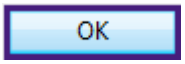
Create the PES Plan

Step	Action
1.	Click the **PES Evaluation** link.
2.	Review the **Action Steps** for completing the **Performance Plan**. It is recommended you complete the steps in the order listed.
3.	**Action Step 1** Review the **University's Mission Statement**. Click the **Down** button of the scrollbar to view the **Mission Statement**.
4.	Click the **Next** button.
5.	**Action Step 2** In step 2 enter **Work and Behavior Expectations**. You must enter at least one of each type but can enter multiple expectations and performance goals. If there is more than one, please type all expectations and goals within the single designated box. Click the **Down** button of the scrollbar to view **Work and Behavior Expectations**.
6.	You must enter at least one **Work Expectation**. A work expectation will be related to the employee's job duties and responsibilities and may be task-oriented in nature. For example, make sure all completed work is delivered to the file room every week by Friday end of business day.
7.	You must enter at least one **Behavior Expectation**. A behavior expectation is an action that will help build a positive, productive work environment.
8.	Click the **Next** button.
9.	Click the **Down** button of the scrollbar to view the **Resources** page.

Step	Action
10.	A list of links helpful in completing the steps of the Performance Evaluation Plan are available on the **Resources** page. New content links will continue to be added to the **Talent Development** page as information becomes available. Click the **Complete** button.
11.	Click the **OK** button. 
12.	Click the **Overview** link on the left.
13.	The **Overview** page shows that *Step 1: PES Plan Review* is *complete* and **Step 2: Second Level Approval PES Plan** is **In Process**. Click the **Log Out** link.
14.	This completes ***Create the PES Plan***. **End of Procedure.**