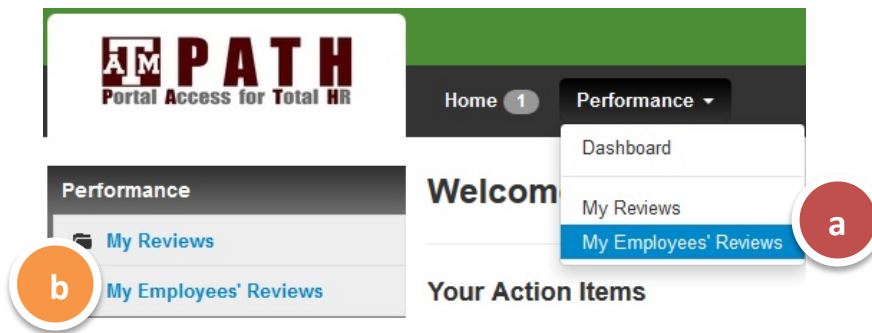


Your PATHways Guide to Revising the Performance Plan

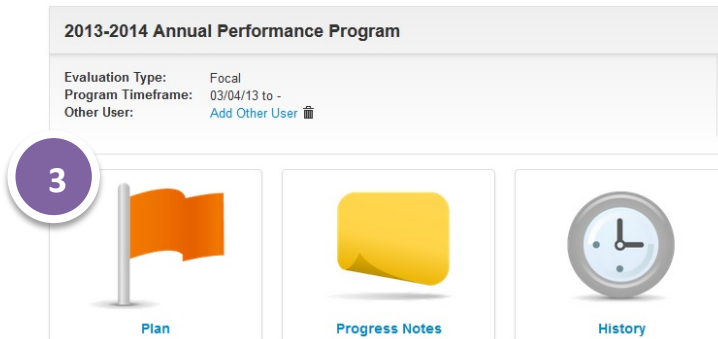
The Performance Plan allows a supervisor and an employee to establish performance goals and clarify expectations for the performance review period. While it is created at the beginning of the performance management process, the Performance Plan is a working document that can be revised when performance goals change. When revising the Performance Plan, the only section where a change can be made is the Goals/Objectives section.

Revise the Performance Plan

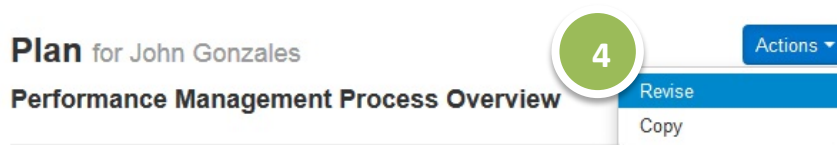
1. To revise the Performance Plan for your employee, either:
 - a. Click on the **Performance** tab, which is located at the top of the Home page to the right of the Home tab, and then click on **My Employees' Reviews**, or
 - b. Click on **My Employees' Reviews** located on the left navigation pane.



2. This takes you to the My Employees' Reviews page. Click on the **View Review** button located on the right of the page for the employee whose Performance Plan you are revising.
3. This takes you to the Overview page. Click on the **Plan** icon.

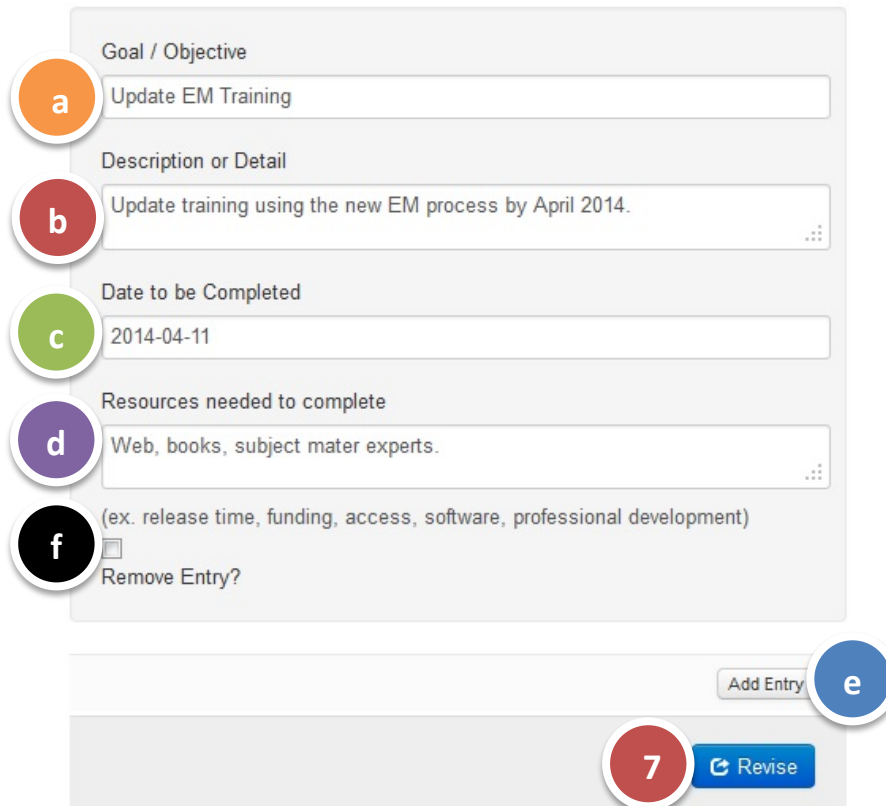


4. This takes you to the Performance Plan page. Click on the **Actions** button located at the top right, followed by clicking on **Revise**.



5. This takes you to the Revise Objective Plan page. Click on the **Goals/Objectives** tab.

6. To revise Goals/Objectives, do the following:
 - a. Revise the text for the **Goal/Objective**, if needed.
 - b. Revise the text for the **Description or Detail**, if needed.
 - c. Revise the **Date to be Completed** by clicking on the text box and using the popup calendar, if needed.
 - d. Revise the text for the **Resources** needed to complete, if needed.
 - e. To add another Goal/Objective, click on the **Add Entry** button and enter text for steps a – d.
 - f. To remove a Goal/Objective, click on the **Remove Entry?** checkbox.



The screenshot shows a form for editing a goal/objective. It includes fields for:

- Goal / Objective:** "Update EM Training" (callout a)
- Description or Detail:** "Update training using the new EM process by April 2014." (callout b)
- Date to be Completed:** "2014-04-11" (callout c)
- Resources needed to complete:** "Web, books, subject mater experts." (callout d)
- Remove Entry?:** A checkbox (callout f)

 Below the form is an "Add Entry" button (callout e) and a "Revise" button (callout 7).

7. After you are done revising the Goals/Objectives, click on the **Revise** button. This will save your changes and send the Performance Plan to the employee to acknowledge and, if desired, enter comments.
8. Once the Performance Plan is revised, you have the ability to print the entire Performance Plan by using your printing options in your web browser. This is helpful so that when you meet with your employee to discuss the revisions to the Performance Plan, you each will have a copy for reference.

Additional Information

For additional information, please visit <http://EODinfo.tamu.edu/PATHways>. If you have additional questions or need assistance, please contact EOD at HRPATHways@tamu.edu.