MyPerformance
DoD Performance Management and Appraisal Program

POCs: Ms. Fran White, Technical Director,
CHRM IT Modernization
Ms. Donna Farris

Serving Those Who Serve Our Country

MyBiz+ for Managers and Supervisors

MyBiz+ | Other DCPDS Applications | Favorites | Customer Support | Help | Logout

MyBiz+ offers employees improved navigation and HR information in an easy to understand display!

GIVE US YOUR FEEDBACK

Help us continue to improve MyBiz+ by visiting Provide Feedback and telling us what you think....

Welcome, The Rater

The information is current as of 01-Jun-2016

Notifications

Read / Unread	Title	Start Date
*	DCPDS/MyBiz+ Downtime	01-Jun-2016
*	DCPDS/MyBiz+ Technology Updates	17-May-2016

* You have 2 unread notifications.

Home

Provide Feedback

Manage My Views

Key Services

Manage Key Services

- MyPerformance
- Manager Functions
  - Performance Management and Appraisal
- Update MySupervisor
- Update MyTeam
  - Add Employee
  - Remove Employee
  - Process Employee Requests

Other DCPDS Tools

- DCPDS Navigator Homepage
- Add HR Region Associations
- HR Region SQT121
- HR Region SQTINT

Last Personnel Action

Type of Action:	General Pay Adjustment
Effective Date:	10-Jan-2016

$ Insurance

Health Insurance:	Blue Cross and Blue Shield (10)
Life Insurance:	Basic + Option C (1x)

$ Pay

Gross Pay:	3626.40
Net Pay:	1636.23
Pay Period End Date:	18-Apr-2015

$ Leave

MyPerformance Main Page

MyPerformance

MyBiz+ Help | Logout

MyPerformance Main Page | Provide Guest Feedback

Rating Official/Higher Level Reviewer

MyPerformance Main Page

Need Help?

Warning: This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me All Appraisals Appraisal Year ALL

Create New Plan

--Choose a Plan Type--
DoD Performance Management Appraisal Program
Defense Civilian Intelligence Personnel System
National Guard (Title 32)

Go

Records Displayed 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
No results found.									

Select the link to search for Completed Plans.
Show Completed Plans/Appraisals

Create New Plan

--Choose a Plan Type--
DoD Performance Management Appraisal Program
Defense Civilian Intelligence Personnel System
National Guard (Title 32)

Go

People in Hierarchy

People in Hierarchy

Return to Main Page

The MyPerformance tool is only available to employees and supervisors whose position is covered by the new DoD Management Policy contained in DoDI 1400.25 Version 430, dated August 5, 2015, and whose organization is scheduled for immediate transition to the new performance program.

Need Help?

Expand All | Collapse All

Focus	Name	Occupational Code	Position Name	Organization	Performance Plan
	Rater, The				
	One, Employee	0560.Budget Analysis (0560)	244014.BUDGET ANALYST.1657727.ARBA.APPR	U S ARMY GARRISON FT STEWART HQ ARBAW0VAAA 01	Create
	Two, Employee	0318.Secretary (0318)	265919.SECRETARY (OA).1652358.ARBA.APPR	U S ARMY GARRISON FT STEWART HQ ARBAW0VAAA 01	Create
	Vacant Position	0318.Secretary (0318)	Z129.SECRETARY (OA).2506405.NV52.APPR	CNI, SW SDIEGO NV5200242 01	

Supervisory Commitment Statement

Confirmation

Supervisory Commitment Statement

I acknowledge my role as a supervisor is vital in fostering a fair, credible, and transparent performance system. It is important that I ensure performance elements are linked to organizational performance goals; establish open communication; monitor and evaluate employee performance; recognize and reward performance, and appropriately address deficient performance.

Acknowledge

Create Performance Plan

Create Performance Plan

Cancel and Return to Main Page

Need Help?

Employee Information

Employee Name **Two, Employee**

Show Employee Details

Setup Details

* Indicates required field

Build New Plan

* Appraisal Type **Annual Appraisal - DoD**

TIP The Appraisal Period Start Date represents the start of the employee's performance evaluation period under this plan. Please review and change this date, if necessary.

