**PERFORMANCE APPRAISAL APPLICATION (PAA) QUESTIONS AND ANSWERS**

**Q: I accidentally started two performance plans. How do I delete one?**

A: First, you must have ownership of the plan. If you cannot delete, route to your rating official and they should be able to delete the unwanted plan.

**Q: How do I add, modify or delete an objective once it’s been approved?**

A: Only the rating official can add, modify or delete an objective once it’s been approved. However, it must go through the original process to be re-approved.

**Q: A supervisor can see some of his technician’s but not all of them.**

A: Check with your classifier and make sure the Self Service Hierarchy is coded properly. (Note: Technician will show not on PAA Main Page, if there were no plan created.)

**Q: Can we create critical elements (job objectives) on a temporary employee?**

A: No, only eligible technicians can receive an appraisal. Therefore, you should have the supervisor issue critical elements in another fashion or form that has been agreed upon in your state.

**PERFORMANCE APPRAISAL APPLICATION (PAA) TIPS**

**TIP 1:** If an employee resigns, retires or leaves the agency the supervisor will be able to see the separated employee’s PAA record even after the separation action has taken place. The supervisor will need to close out the PAA record.

**TIP 2:** If you have a Supervisor, who is moved into a non-supervisory position, they will no longer have a My Workplace account and will not be able to do closeout(s) or transfer plan(s) to the employee or new supervisor. The employee will need to retrieve the plan if the supervisor owns it then forward it to the new supervisor.

**PERFORMANCE APPRAISAL APPLICATION (PAA) STATUS DESCRIPTIONS**

On the main page of the PAA under the **“Need Help”** you will find the following definitions for **“Plan Status”** which indicate the status of a Performance Plan:

**APPROVED:** Performance Plan has been approved by the Higher Level Reviewer and communicated to the employee and any subsequent changes have also been approved.

**MODIFIED:**  An approved Performance Plan has been changed and the changes have not been approved.

**PENDING:**  Performance Plan has been initiated and saved but not approved.

Additionally, under the **“Current PAA Status**”, the following indicates the progression through the steps of the Performance Management process.

**Plan in Progress:** Performance Plan has been started but not yet approved or original Performance Plan was approved and Job Objectives have been modified but not yet re-approved.

**Plan Approved:** Performance Plan has been approved by Rating Official and Higher Level Reviewer (or modified Job Objectives have been re-approved) and acknowledged by employee.

**Interim in Progress:** Interim Review has been started but not yet approved.

**Interim Review Completed:** Interim Re-view has been approved by Rating Official and Higher Level Reviewer and acknowledged by employee.

**Appraisal Pending HLR Review:** Annual Appraisal has been approved by Rating Official but not by Higher Level Reviewer.

**Appraisal Completed:** Annual Appraisal has been approved by Rating Official, Higher Level Reviewer, and acknowledged by employee.

**Closeout in Progress:** Closeout Assessment has been started but not yet approved.

**Closeout Completed:** Closeout Assessment has been completed by Rating Official and acknowledged by employee.