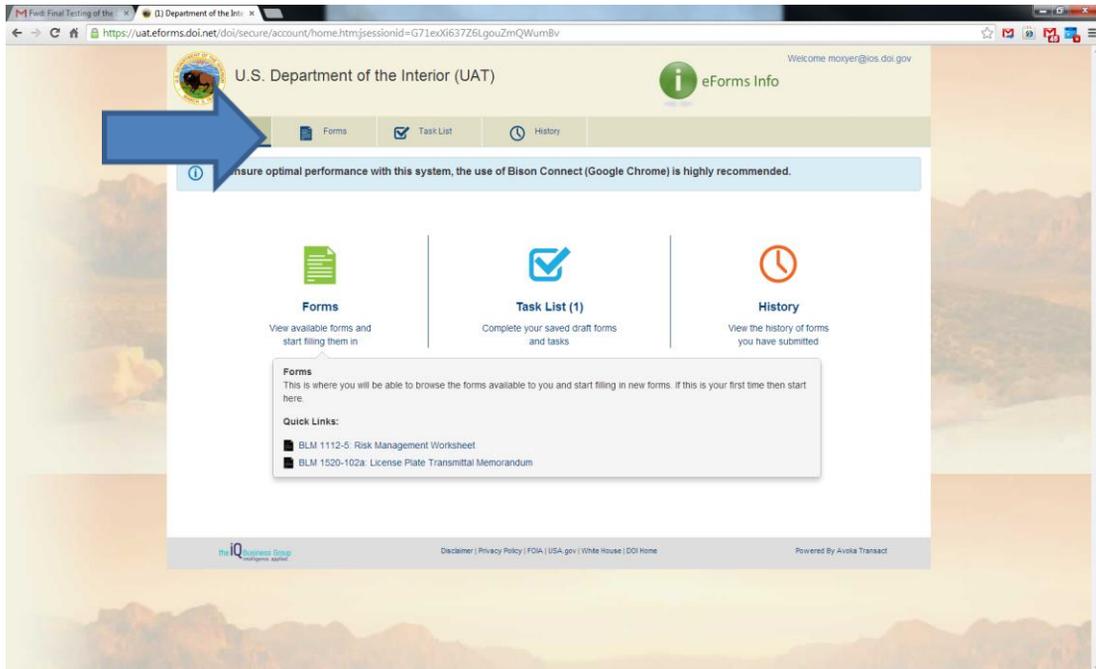


## Initiating a Performance Plan on Behalf of a Rating Official – DI-2011

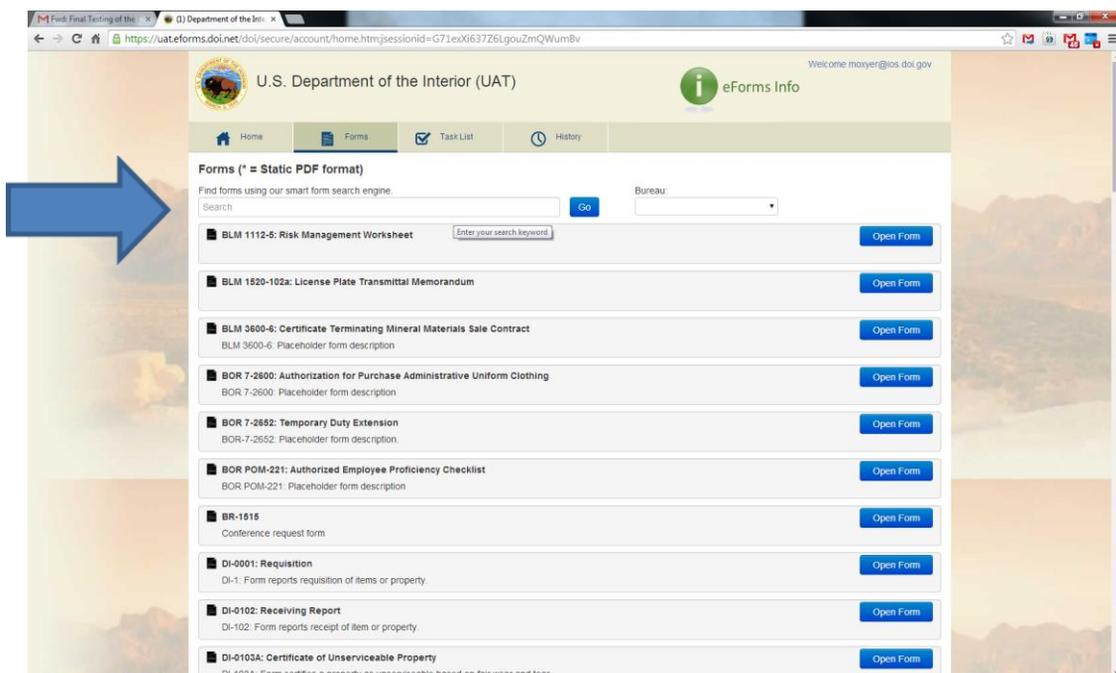
Plans can be initiated by an authorized individual (executive, Chief of Staff, Executive Resources Coordinator) on behalf of the Rating Official. The initiator will be responsible for completing all the required fields, including the Rating Official's email, the Executive's email, Title, category, appraisal period, bureau, weights, Agency-Specific Performance Requirements (if applicable), and Results Driven Performance Requirements/Strategic Alignment.

