# UAT Outline 2/25

Group 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Role | Username | Password |
|  | Mary PE II | Manager | msstest777 |  |
|  | Linda Eng tech | Employee | 00006571 |  |
|  | James 1 PE III | Div Mgr | msstest8 |  |
|  | Appointing Authority | AA | 00001783 |  |

Group 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | James PE III | Div Mgr | msstest8 |  |
|  | Donna PE II | Manager | 00002279 |  |
|  | Appointing Authority | AA | 00001783 |  |

Group 3

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Victor Foreman | Manager | Username | Password |
|  | Barbara Thomas | Employee | 00002336 |  |
|  | Suzie Senior | 2nd level Manager | 00002777 |  |
|  | Jerry Deputy | 3rd level Manager | 00003414 |  |
|  | Dennis Super | Div Mgr | 00003372 |  |
|  | Appointing Authority | AA | 00001783 |  |

## Performance Management Plan 2014

A Performance Management Plan is a formal document required by the State of Colorado. The Plan allows supervisors and employees to maintain bidirectional communication during the performance year. Provides constructive feedback for improvement as well as recognition. Documents performance in clear, consistent, and meaningful manner. The System Admin starts the form by creating the goals, the performance document and routing the document to correct step based on the performance quarter. The supervisor enters the goals and behavioral expectations for competencies for the quarter. The employee acknowledges the plan. The plan moves back and forth between the supervisor and employee throughout the performance year.

The form “due” date has been set to 5/1/2015. Route steps have been set as the 2nd Friday following the close of each quarter. Email notifications will be sent for route step due dates, when the plan moves to a new person’s performance inbox and upon close (completion) of the plan.

### Quarter 1

|  |  |  |
| --- | --- | --- |
| Supervisor and employee meet | Create goals and comments | Comment and Acknowledge |
|  | Supervisor | Employee |

### Quarter 2

|  |  |  |
| --- | --- | --- |
| Supervisor and employee meet | Enters ratings, create goals and comments | Comment and Acknowledge |
|  | Supervisor | Employee |

### Quarter 3

|  |  |  |
| --- | --- | --- |
| Supervisor and employee meet | Enters ratings, create goals and comments | Comment and Acknowledge |
|  | Supervisor | Employee |

### Quarter 4

|  |  |  |
| --- | --- | --- |
| Supervisor and employee meet | Enters ratings, create goals and comments | Comment and Acknowledge |
|  | Supervisor | Employee |

### Final form signatures

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Final rating recommendation | Reviewer Comments and Signs | Comments and Signs | Comments and Sign | Sent to Completed Inbox  |
| Supervisor | 2nd Level Manager | Supervisor | Employee | EmployeeSupervisor |

## Goals

Managers are required to create one to two goals for each quarter. The goal is entered by the Supervisor (SF calls this position Manager). Completion of goals and the rating contribute to 60% of the final overall performance rating.

Manager can create goals in two places. The goal plan or the Performance Management Plan

Goals can be created at the unit level and cascaded to groups of people.

|  |  |  |
| --- | --- | --- |
| Step | Action | Result |
|  | **Supervisor** |  |
| 1 | From the Home pulldown menu, Click the click the word Goal |  |
| 2 | Click **Create New Goal** Button |  |
| 3 | Click **Personal Goal** |  |
| 4 | Select the Quarter dropdown |  |
| 5 | Type the SMART Goal |  |
| 6 | Type the Measurement |  |
| 7 | Save  |  |



Cascade to your employee group

|  |  |  |
| --- | --- | --- |
| Step | Action | Result |
|  | **Supervisor** |  |
| 1 | Check the box next to the goal that you want to cascade |  |
| 2 | Check the box next to the names of the employee who should have the goal |  |
| 3 | Select Next |  |
| 4 | You can choose to edit the goal language for each specific person |  |



Goals on the Plan Document

1. Quarterly goals are enabled on the Performance Management Plan **during the quarter** that they are assigned.
2. During the rating period, the goal can be edited to adjust for changes that happened throughout the quarter. An email will be sent to the employee notifying them that the goal has changed.
3. Comment on the goal during the plan and rating period.

## Competencies

Competencies, their definition and the behaviors are standard across CDOT. Discuss examples of ways the employee should demonstrate the behavioral expectations while performing job duties.

Completion of competencies and the rating contribute to 40% of the final overall performance rating.

