



October 6, 2003

OKLAHOMA BULLETIN NO. OK360-4-3

SUBJECT: Performance Appraisal for Fiscal Year 2003

Purpose: To provide instructions for completing the Performance Appraisal Summary Rating process in Internet Combined Administrative Management System (ICAMS).

Expiration Date: September 30, 2004

ACTION REQUIRED BY: November 3, 2003

For Fiscal Year 2003, supervisors will enter each employee's Summary Rating into ICAMS. The following instructions are provided to assist in this process.

Supervisor Instructions

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

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

Step 3: Under the **Manager**, click on "**Tasks**"

Step 4: Click on "**Performance**"

Step 5: Click on "**Summary Rating**"

Step 6: Click on "**New Rating**" for the employee for whom you are doing a summary rating. Only 10 employees are listed at a time. To view additional employees click on "**View All**"

Step 7: 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 8: There are two methods 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, you will go back to 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

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placed on an Opportunity to Improve (OTI). Human Resources should be notified of any employee placed on an OTI.

Step 9: Once the supervisor has completed the rating, the appraisal will appear in the employee's work list, and the employee will receive an e-mail notifying them of this action.

Step 10: The employee needs to log in to ICAMS and view the comments and enter any comments of their own.

Supervisors do not need to do performance appraisals for students who are working during the school year. Supervisors will complete a Performance Evaluation form before students report to their summer duty station.

Reminder to Supervisors: Employees who were hired after July 1, 2003, will have their rating period extended to meet the 90-day minimum rating period requirement. At the end of the 90 days the supervisor can process a summary rating for FY2003. Then Performance Plan for FY2004 can be setup in I*CAMS.

Employee Instructions

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: <https://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 10/7/03.")

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 displayed 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 keep a copy in the employee's file maintained in their office.

Oklahoma Bulletin 360-4-5 will provide instructions for establishing Performance Work Plans for FY2004 in ICAMS. Questions concerning this bulletin may be directed to Linda Garabedian, Human Resources, (405) 742-1210.

/s/ (Les Conner – Acting for)

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