Link to eForms site <https://eforms.doi.gov/>

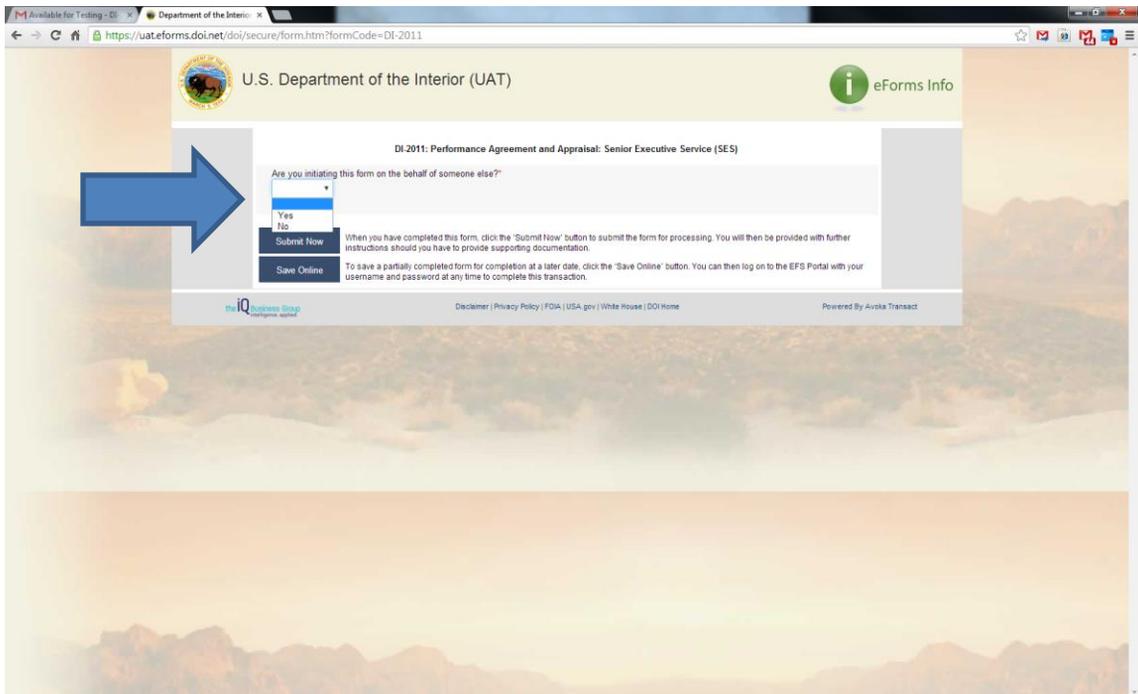
To begin, click on the **Forms** tab.



