Monitoring Progress – Supervisor

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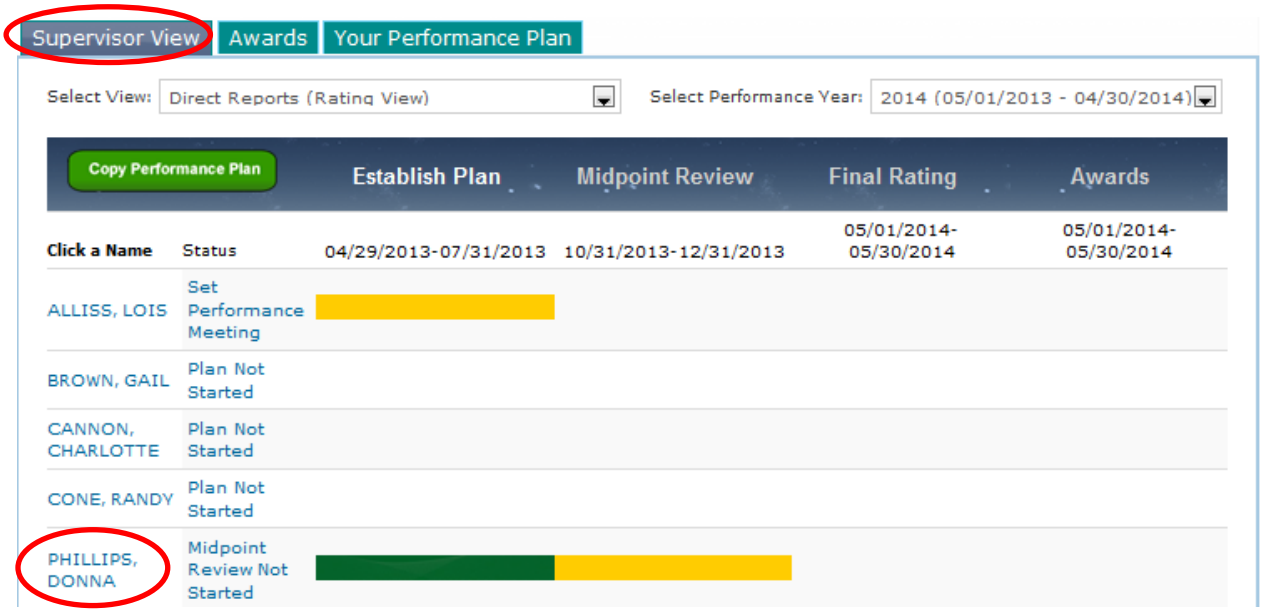
Creating a General Progress Review

1. Log into SPACE using the Systems Launcher on the Human Resources (HR) Portal: https://hr.nasa.gov/

Note: *SPACE must be accessed from a NASA computer or via Virtual Private Network (VPN).*