* Appraisal Period Start Date **01-Apr-2016**

* Appraisal Period End Date **31-Mar-2017**

Appraisal Effective Date **01-Jun-2017**

* Rating Official Name **Rater, The**

* Higher Level Reviewer Name **Reviewer, Higher Level**

Step 1: Plan Details

Plan | Reports/Forms

Step 1: Plan Details | Step 2: Mission Goals | Step 3: Performance Elements and Standards | Step 4: Approvals and Acknowledgments

-- Choose an Action --
Change Rating Official or Higher Level Reviewer
Transfer to Employee
Track Progress
Return to Main Page

Go

Employee Information

Employee Name **Two, Employee**
Show Employee Details

This screen allows you to view and change the details of your employee's performance plan.

Step 1: Plan Details

- Verify the appraisal dates and higher level reviewer name is correct, and, if applicable, make the necessary changes.
- Select Save and Continue button at the bottom right corner to move to Step 2: Mission Goals.

TIP: Choose an Action – located at the top right corner – allows for selection of other actions throughout the performance cycle.

For additional guidance, select **Need Help?**

* Appraisal Type	**Annual Appraisal - DoD**
* Appraisal Period Start Date	**01-Apr-2016**
* Appraisal Period End Date	**31-Mar-2017**
* Appraisal Effective Date	**01-Jun-2017**
Rating Official Name	**Rater, The**
Higher Level Reviewer	**Reviewer, Higher Level**

Performance Plan Approval Date	
Plan Last Modified Date	
Created By	**Rater, The**

Save and Continue

Step 2: Mission Goals

Step 1: Plan Details | **Step 2: Mission Goals** | Step 3: Performance Elements and Standards | Step 4: Approvals and Acknowledgments

-- Choose an Action -- Go

Employee Information

Employee Name **Two, Employee**
Show Employee Details

DoD Core Values: Leadership, Professionalism, and Technical Knowledge through dedication to duty, integrity, ethics, honor, courage, and loyalty.

This screen allows you to enter your employee's Component organizational values, mission statements, or goals which apply to their performance elements and standards.

Step 2: Mission Goals

- Enter your Component's organizational values, mission statement, or goals directly in the text box or copy and paste from another document.
- Select Save and Continue button at the bottom right corner to move to Step 3: Performance Elements and Standards.
- Select Save and Go Back button at the bottom right corner to go back to Step 1: Plan Details.

For additional guidance, select **Need Help?**

To provide accurate, relevant, and useable all-source intelligence and services to the Marine Corps, Operating Forces, and the Intelligence Community in support of the National Security strategy:
- Focus Our Mission and Enterprise Activities to enable MCIA to meet the Intelligence needs of our Customers
- Provide Analysis that is Preeminent and Supports Mission Accomplishment
- Align Resources and Develop Sustainment Plan to support MCIA 2013 and Beyond

(Limit to 1400 characters) Spell Check Counter 462

Save and Go Back | Save and Continue

Step 3: Performance Elements and Standards

Step 1: Plan Details | Step 2: Mission Goals | **Step 3: Performance Elements and Standards** | Step 4: Approvals and Acknowledgments

-- Choose an Action -- Go

Employee Information

Employee Name **Two, Employee**
Show Employee Details

This screen allows you to add or update a performance element and view approved performance elements for your employee. Performance elements should be written using the SMART criteria. Select **Need more information?** link to view the SMART criteria.

Step 3: Performance Elements and Standards

- Select Add Performance Element button to add a new performance element and standard(s).
- Select Update button under the Details Action column to update an unapproved performance element.
- Select View button under Details Action column to view an approved performance element.
- Select Delete icon under the Details Delete column to delete a performance element.
- Select Save and Continue button at the bottom right corner to move to Step 4: Approvals and Acknowledgements.
- Select Save and Go Back button at the bottom right corner to go back to Step 2: Mission Goals.

For additional guidance, select **Need Help?**

Add Performance Element

Details	Number	Title	Status	Element Type	Action	Delete
	No results found.					

Save and Go Back | Save and Continue

Add Performance Element and Standards

Add Performance Element and Standard(s)

* Indicates required field

Save | Save and Add Another Performance Element | Go Back to Performance Elements

This screen allows you to add performance element and standard(s)

- Enter the Performance Element title and verify the Performance Element Start Date.
- Enter your performance element and standard(s) in the text box or copy and paste from another document.
- Select Save button at top right corner to periodically save your work.
- Select Save and Add Another Performance Element button to save and add a new performance element and standard(s).
- Select Return to Performance Elements button to go back to Step 3: Performance Elements and Standards.
  - If you select Return to Performance Elements button without saving, a warning message will display.