To find the form, you can either use the **Search** function or scroll down to the DI-2011 form. Once you find the form, click on the **Open Form** button next to the form name.

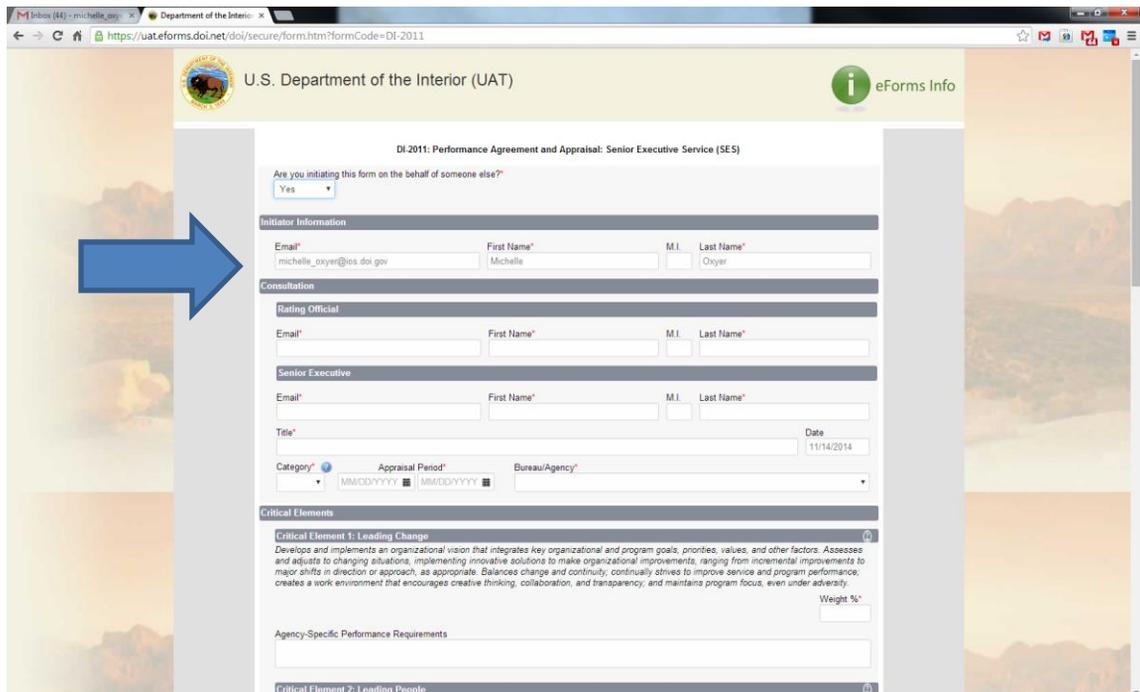


To begin completing the form on behalf of a Rating Official, click on the drop down menu and choose **YES**.



The screenshot shows the UAT form interface. At the top, it says "U.S. Department of the Interior (UAT)" and "eForms Info". The form title is "DI 2011: Performance Agreement and Appraisal: Senior Executive Service (SES)". A blue arrow points to a dropdown menu with the question "Are you initiating this form on the behalf of someone else?". The dropdown is open, showing "Yes" selected and "No" as an option. Below the dropdown are buttons for "Submit Now" and "Save Online".

The initiator's name will automatically populate the Initiator Information fields. Complete all of the mandatory fields (marked with a red asterisk) and optional fields as appropriate.