If a CDOT employee does not work lead or supervisor, please type N/A in the comments section at the time the Plan is started each quarter. At the end of each quarter, this competency will be rated as.

## Professional Development

Professional development goals are listed for an employee to communicate his or her career goals in order to get support from the management team. Entering these goals is encouraged and not mandatory. Goal(s) can extend throughout the year, or even expand across multiple years if desired. Professional goals are not rated and included in the final overall performance rating.

Manager or Employee

1. Add the goal
2. Add the measurement
3. Check the applicable competencies
4. Keep scrolling to the bottom of the box
5. Select the purpose
6. Select the start date
7. Select the due date
8. Result
9. Enter comments; employees should enter the comments as progress is made throughout the year.

# Reports

The performance and competency dashboard is available to all supervisors. The dashboard presents SF defined metrics. The supervisors have access to their direct and indirect employees. The Dashboard settings allow the supervisor to filter to display on the **People, Forms, and organizational information.**

## Dashboard – Performance and Competency

1. Filter the report to change the display on the right.



|  |  |  |
| --- | --- | --- |
| Step | Action | Result |
| 1 | Reports |  |
| Filter the report display |
| 2 | Report Type: **Team View** |  |
| 3 | Starting From: Pick a Manager |  |
| 4 | Levels: How many levels do you want to see? |  |
| 5 | Form Template Name: Select CAP and PMP |  |
| 6 | Further filters are making the data set smaller.  |  |
| 7 | Be sure to navigate to the bottom of the filter box to click the update button. |  |
| 8 | The display on the right will refresh based on what was selected |  |
| Competency display: shows the quarterly competencies from the PMP and the rating distribution – will eventually show competencies from succession |
| 9 | Select the graph on the far left |  |
| 10 | Click on one of the bars |  |
| 11 | The bottom half of the screen delivers the details of the chart |  |
| **Forms Overdue:** The CAP, Dispute 1 and 2, PIP and PMP have due dates. The graph will display the status of the form based on the system due date. |
| 12 | Select the second graph from the far left |  |
| 13 | When the graph displays, select a slice of the pie chart |  |
| 14 | The bottom half of the screen delivers the details of the chart, employee name, document id and due date |  |
| 15 | Click on the Document ID number in one of the rows |  |
| 16 | A web based version of the form will display |  |
| 17 | Close the pop-up window |  |
| **Form Status Workflow:** Each form has its own electronic workflow, moving from one person to the next. The graph displays where the forms are in the process.  |
| 18 | Select the third graph from the far left |  |
| 19 | When the graph displays, select a slice of the pie chart |  |
| 20 | The bottom half of the screen delivers the details of the chart, employee name, document id and due date |  |
| 21 | Click on the Document ID number in one of the rows |  |
| 22 | A web based version of the form will display |  |
| 23 | Close the pop-up window |  |
| **Performance Rating Distribution:** When the first level supervisor provides the final manual performance rating, the data in this chart is viewable.  |
| 24 | Select the graph from the far fright |  |
| 25 | When the graph displays, select the 1, needs improvement or the 3 exceptional to see the rating |  |
| 26 | The bottom half of the screen delivers the details of the chart, employee name, document id and due date |  |
| 27 | Click on the Document ID number in one of the rows |  |
| 28 | A web based version of the form will display |  |
| 29 | Close the pop-up window |  |

## AdHoc Report pushed to you from HR

|  |  |  |
| --- | --- | --- |
| Step | Action | Result |
| 1 | Reports |  |
| 2 | Analytics |  |
| 3 | Ad Hoc Reports |  |
| 4 | Find Report Name and click the drop down arrow |  |
| 5 | Run the Report |  |
| 6 | Click the Run Online radio button |  |
| 7 | Click Generate Report |  |
| 8 | Report results display |  |
| 9 | After the report results display, Click the PDF button |  |
| 10 | PDF File Download Process, open |  |
| 11 | PDF window opens with the report |  |
| 12 | Close the PDF window |  |
| 13 | Close the generated report window |  |

# Team Overview

The display is grouped by route map. Your display contains the employees whom you have a role in the review process (Supervisor, 2nd level manager, Div Mgr, AA)

The columns on the form display the steps of the Performance Cycle. The manager can see where the form is in the process. The rating number will remain blank until the manager completes the final rating on the form. The unrated and rating is the same number across the document regarding of the quarterly ratings.