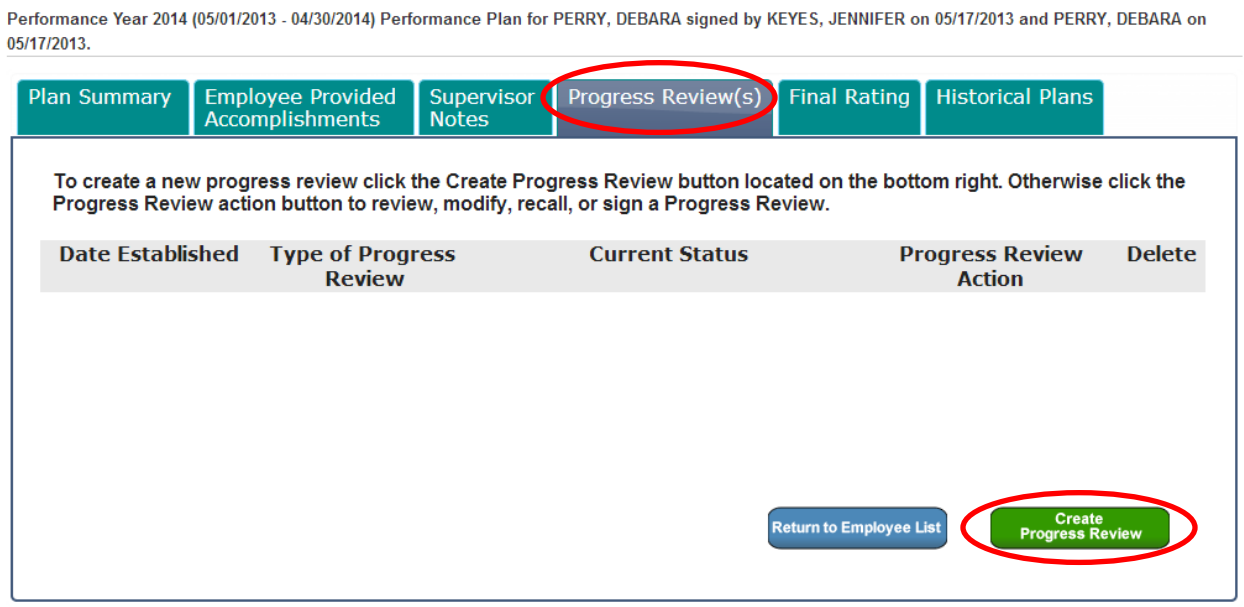
2. Click the **Supervisor View** tab (if not already selected)

3. Select an employee whose status is **Midpoint Review Not Started (NOTE: Click Employee's Name)**



4. Select the **Progress Review(s)** tab

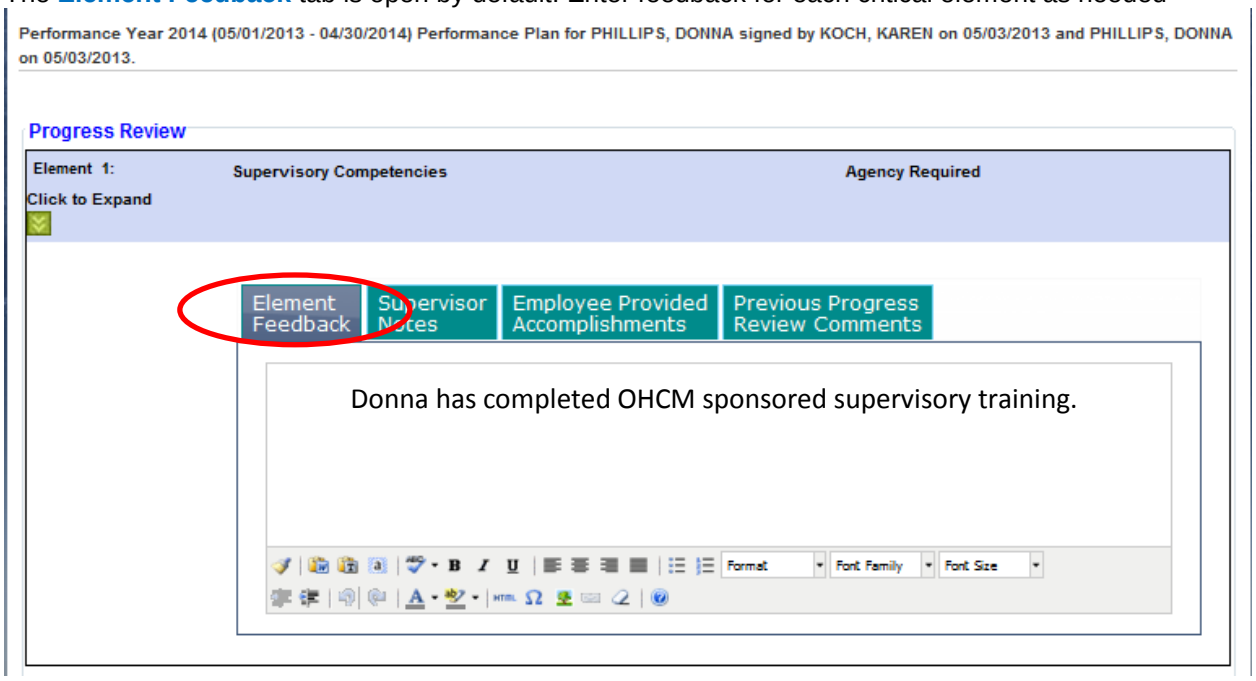
5. Click the **Create Progress Review** button