The screenshot shows the UAT form interface with the "Initiator Information" section highlighted by a blue arrow. The form title is "DI 2011: Performance Agreement and Appraisal: Senior Executive Service (SES)". The dropdown menu is set to "Yes". The "Initiator Information" section contains fields for "Email\*" (michelle\_oxyer@ios.doi.gov), "First Name\*" (Michelle), "M.I." (Oxyer), and "Last Name\*" (Oxyer). Below this is the "Consultation" section, followed by "Rating Official" and "Senior Executive" sections, each with "Email\*", "First Name\*", "M.I.", and "Last Name\*" fields. The "Senior Executive" section also has a "Title\*" field and a "Date" field (11/14/2014). There are also fields for "Category\*", "Appraisal Period\*" (MMDDYYYY), and "Bureau/Agency\*". The "Critical Elements" section includes "Critical Element 1: Leading Change" with a description and a "Weight %\*" field, and "Critical Element 2: Leading People".

Some fields have help or expansion buttons that provide you with additional information to assist you in completing the form. Click on the symbols for further details.

U.S. Department of the Interior (UAT) eForms Info

DI-2011: Performance Agreement and Appraisal: Senior Executive Service (SES)

Are you initiating this form on the behalf of someone else?  
Yes

**Initiator Information**

Email\* michelle\_oxyer@ios.doi.gov First Name\* Michelle M.I. Last Name\* Oxyer

**Consultation**

**Rating Official**

Email\* First Name\* M.I. Last Name\*

**Senior Executive**

Email\* First Name\* M.I. Last Name\*

Title\* Date 11/14/2014

Category\* Appraisal Period\* Bureau/Agency\*

**Performance Elements**

**Critical Element 1: Leading Change**  
Develops and implements an organizational vision that integrates key organizational and program goals, priorities, values, and other factors. Assesses and adjusts to changing situations, implementing innovative solutions to make organizational improvement. Balances change and continuity; continually strives to create a work environment that encourages creative thinking, collaboration, and transparency; and maintains...

Agency-Specific Performance Requirements

**Critical Element 2: Leading People**

The performance plans requires 3 to 5 Results Driven Performance Requirements. The default number of performance requirements on the automated form is 3. If you need to add additional Results Driven Performance Requirements, click on the **Add Requirements** button. When you have completed the form, click on the **Submit Now** button to forward the form to the Rating Official. If you need to save the form and go back to it at a later time, you can save the form by clicking on the **Save Online** button. To return to a saved form, just go to your Task List in the main eForms menu to find the form and click on **Open Form** to resume completing the form.

Performance at Level 3 for each result specified. It is recommended to also establish the threshold measures/targets for Levels 5 and 2.

Alignment—cite relevant goals/objectives, page numbers, from the Strategic Plan, Congressional Budget Justification/Annual Performance Plan, or other organizational planning document in the designated section for each performance requirement specified.

Weight %\* 40

**Performance Requirement 1**

Requirement\*  
To complete tasks A, B and C.

Strategic Alignment\*  
DOI Strategic Plan Mission Area 1

**Performance Requirement 2**

Requirement\*  
To complete tasks D, E and F.

Strategic Alignment\*  
DOI Strategic Plan Mission Area 1

**Performance Requirement 3**

Requirement\*  
To complete tasks G, H and I.

