

Executive Performance & Appraisal Tool (EPAT)

Appraisal Stage

EPAT Quick Guide for Raters

Appraisal Stage

How do I complete a Member's Performance Appraisal?

How do I submit the appraisal?

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How do I complete a Member's Performance Appraisal?

You will receive an e-mail alert and a Required Actions notice upon logging into EPAT when one of your assigned Members has completed his/her self-assessment. You must provide a narrative assessment and numeric rating for each Performance Element for your Member. The assessment is complete when the icons to the left of the sections have changed to green check marks. You must also provide overall comments regarding the performance plan and recommend a number of shares.

1. Click on the **Continue Appraisal** link for the Member in the Actions column on your **Member Home** page.
2. Click on the first **Performance Element** link.
3. Provide a narrative assessment of the Member's performance in the **Rater Overall Performance Element Comments** box.
4. Click on the blue **Save Comments** button.
5. Perform a numeric assessment. The numbers range from 1 (low) to 5 (high) and the colors follow a stoplight format from red (low) to green (high). There are two ways to enter your self-assessment score:
 - a. You may move the slider to the appropriate point on the scale (notice that the score in the box to the right updates).
 - b. Or you may type your score directly in the text box to the right, with the slider moving accordingly when you click away from the box (1-100).

If you choose the latter, remember that the score shown in the text box is on a 1-100 scale, not 1-5.

6. Click the green **Complete** button.
7. Repeat steps 2-5 for each remaining Performance Element.
8. Click the **Overall Scores** link on the left side of the **Member Performance Plan**. This link redirects you to a screen which summarizes the scores for each of the Performance Elements.
9. Provide a number of shares by using the **Shares** drop-down menu. Click on the green **Save** button to the right of the drop-down menu.
10. Enter overall comments regarding the performance plan in the **Rater Overall Performance Plan Comments** box.
11. Click on the green **Save** button below the comments box.

How do I submit the appraisal?

1. Click the green **Submit Appraisal** button in the Member Category section when all of the Performance Requirements are completed and saved.
2. Digitally sign the plan either by entering your Username and Password or by using your CAC pin.