



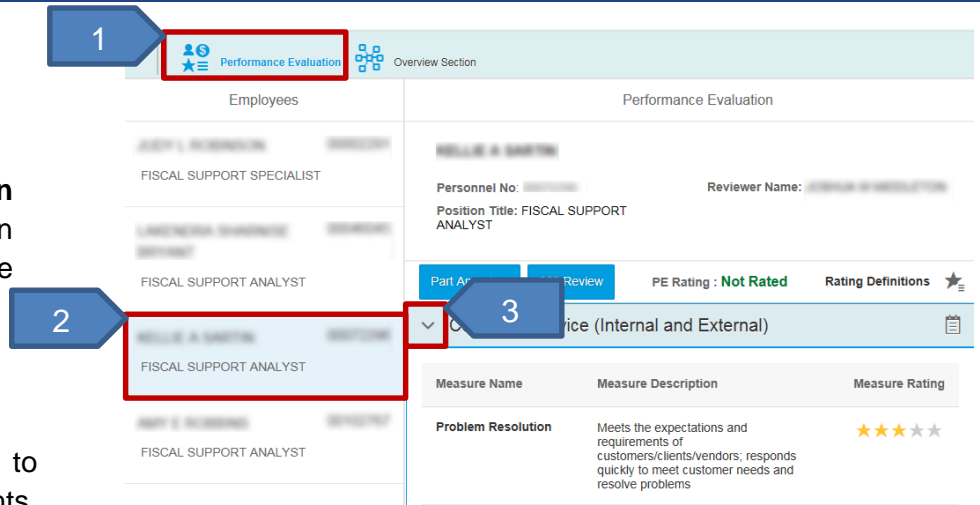
Department of Transformation and Shared Services
Office of Personnel Management
Performance, Goals, and Compensation System (PGCS)
Deleting a Measurement Rating

Purpose: Use this job aid to delete a measurement rating once a star has been selected.

1. Click the **Performance Evaluation** tab.

NOTE: The **Overview Section** tab is the default screen when opening the Performance Management tile.

2. Select an employee.
3. Click the **Expand Arrow** to display the group measurements.



4. Click the first star.

NOTE: If the score is already at one star, skip this step.

5. Click the **Left Corner** of the first star to deselect all stars.
6. Click the **Save** button.

NOTE: Updates will not be saved if user moves to another screen or logs off before clicking the Save button!

Repeat steps for other measurements as necessary