Strategic Alignment\*  
Secretarial Order 12345

**Add Requirement** **Strategic Alignment**

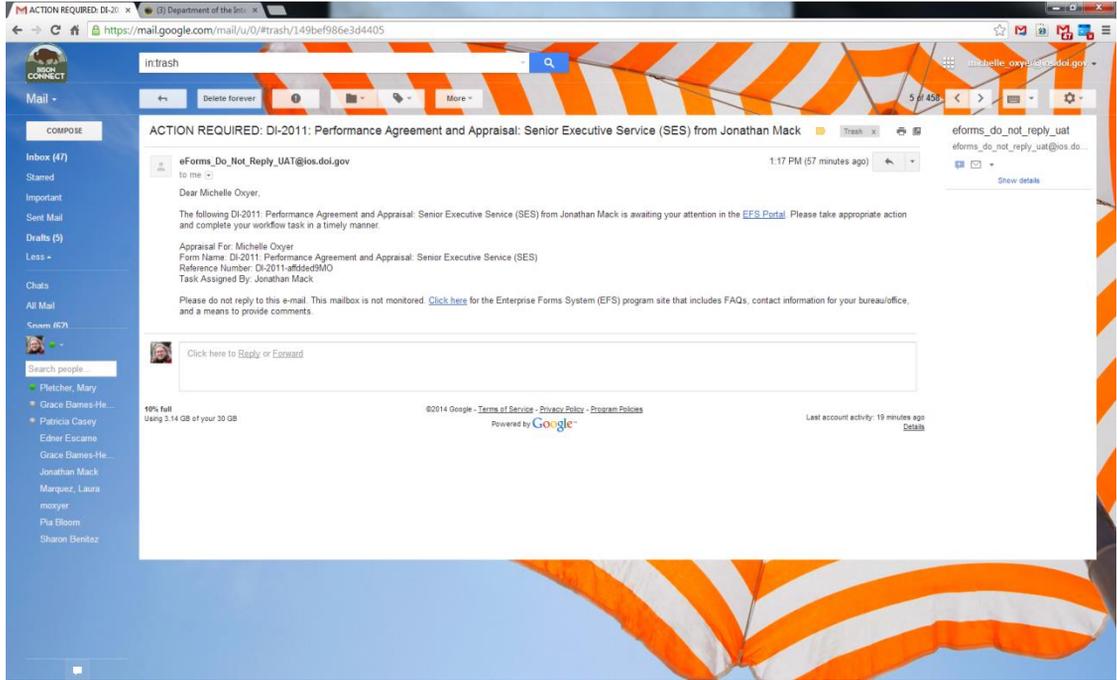
**Submit Now** When you have completed this form, click the 'Submit Now' button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.

**Save Online** To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction.

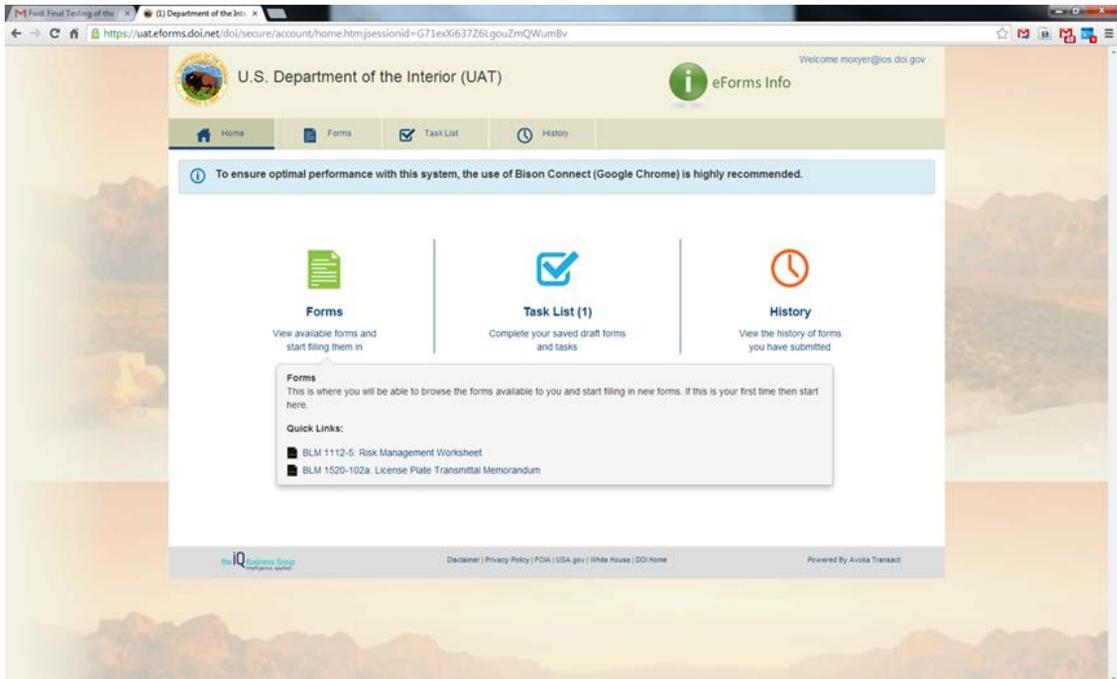
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## Rating Official Responsibilities