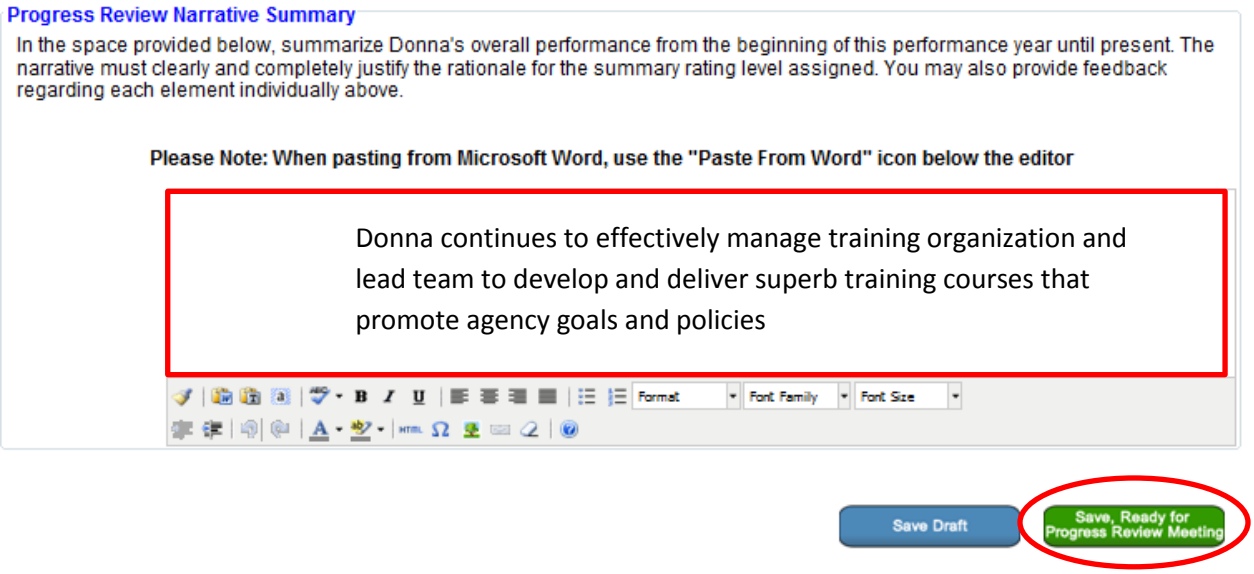
6. Click **Select** next to **Create a General Progress Review**

Note: *The* **Midpoint Progress Review** *button will be disabled until the period designated by your center for Midpoint reviews.*