For additional guidance, select **Need Help?**

Performance Element Number **1**

* Performance Element Title

* Performance Element Start Date 01-Apr-2016
(example: 17-May-2016)

Performance Element Status **Pending**

Date Last Modified **01-Jun-2016**

* Performance Element Type Critical

Performance Element and Standard(s)

Character Limit will change to 1500 on June 26, 2016

(Limit to 1000 characters) Spell Check Counter

Add Performance Element and Standards

Add Performance Element and Standard(s)

* Indicates required field

Save | Save and Add Another Performance Element | Go Back to Performance Elements

This screen allows you to add performance element and standard(s)

- Enter the Performance Element title and verify the Performance Element Start Date.
- Enter your performance element and standard(s) in the text box or copy and paste from another document.
- Select Save button at top right corner to periodically save your work.
- Select Save and Add Another Performance Element button to save and add a new performance element and standard(s).
- Select Return to Performance Elements button to go back to Step 3: Performance Elements and Standards.
  - If you select Return to Performance Elements button without saving, a warning message will display.

For additional guidance, select **Need Help?**

Performance Element Number **1**

* Performance Element Title Performance Element 1

* Performance Element Start Date 01-Apr-2016
(example: 17-May-2016)

Performance Element Status **Pending**

Date Last Modified **01-Jun-2016**

* Performance Element Type Critical

Performance Element and Standard(s)

With minimal guidance, develop and recommend one feasible alternative process or long-term solution to recurring server-limitation problems by the end of the fiscal year. The recommendations should be unique from other existing solutions and be able to meet projected data storage needs over the next three years. That is, it should enhance the organization's ability to efficiently manage, organize, and store increasing amounts of data. Present recommendations in a briefing following the standard organizational format. Give a draft to your supervisor at least one month in advance of the due date and incorporate supervisor's feedback into the final briefing by the end of the fiscal year.

(Limit to 1000 characters) Spell Check Counter 694

Add Performance Element and Standards

Add Performance Element and Standard(s)

* Indicates required field

Save | Save and Add Another Performance Element | Go Back to Performance Elements

This screen allows you to add performance element and standard(s)

- Enter the Performance Element title and verify the Performance Element Start Date.
- Enter your performance element and standard(s) in the text box or copy and paste from another document.
- Select Save button at top right corner to periodically save your work.
- Select Save and Add Another Performance Element button to save and add a new performance element and standard(s).
- Select Return to Performance Elements button to go back to Step 3: Performance Elements and Standards.
  - If you select Return to Performance Elements button without saving, a warning message will display.

For additional guidance, select **Need Help?**

Performance Element Number **2**

* Performance Element Title Performance Element 2

* Performance Element Start Date 01-Apr-2016
(example: 17-May-2016)

Performance Element Status **Pending**

Date Last Modified **01-Jun-2016**

* Performance Element Type Critical

Performance Element and Standard(s)

With guidance, complete weekly intelligence reports that compile all relevant target information gathered from multiple sources into the standard format for dissemination. Reports should meet the analytic standards described in Intelligence Community Directive (ICD) 203, have minimal errors, and be delivered (at least 90% of the time) by 1500 on each Friday throughout the performance rating period.

(Limit to 1000 characters) Spell Check Counter 401

Step 3: Performance Elements and Standards

Step 1: Plan Details | Step 2: Mission Goals | **Step 3: Performance Elements and Standards** | Step 4: Approvals and Acknowledgments

-- Choose an Action -- Go

Employee Information

Employee Name **Two, Employee**
Show Employee Details

This screen allows you to add or update a performance element and view approved performance elements for your employee. Performance elements should be written using the SMART criteria. Select **Need more information?** link to view the SMART criteria.

Step 3: Performance Elements and Standards

- Select Add Performance Element button to add a new performance element and standard(s).
- Select Update button under the Details Action column to update an unapproved performance element.
- Select View button under Details Action column to view an approved performance element.
- Select Delete icon under the Details Delete column to delete a performance element.
- Select Save and Continue button at the bottom right corner to move to Step 4: Approvals and Acknowledgements.
- Select Save and Go Back button at the bottom right corner to go back to Step 2: Mission Goals.