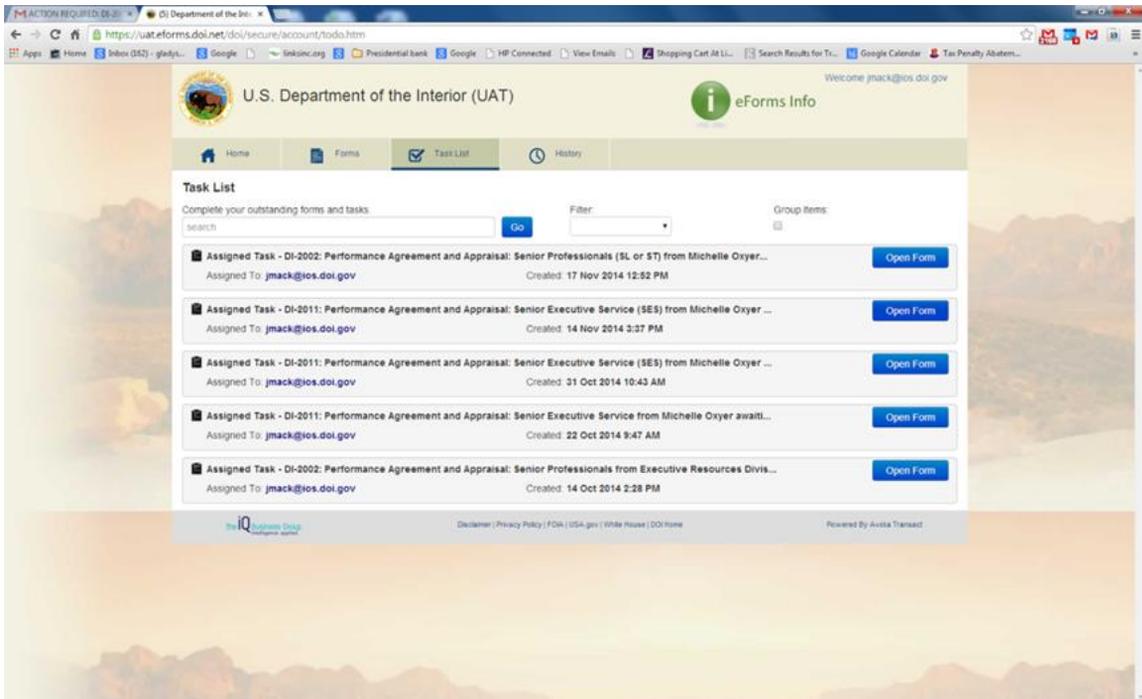
As the Rating Official, you will receive an email notifying you that an item is in your task list.