7. The **Element Feedback** tab is open by default. Enter feedback for each critical element as needed



8. Enter text in the **Progress Review Narrative Summary** section at the bottom of the window



9. Click **Save, Ready for Progress Review Meeting**

10. Conduct a face-to-face Progress Review

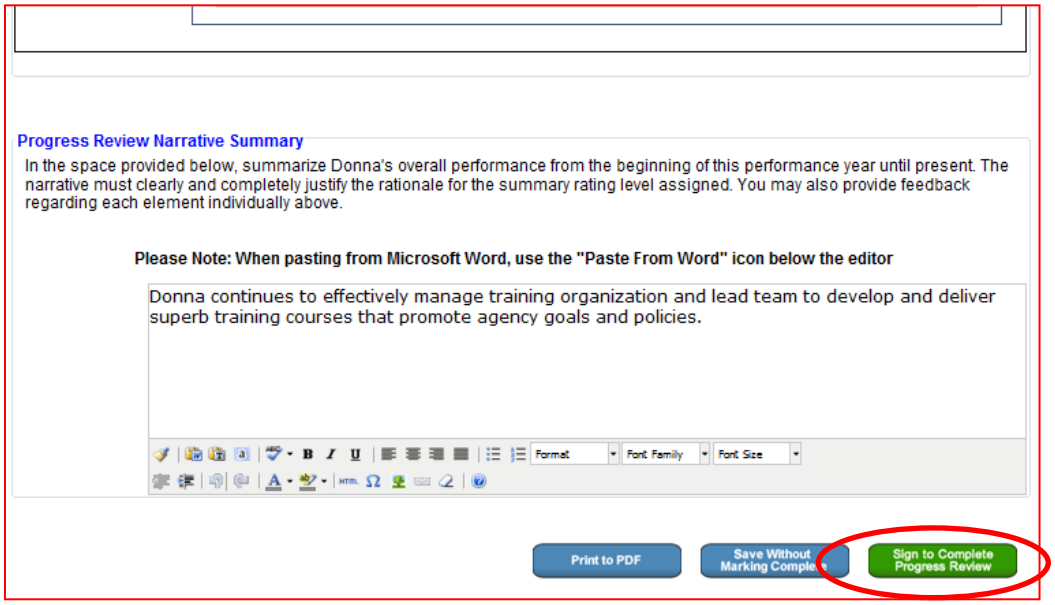
11. Click **View/Sign Progress Review** in the **Progress Review(s)** tab of the employee portlet

Performance Year 2014 (05/01/2013 - 04/30/2014) Performance Plan for PHILLIPS, DONNA signed by KOCH, KAREN on 05/03/2013 and PHILLIPS, DONNA on 05/03/2013. Midpoint Progress Review signed by TBD on TBD and TBD on TBD.

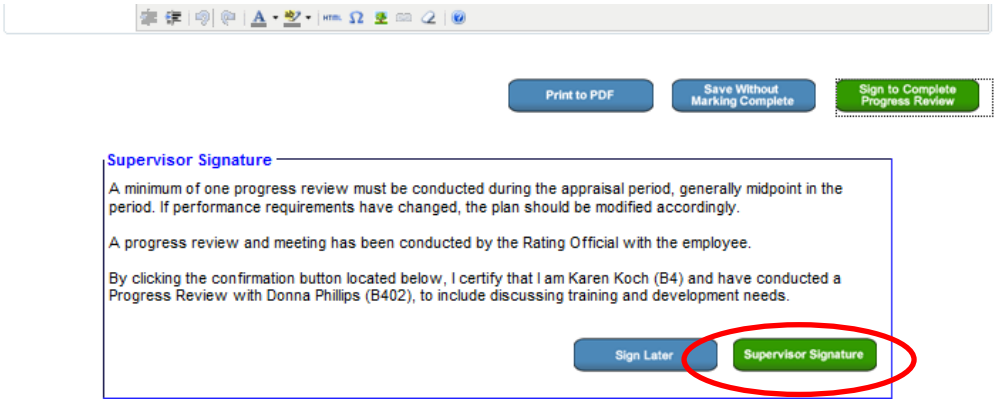
Plan Summary | Employee Provided Accomplishments | Supervisor Notes | Progress Review(s) (In Work: 1) | Final Rating | Historical Plans

Date Established	Type of Progress Review	Current Status	Progress Review Action	Delete
05/03/2013	Midpoint	Ready for Progress Review Meeting (Supervisor Schedule Meeting)	View/Sign Progress Review	Delete

12. Click **Sign to Complete Progress Review**



13. Click **Supervisor Signature**



➢ Updating a Performance Plan

Performance plans should be updated when:

- Employee receives significant new work assignments (including matrixed assignments)
- Employee's performance standards/indicators are not accurate
- Employee begins a work detail expected to last 90 days or more

1. Log into SPACE using the Systems Launcher on the Human Resources (HR) Portal: https://hr.nasa.gov/

Note: *SPACE must be accessed from a NASA computer or via Virtual Private Network (VPN).*

2. Click the **Supervisor View** tab (if not already selected)

3. Select an employee whose status is **Midpoint Review Not Started** **(NOTE: Click Employee's Name)**

4. Click the **Plan Summary** tab

5. Click the red button labeled **Create New Plan**

6. This creates a new version and stores the old one