plan or return to your selection list to choose another employee, click on the “Performance Plan” button	Remember to SAVE!
Click on the “Create Printable Form” button is you wish to print	Remember, hard copies are not required

* Note: If the plan has been created and/or finalized by the supervisor by clicking in the Finalized Plan box, both the supervisor and a HR person who has access to i*CAMS can add the additional language to the elements in the plan.

- The plan has to be modified before any additional performance steps can take place in order for the new language to carry forward. If a progress review has been entered before the plan is modified it will not carried the new language forward to the progress review and eventually to the summary rating either. If a progress review has been entered, a new plan must be created by the supervisor.

- If the already established performance plan did not include (Non-supervisors - Element 1: Execution of Duties or Supervisors - Element 5: Program management) additional steps will need to be taken by the supervisors.
 1. A new plan may be created by the supervisor.
 2. If the plan has not been finalized and the plan has less than five elements, supervisors can add the correct element to the plan and enter the additional language.
 3. If the plan has not been finalized and the plan has more than five elements, supervisors must delete an existing element then add the correct element to the plan and enter the additional language.