## Ask for Feedback

Team view allows you to ask for feedback from another person through a formal email process. The Ask for Feedback appears when the 2014 Plan is created and will continue to allow you to request feedback until the final performance rating.

When the person responds, the contents of the email will be stored in the employee’s notes section of their Performance Management Plan.

## Signature for the PMP

2nd level manager can sign all of the Final Ratings from the Team Overview page. The comments that are saved in the pop up box are not saved on the form.



# Notes

Supervisors can write notes to themselves about the performance of one of their direct and indirect reports. There are three different places that the note can be created.

* My Team view on the home page
* People Search
* Org chart display







Review your notes at the top of the employee’s Performance Management Plan in the pod called Supporting Information.



# Badges

Similar to the concept of the Employee Council High Five Cards, Supervisors can give any employee in CDOT a Badge. If you are a supervisor, Badges can be given from the People Search or from the employee’s profile page.





# Step 1 PMP Dispute Resolution (Informal)

This form is to be completed by a CDOT employee to start the dispute resolution process. Employees select the reason for the dispute, elaborate on the situation, and document the desired solution. Email notifications will be sent when the form reaches the performance inbox and upon the close (completion) of the form.

|  |  |  |
| --- | --- | --- |
| Creator | Comment and Signature | Sent to Completed Inbox |
| Employee | 2nd level Manager | EmployeeSupervisor2nd level Manager |

# Step 1 PMP Dispute Resolution (Informal)

|  |  |  |
| --- | --- | --- |
| Step | Action | Result |
|  | **Employee** |  |
| 1 | From the Home pulldown menu, Click the click the word Performance |  |
| 2 | Click **Create New Form** Button |  |
| 3 | Click the **Step 1 PMP Dispute Resolution (Informal)** Link |  |
| 4 | Click the **Self - name** |  |
| 5 | Click **Create and Open** button (these are the due dates of the form, not changeable) |  |
| 6 | Check the box for the reason for the dispute |  |
| 7 | Scroll to the next section |  |
| 8 | Enter in the reason for the dispute |  |
| 9 | Scroll to the next section |  |
| 10 | Enter in the desired outcome for your dispute |  |
| 11 | Scroll to the bottom of the document |  |
| 12 | Click the **Send to Reviewer** |  |
| 13 | In the pop up box --enter an optional comments |  |
| 14 | Click **Send to Reviewer** button |  |
|  | **Reviewer** (2nd level manager) |  |
| 15 | In the TO DO list on the SF home page – Click the link **Reviewer Step 1 Dispute (Informal) Comments and Signature** |  |
| 16 | Scroll to the Signature section |  |
| 17 | Enter in comment in the text box, how or if the dispute is going to be handled. |  |
| 18 | Scroll to the bottom of the document |  |
| 19 | Click **Complete** button |  |
| 20 | In the pop up box – write optional comments before signing and completing the plan |  |
| 21 | Click **Sign** button |  |

# Step 2 PMP Dispute Resolution (Formal)

If the employee is dissatisfied with the result of the informal resolution process and wishes to advance the dispute to Step 2, he or she should complete the Step 2 PMP Dispute Resolution. Employees select the reason for the dispute, elaborate on the situation, and document the desired solution. Email notifications will be sent when the form reaches the performance inbox and upon the close (completion) of the form.

|  |  |  |
| --- | --- | --- |
| Creator | Comment and Signature | Completed document |
| Employee | Appointing Authority | EmployeeSupervisorAppointing Authority |

|  |  |  |
| --- | --- | --- |
| Step | Action | Result |
|  | **Employee** |  |
| 1 | From the Home pulldown menu, Click the click the word Performance |  |
| 2 | Click **Create New Form** Button |  |
| 3 | Click the **Step 2 PMP Dispute Resolution (Formal)** Link |  |
| 4 | Click the **Self - name** |  |
| 5 | Click **Create and Open** button (these are the due dates of the form, not changeable) |  |
| 6 | Check the box for the reason for the dispute |  |
| 7 | Scroll to the next section |  |
| 8 | Enter in the reason for the dispute |  |
| 9 | Scroll to the next section |  |
| 10 | Enter in the desired outcome for your dispute |  |
| 11 | Scroll to the bottom of the document |  |
| 12 | Click the **Send to Appointing Authority** |  |
| 13 | In the pop up box --enter an optional comments |  |
| 14 | Click **Send to Appointing Authority** button |  |
|  | **Appointing Authority** (Div Mgr’s Manager) |  |
| 15 | In the TO DO list on the SF home page – Click the link **Reviewer Step 2 Dispute (Formal) Comments and Signature** |  |
| 16 | Scroll to the Signature section |  |
| 17 | Enter in comment in the text box, how or if the dispute is going to be handled. |  |
| 18 | Scroll to the bottom of the document |  |
| 19 | Click **Complete** button |  |
| 20 | In the pop up box – write optional comments before signing and completing the plan |  |
| 21 | Click **Sign** button |  |

