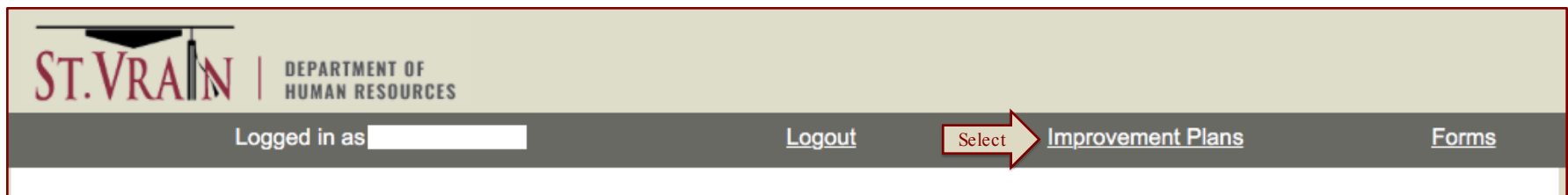


APT Evaluation Improvement Plans

Improvement Plans

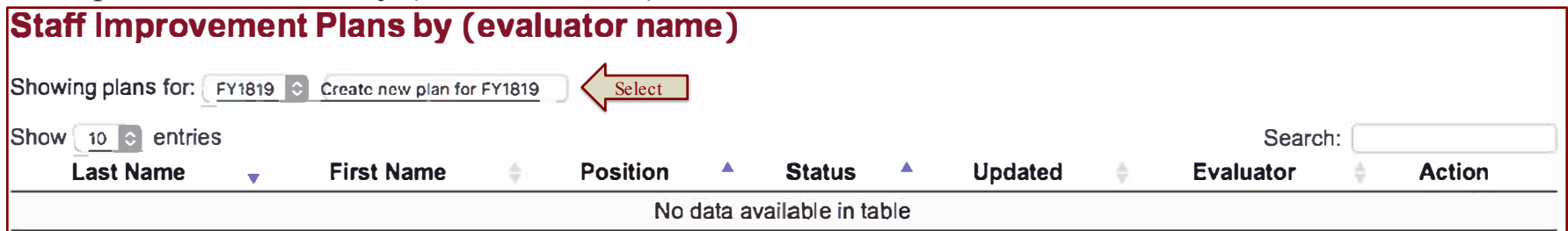
- Improvement Plans are required for performance areas not meeting expectation.
- After login to the Online Evaluation Management System, the evaluator selects “Improvement Plans” at the top of the evaluator home screen.



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Logged in as [Logout](#) [Select](#) [Improvement Plans](#) [Forms](#)

- When the new window opens, the evaluator selects “Create a new plan for FY1819” under the Staff Improvement Plans by (evaluator name) section.



Staff Improvement Plans by (evaluator name)

Showing plans for: [Create new plan for FY1819](#) [Select](#)

Show entries

Last Name	First Name	Position	Status	Updated	Evaluator	Action
No data available in table						

Improvement Plans (continued)

- When the Creating New Plan screen opens, select the employee name from the drop-down menu.
 - The remaining information will populate automatically.

Creating New Plan

Cancel and return to listDelete Plan

Transfer Plan To:
Autocomplete fieldTransfer

Employee Information

Employee Name:

Employee Department/Building:

Employee Position:

Position Type:

Employee ID:

Employee Username:

Evaluator Name:

Select employee from drop-down list.

Improvement Plans (continued)

- Scroll down to the Description of Need for Improvement Plan and Improvement Goals and Milestones sections to enter improvement plan information.

The screenshot shows a web form for creating an improvement plan. It is divided into two main sections: "Description of Need for Improvement Plan:" and "Improvement Goals and Milestones:". The first section has a large text area for describing the problem. The second section includes a note about adding/removing goals after submission, a table for goals with columns for "Goal Met?", "Performance Area", and a description, and buttons for "Add additional goal", "Remove", and "Save New Improvement Plan". Annotations with arrows point to specific form elements: "Enter Information" points to the description text area; "Select Performance Area from drop-down list and enter goal information" points to the "Performance Area" dropdown; "Select to add additional goals" points to the "Add additional goal" button; and "Select to save plan" points to the "Save New Improvement Plan" button.

Description of Need for Improvement Plan:

Describe the problem(s) with enough depth to satisfy any HR questions

Improvement Goals and Milestones:

* You will still be able to add and remove goals after you have submitted the initial plan.

Goal Met?	Performance Area	
<input type="checkbox"/>		Describe the goal that needs to be reached for improvement to be a success

[Remove](#)

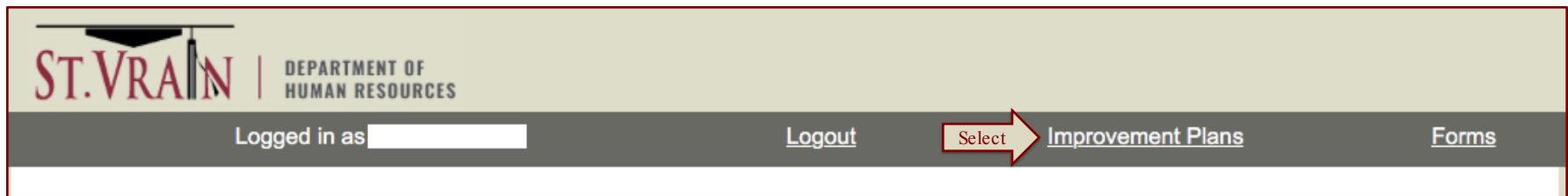
[Add additional goal](#)

[Save New Improvement Plan](#)

- Additional performance areas and goals may be added to plan.
- Select “Save New Improvement Plan” when completed.

Improvement Plans (continued)

- Employees have access to Improvement Plans created by their evaluators and will work with their evaluator on completion of the improvement goals.
- After login to the Online Evaluation Management System, the employee selects “Improvement Plans” at the top of the employee home screen.



- When the new window opens, the employee selects the plan under the Personal Improvement Plans for (employee name) section.
- The evaluator and employee work together on completion of the improvement goals and record progress in the Online Evaluation Management System.