**PAA "TOP TEN" REMINDERS LIST FOR SUPERVISORS**

 (Items 2 – 6 relates PAA Main Page, and 7-10 to individual plans)

1. **NEED HELP**  – Link explains or describes items on the page and what to do.

2*.* ***PAA MAIN PAGE*** – Employee’s name will not be visible until a plan is either created by the supervisor or created by the employee and **forwarded** to the supervisor. To find employee and create plan, go to ***“Create New Plan”***, select ***“National Guard (Title 32)”*** and click on ***“Go”***. You can copy an existing plan and edit it if you need to. (To verify your hierarchy information, use MY WORKPLACE/MY EMPLOYEE INFORMATION).

3. ***OWNERSHIP*** - Check to see that you are C***urrent Owner*** when editing or approving plan or appraisal (Action column on PAA Main Page will also show "Update").

4. ***TRACK PROGRESS*** – A check-off list that shows what has been done and what to do next. (System will allow you to do Annual Appraisal without an Interim Review). Action column

5. ***TRANSFER*** option - While plan is being created, it can be transferred between supervisor and employee as many times as needed. Action Column

6. ***RETRIEVE*** option - Supervisors are able to ***“retrieve”*** plan or appraisal from employee or HLR. (Except for a plan that was created by employee and never forwarded to supervisor) Action Column

7. **APPROVAL AND ACKNOWLEDGEMENT**  tab - Place to go when plan or appraisal is ready for HLR approval or Employee Acknowledgement.

8. **OTHER ASSESSMENTS**  tab - Use to **close** an approved plan when supervisor or employee leaves.

9. **ANNUAL APPRAISAL**  and **INTERIM REVIEW** tabs - Ensure the correct tab is selected when doing performance evaluations. (These top-row tabs become visible after the Plan is approved).

10. **COPY and PASTE feature** - You can copy and paste from a Word document to your Mission Goals, Job Objectives, and Assessments.

JUL 2014