# Performance Document

A Performance Document is an informal document between a supervisor and his or her employee. The document can be used to record either positive or negative behaviors. The document is started by the immediate supervisor. The performance issue and expected future behavior should be recorded. There are no form “due” dates. Email notifications will be sent when the document moves to a new person’s performance inbox and upon close (completion) of the plan.

|  |  |  |  |
| --- | --- | --- | --- |
| Creator | Comments and Sign | Comments and Sign | Sent to Completed Inbox  |
| Immediate Supervisor | Employee | Supervisor | EmployeeSupervisor |

|  |  |  |
| --- | --- | --- |
| Step | Action | Result |
|  | **Supervisor** |  |
| 1 | From the Home pulldown menu, Click the click the word Performance |  |
| 2 | Click **Create New Form** Button |  |
| 3 | Click the **Performance Document** Link |  |
| 4 | Click the name of the employee who will get the document |  |
| 5 | Click **Create and Open** button (these are the due dates of the form, not changeable) |  |
| 6 | Select the dropdown option: Congratulations or Needs Improvement |  |
| 7 | Scroll to the next section |  |
| 8 | Check the box for the applicable competency |  |
| 9 | Scroll to the next section |  |
| 10 | Enter the **details of the event** |  |
| 11 | Check the box if other people observed the event |  |
| 12 | Enter the names of the folks who observed the event |  |
| 13 | Scroll to the next section |  |
| 14 | Suggestions for **future behavior** |  |
| 15 | Scroll to bottom of the form |  |
| 16 | Click **Send to Employee** button |  |
| 17 | In the pop up box --enter a comment to the employee |  |
| 18 | Click **Submit to Employee** |  |
|  | Employees |  |
| 19 | From the Home pulldown menu, Click the click the word Performance |  |
| 20 | Click the **Performance Document** Link |  |
| 21 | Read through the document |  |
| 22 | Scroll to the Signature section |  |
| 23 | Enter in comment in the text box |  |
| 24 | Scroll to the bottom of the document |  |
| 25 | Click **Sign** button |  |
| 26 | In the pop up box --enter an optional comment |  |
| 27 | Click **Sign** button |  |

# Performance Improvement Plan

A Performance Improvement Plan is an informal step to improve employee behavior. The plan is started by the immediate supervisor. The performance issue, the expected improvement and a timeframe should be documented on the plan. The form “due” date has been set to at 30 days after the creation of the form. Email notifications will be sent when the plan moves to a new person’s performance inbox and upon close (completion) of the plan.

|  |  |  |  |
| --- | --- | --- | --- |
| Creator | Comments and Sign | Comments and Sign | Sent to Completed Inbox |
| Immediate Supervisor | Employee | Supervisor | EmployeeSupervisor |

An email is sent to the employee when the supervisor starts the PIP.

