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October 8, 2002

**OKLAHOMA BULLETIN NO. OK360-3-2**

**SUBJECT: PER - Performance Appraisals for Fiscal Year 2002**

**Purpose:** To provide instructions for entering Performance Appraisal Summary Rating into Internet Combined Administrative Management System (ICAMS).

**Expiration Date:** October 30, 2003

**ACTION REQUIRED BY: November 1, 2002**

For Fiscal Year 2002, supervisors will enter each employee's Summary Rating into ICAMS. The following instructions are being provided to assist you in this process:

Step 1: Open Internet Explorer and type <https://icams.usda.gov> in the address

Step 2: Enter your User ID and password and click on Sign In

Step 4: Under the **Manager**, click on "**Tasks**"

Step 5: Click on "**Performance**"

Step 6: Click on "**Summary Rating.**"

Step 7: Click on "New Rating" for the employee for whom you are doing a summary rating.

Step 8: At the "**Add a New Value**" enter the **Plan Start Date**. Use the "lookup"  to choose the start date of the performance plan. Then click "**Add**". This will bring up the Employee Appraisal Worksheet.

Step 9: . There are two ways to assign a summary rating. **Method 1:** On the Employee Appraisal Worksheet tab, use the "lookup"  to choose the overall rating. If you enter "3" Results Achieved, this will automatically assign a Results Achieved rating to all elements. You can enter comments in the "Reviewer Comments" block. Then click the save button.

**Method 2:** If the employee's performance does not warrant a "Results Achieved" on all elements you will need to enter a rating for each element. To do this you will Click on the "Elements and Standards" tab. This will bring up the first element and standard. To see all the elements and standards, click on "View All". You can then assign a rating to each individual element. After a rating has been assigned to all elements, go back to

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the Employee Appraisal Worksheet tab and assign an overall rating. You may enter comments in the "Reviewer Comments" block and click the Save button.

**Reminder: Under the pass/fail appraisal system, an element rated as "unacceptable" requires the Summary Rating of Unacceptable. Employees who receive an Unacceptable Rating must be placed on an Opportunity to Improve (OTI). Human Resources should be notified of any employee placed on an OTI.**

Step 10: Once the supervisor has completed the rating, the appraisal will appear in the employee's worklist. NOTE: The ICAMS End User Manual states the employee will receive an e-mail notifying them of this action, however, this feature is not working at this time.

Step 11: The employee needs to log in to ICAMS and view the comments and enter any comments of their own.

**Employees should follow these steps to review their Performance Appraisal after the supervisor has completed their Summary Rating in ICAMS.**

Step 1: Start Internet Explorer and go to: <http://icams.usda.gov>

Step 2: Enter your Login ID and password and click on Log In

Step 3: Click on **Worklist**

Step 4: Click on Worklist link "[Supervisor did your Rating](#)".

Step 5: Review Supervisor comments.

Step 6: Enter comments in the Employee Comment box, (i.e., "I reviewed my appraisal on 10/7/02.")

Step 7: Click "Save".

**To print the Performance Appraisal:**

Step 1: Click on 

Step 2: When it stops processing click on [View Document](#).

Step 3: The Performance appraisal will be display as a PDF file. Print a copy by using the toolbar printer icon.

Human Resources is no longer required to maintain Employee Performance Files. Therefore, it is not necessary for supervisors to send hard copies of the Performance Appraisal to Human Resources. The Official Performance Appraisal will be maintained in ICAMS. It is recommended that supervisors maintain a copy in the employee's file maintained in their office.

The End Users Manual previously distributed by Oklahoma Bulletin No. 360-2-7 may be used as a guide. A separate bulletin will be issued to provide instructions for establishing Performance Work Plans for FY2003 in ICAMS. Questions concerning this bulletin may be directed to Linda Garabedian, Human Resources, (405) 742-1210.

A handwritten signature in black ink, appearing to read "M. Darrel Dominick". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

M. DARREL DOMINICK  
State Conservationist