For additional guidance, select **Need Help?**

Add Performance Element

Show All Details | Hide All Details

Details	Number	Title	Status	Element Type	Action	Delete
	1	Performance Element 1	Pending	Critical	Update	
	2	Performance Element 2	Pending	Critical	Update	

Save and Go Back | Save and Continue

Step 4: Approvals and Acknowledgments

Step 1: Plan Details | Step 2: Mission Goals | Step 3: Performance Elements and Standards | **Step 4: Approvals and Acknowledgments**

-- Choose an Action -- Go

Employee Information

Employee Name **Two, Employee**
Show Employee Details

This screen allows you to start the approval process or view approval information and status of the employee's performance plan.

Step 4: Approvals and Acknowledgments

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.
- Select Save and Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select **Need Help?**

Show All Details | Hide All Details

Details	Tasks	Status	Action
	Step 1: Rating Official - Request or Document Higher Level Review	Not Started	Start
	Step 2: Higher Level Reviewer - Review	Not Started	Step 1 must be completed
	Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Save and Go Back

-- Choose an Action --
Change Rating Official or Higher Level Reviewer
Transfer to Employee
Track Progress
Return to Main Page

Go

Rating Official Notification to Employee

Rating Official Notification to Employee - Two, Employee

Cancel | Transfer to Employee without E-mail Notification | Transfer to Employee with E-mail Notification

Message to Employee

This screen allows you to send a message to your employee regarding their performance plan/appraisal. The notification can be sent with or without an email message.

- To provide additional information to the employee, enter a message in the text box below Message to Employee and select Transfer to Employee with E-Mail Notification button at top right corner.
- If you choose not to send a message, select Transfer to Employee without E-mail Notification button. You will need to contact the employee directly.
- Select Cancel button at top right corner to go back to previous screen without making any changes.

For additional guidance, select **Need Help?**

Please go to your Performance Management and Appraisal to view or update your performance plan.

Spell Check

Notice: You are about to contact Two, Employee by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

MyPerformance Main Page

MyPerformance Main Page | Provide Guest Feedback

Confirmation
The appraisal has been submitted to the employee.

Rating Official/Higher Level Reviewer

MyPerformance Main Page

Need Help?

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From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

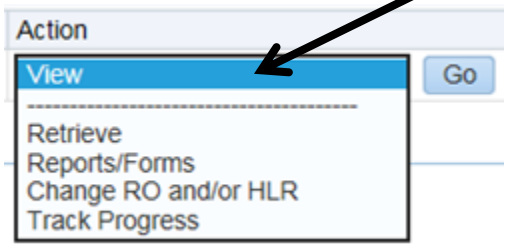
Show Me All Appraisals Appraisal Year ALL

Create New Plan
--Choose a Plan Type-- Go

Records Displayed 10

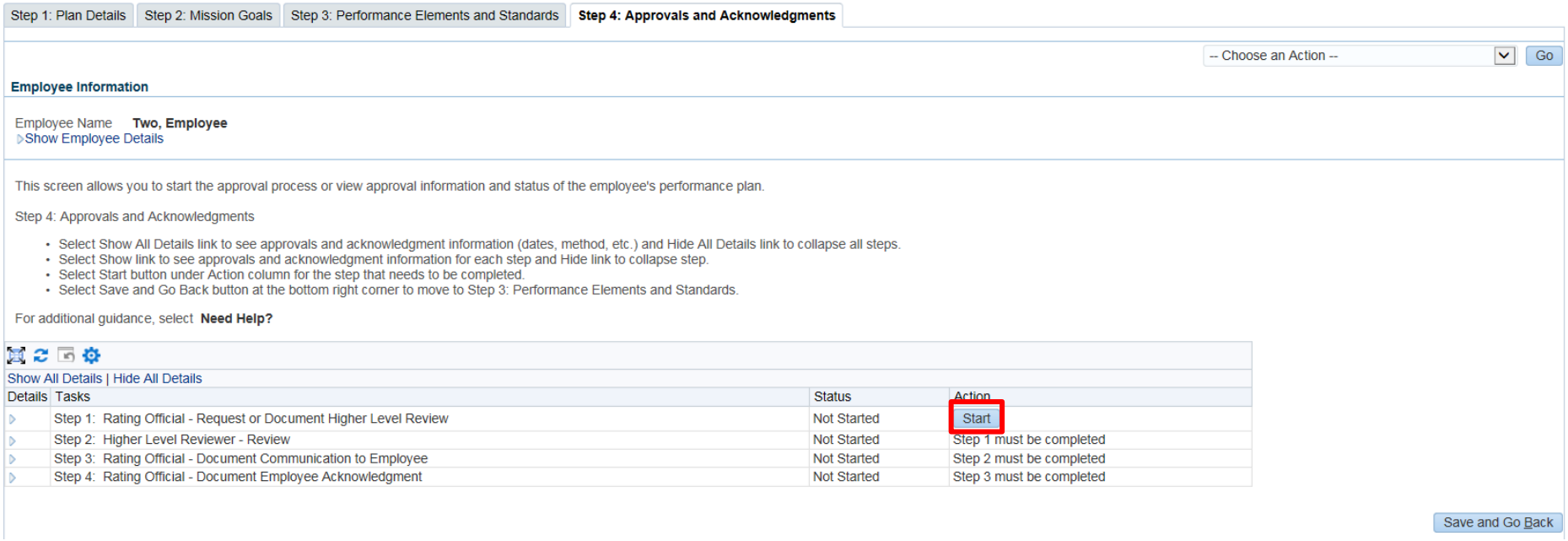
Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Two, Employee	Two, Employee	Rater, The	2017	144		DoD	Pending	Plan in Progress	View Go