An email is sent to the supervisor when the employee comments

An email is sent to the employee when the supervisor completes the document

|  |  |  |
| --- | --- | --- |
| Step | Action | Result |
|  | **Supervisor** |  |
| 1 | From the Home pulldown menu, Click the click the word Performance |  |
| 2 | Click **Create New Form** Button |  |
| 3 | Click the **Performance Improvement Plan** Link |  |
| 4 | Click the name of the employee who will get the document |  |
| 5 | Click **Crete and Open** button (these are the due dates of the form, not changeable) |  |
| 6 | Select the corresponding check box for the **Reason for Performance Improvement**  |  |
| 7 | Scroll to the next section |  |
| 8 | Enter the **Problem Description** |  |
| 9 | Scroll to the next section |  |
| 10 | Enter the  **Improvement Actions Required** |  |
| 11 | Repeat in the next two sections if necessary. |  |
| 12 | Scroll to the bottom of the document |  |
| 13 | Click **Submit for Employee Action** button |  |
| 14 | In the pop up box --enter a comment to the employee |  |
| 15 | Click **Submit for Employee** |  |
|  | **Employee** |  |
| 16 | In the TO DO list on the SF home page – Click the link **Employee PIP Comments & Signature**  |  |
| 17 | Read and discuss document with Supervisor | None of the fields are editable by the employee |
| 18 | Scroll to the Signature section |  |
| 19 | Enter in comment in the text box |  |
| 20 | Scroll to the bottom of the document |  |
| 21 | Click **Sign** button |  |
| 22 | In the pop up box --enter an optional comment |  |
| 23 | Click **Sign** button |  |
|  | Supervisor |  |
| 24 | In the TO DO list on the SF home page – Click the link **Manager PIP Comments & Signature** |  |
| 25 | Scroll to the Signature section | None of the fields are editable by the employee |
| 26 | Enter in comment in the text box, how has performance improved or what are the next steps |  |
| 27 | Scroll to the bottom of the document |  |
| 28 | Click **Complete** button |  |
| 29 | In the pop up box – write optional comments before signing and completing the plan | We are working on removing the delete form button on the left. |
| 30 | Click **Sign** button |  |

# Corrective Action Plan

A Corrective Action Plan is the start of progressive discipline. This plan is started by the immediate supervisor. The plan includes the background of the event, expectations for improvement, time frame and deadlines, and consequences if expectations are not met. The form “due” date has been set to at 30 days after the creation of the form. Email notifications will be sent when the plan moves to a new person’s performance inbox and upon close (completion) of the plan.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Creator | Edit/delete/approve | Comments and Signs | Comments and Sign | Sent to Completed Inbox |
| Supervisor | Division Manager | Employee | Supervisor | EmployeeSupervisorDivision Manager |

### Who should use

* Supervisors/Division Managers who have the delegated authority to issue corrective

|  |  |  |
| --- | --- | --- |
| Region 1 | Region 3 | Region 4 |
| Region 5 | DAS | Aeronautics |
| Gov Relations | Communications | Audit |
| HPTE | DTR | Office of Major Projects |

* Appointing Authorities of the smaller Divisions

|  |  |  |
| --- | --- | --- |
| Step | Action | Result |
|  | **Supervisor** |  |
| 1 | From the Home pulldown menu, Click the click the word Performance |  |
| 2 | Click **Create New Form** Button |  |
| 3 | Click the **Corrective Action Plan** Link |  |
| 4 | Click the name of the employee who will get the document |  |
| 5 | Click **Create and Open** button (these are the due dates of the form, not changeable) |  |
| 6 | Enter the **Background of the Event** |  |
| 7 | Scroll to the next section |  |
| 8 | Enter the **Required Behavioral Correction** |  |
| 9 | Scroll to the next section |  |
| 10 | Enter the  **Improvement Required with time frame and deadlines** |  |
| 11 | Scroll to the next section |  |
| 12 | Enter the consequences of the behavior not being corrected |  |
| 13 | Scroll to the bottom of the document |  |
| 14 | Click **Send to Division Manager** button |  |
| 15 | In the pop up box --enter a comment to the employee |  |
| 16 | Click **Submit to Division Manager**  |  |
|  | **Division Manager** |  |
| 17 | In the TO DO list on the SF home page – Click the link **Manager CAP Comments & Signature** |  |
| 18 | Enter the **Background of the Event** |  |
| 19 | Scroll to the next section |  |
| 20 | Enter the **Required Behavioral Correction** |  |
| 21 | Scroll to the next section |  |
| 22 | Enter the  **Improvement Required with time frame and deadlines** |  |
| 23 | Scroll to the next section |  |
| 24 | Enter the consequences of the behavior not being corrected |  |
| 25 | Scroll to the bottom of the document |  |
| 26 | Click **Send to Employee** button |  |
| 27 | In the pop up box --enter a comment to the employee |  |
| 28 | Click **Submit to Employee**  |  |
|  | **Employee** |  |
| 29 | In the TO DO list on the SF home page – Click the link **Employee CAP Comments & Signature**  |  |
| 30 | Read and discuss document with Supervisor | None of the fields are editable by the employee |
| 31 | Scroll to the Signature section |  |
| 32 | Enter in comment in the text box |  |
| 33 | Scroll to the bottom of the document |  |
| 34 | Click **Sign** button |  |
| 35 | In the pop up box --enter an optional comment |  |
| 36 | Click **Sign** button |  |
|  | **Supervisor** Finalize form after behavioral correction has occurred |  |
| 37 | In the TO DO list on the SF home page – Click the link **Manager CAP Comments & Signature** |  |
| 38 | Scroll to the Signature section | None of the fields are editable by the employee |
| 39 | Enter in comment in the text box, how has performance improved or what are the next steps |  |
| 40 | Scroll to the bottom of the document |  |
| 41 | Click **Complete** button |  |
| 42 | In the pop up box – write optional comments before signing and completing the plan | We are working on removing the delete form button on the left. |
| 43 | Click **Sign** button |  |