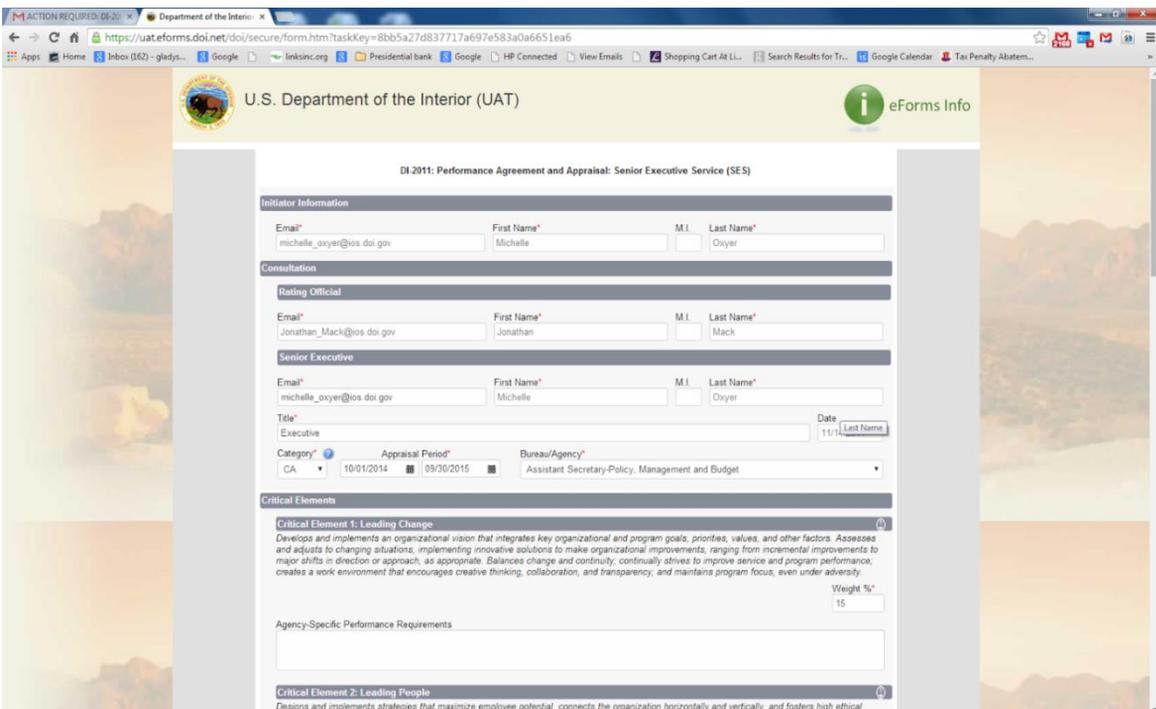
From the main menu, click on the **Task List** menu.



Identify the plan to review and click the **Open Form** button



You can now review and edit plan. To make edits, just click in the appropriate field and start typing.



After the review is complete, there is an option to route the plan through a reviewing official. To send the plan to a reviewing official, click on the drop down under the question and click **YES**. You will then enter their email address. If you choose to do this, the reviewing official will have an opportunity to review/comment/concur on the plan. The plan will then be returned to you. Once it is returned to you, you will be prompted to forward the plan to the executive.

You need to enter a Target Progress Review Date. This should occur about halfway through the rating period. The date you enter in this field will prompt the system to send you a reminder 15 days prior to the target date. NOTE: This system will not allow you to skip the progress review. You must complete a progress review in order to complete the performance appraisal at the end of the rating cycle.

When you have completed the form, click on the **Submit Now** button to forward the form to the Executive for their review and approval. If you need to save the form and go back to it at a later time, you can save the form by clicking on the **Save Online** button. To return to a saved form, just go to your Task List in the main eForms menu to find the form and click on **Open Form** to resume completing the form.

Once the Executive reviews and approves the performance plan, both you and the Executive will receive a "receipt" or copy of the performance plan via email.

Department of the Interior

https://uat.eforms.doi.net/doi/secure/form.htm?taskKey=8bb5a27d837717a697e583a0a6651ea6

Strategic Alignment\*  
DOI Strategic Plan Mission Area 1

**Performance Requirement 2**

Requirement\*  
To complete tasks D, E and F.

Strategic Alignment\*  
DOI Strategic Plan Mission Area 1

**Performance Requirement 3**

Requirement\*  
To complete tasks G, H and I.

Strategic Alignment\*  
Secretarial Order 12345

Add Requirement

**Submit**

Would you like to send this to a reviewing official?\*

Target Progress Review Date\*  
MM/DD/YYYY

Senior Executive Email  
michelle\_oxyer@ios.doi.gov

**Submit Now** When you have completed this form, click the 'Submit Now' button to submit the form for processing. You will then be provided with further instructions should you have to provide supporting documentation.

**Save Online** To save a partially completed form for completion at a later date, click the 'Save Online' button. You can then log on to the EFS Portal with your username and password at any time to complete this transaction.

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