# AA Issued Corrective Action Plan

A Corrective Action Plan is the start of progressive discipline. This plan is started by the Division Manager for anyone in his or her Division. The plan includes the background of the event, expectations for improvement, time frame and deadlines, and consequences if expectations are not met. The form “due” date has been set to at 30 days after the creation of the form. Email notifications will be sent when the plan moves to a new person’s performance inbox and upon close (completion) of the plan.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Creator | Edit/delete/approve | Comments and Signs | Comments and Sign | Sent to Completed Inbox |
| Division Manager | Appointing Authority | Employee | Appointing Authority | EmployeeSupervisorDivision ManagerAppointing Authority |

### Who should use

* **Appointing Authority**
* Appointing Authorities creating a CAP for any direct report (HR Admin can start the form, if necessary)

|  |  |  |
| --- | --- | --- |
| Region 2 | Staff Branches | DTD |
| DAF | Safety | TSMO |

|  |  |  |
| --- | --- | --- |
| Step | Action | Result |
|  | **Division Manager** |  |
| 1 | From the Home pulldown menu, Click the click the word Performance |  |
| 2 | Click **Create New Form** Button |  |
| 3 | Click the **Corrective Action Plan** Link |  |
| 4 | Click the name of the employee who will get the document |  |
| 5 | Click **Create and Open** button (these are the due dates of the form, not changeable) |  |
| 6 | Enter the **Background of the Event** |  |
| 7 | Scroll to the next section |  |
| 8 | Enter the **Required Behavioral Correction** |  |
| 9 | Scroll to the next section |  |
| 10 | Enter the  **Improvement Required with time frame and deadlines** |  |
| 11 | Scroll to the next section |  |
| 12 | Enter the consequences of the behavior not being corrected |  |
| 13 | Scroll to the bottom of the document |  |
| 14 | Click **Send to Appointing Authority** button |  |
| 15 | In the pop up box --enter a comment to the employee |  |
| 16 | Click **Submit to Appointing Authority**  |  |
|  | **Appointing Authority** |  |
| 17 | In the TO DO list on the SF home page – Click the link **Manager CAP Comments & Signature** |  |
| 18 | Enter the **Background of the Event** |  |
| 19 | Scroll to the next section |  |
| 20 | Enter the **Required Behavioral Correction** |  |
| 21 | Scroll to the next section |  |
| 22 | Enter the  **Improvement Required with time frame and deadlines** |  |
| 23 | Scroll to the next section |  |
| 24 | Enter the consequences of the behavior not being corrected |  |
| 25 | Scroll to the bottom of the document |  |
| 26 | Click **Send to Employee** button |  |
| 27 | In the pop up box --enter a comment to the employee |  |
| 28 | Click **Submit to Employee**  |  |
|  | **Employee** |  |
| 29 | In the TO DO list on the SF home page – Click the link **Employee CAP Comments & Signature**  |  |
| 30 | Read and discuss document with Supervisor | None of the fields are editable by the employee |
| 31 | Scroll to the Signature section |  |
| 32 | Enter in comment in the text box |  |
| 33 | Scroll to the bottom of the document |  |
| 34 | Click **Sign** button |  |
| 35 | In the pop up box --enter an optional comment |  |
| 36 | Click **Sign** button |  |
| 37 | **Division Manager** Finalize form after behavioral correction has occurred |  |
| 38 | In the TO DO list on the SF home page – Click the link **Manager CAP Comments & Signature** |  |
| 39 | Scroll to the Signature section | None of the fields are editable by the employee |
| 40 | Enter in comment in the text box, how has performance improved or what are the next steps |  |
| 41 | Scroll to the bottom of the document |  |
| 42 | Click **Complete** button |  |
| 43 | In the pop up box – write optional comments before signing and completing the plan | We are working on removing the delete form button on the left. |
| 44 | Click **Sign** button |  |