Select the link to search for Completed Plans.
Show Completed Plans/Appraisals



Step 4: Approvals and Acknowledgments

Employee reviewed the performance plan and transferred to rating official to start the approval and acknowledgments process.



Step 1: Rating Official – Request or Document Higher Level Reviewer

Option A – Transfer to the Higher Level Reviewer

TIP There are two options available to complete this step. If you are both the rating official and higher level reviewer, use Option B to document the approval.

Option A - Transfer to the Higher Level Reviewer

Name	Title
Rater, The	Rating Official
Reviewer, Higher Level	Higher Level Reviewer

TIP Please select new HLR from list of values, if required.

Change Higher Level Reviewer: Reviewer, Higher Level

Message to Higher Level Reviewer

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Performance Plan. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

Please review this performance plan and take the appropriate action under the Approvals and Acknowledgments tab.

Spell Check

Notice: You are about to contact Reviewer, Higher Level by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

Cancel | Transfer to Higher Level Reviewer without E-mail Notification | Transfer to Higher Level Reviewer with E-mail Notification

Step 1: Rating Official – Request or Document Higher Level Reviewer

Option B - Document the higher level review has taken place

Option B - Document the higher level review has taken place by entering the following information

Higher Level Reviewer: Reviewer, Higher Level
Review Date: 20-Apr-2016
Method of Review: Face to Face
Other Method:
Cancel | Save

	Step 2: Higher Level Reviewer - Review	Not Started	Step 1 must be completed
	Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Save and Go Back

Method of Review
Other Method

Face to Face
Telephone
Other

Confirmation

I certify that the information in this performance plan accurately documents the Rating Official's decisions and the Higher Level Reviewer's approval.

No | Yes

Step 3: Rating Official – Document Communication to Employee

Step 1: Plan Details | Step 2: Mission Goals | Step 3: Performance Elements and Standards | **Step 4: Approvals and Acknowledgments**

-- Choose an Action -- Go

Employee Information

Employee Name **Two, Employee**
Show Employee Details

This screen allows you to start the approval process or view approval information and status of the employee's performance plan.

Step 4: Approvals and Acknowledgments

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.
- Select Save and Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select **Need Help?**

Show All Details | Hide All Details

Details	Tasks	Status	Action
	Step 1: Rating Official - Request or Document Higher Level Review	Completed	Step 1 completed
	Step 2: Higher Level Reviewer - Review	Completed	Step 2 completed
	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Save and Go Back

Step 3: Rating Official – Document Communication to Employee

Step 1: Plan Details | Step 2: Mission Goals | Step 3: Performance Elements and Standards | **Step 4: Approvals and Acknowledgments**

-- Choose an Action -- Go

Employee Information

Employee Name **Two, Employee**
Show Employee Details

This screen allows you to start the approval process or view approval information and status of the employee's performance plan.

Step 4: Approvals and Acknowledgments

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.
- Select Save and Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select **Need Help?**

Show All Details | Hide All Details

Details	Tasks	Status	Action
	Step 1: Rating Official - Request or Document Higher Level Review	Completed	Step 1 completed
	Step 2: Higher Level Reviewer - Review	Completed	Step 2 completed
	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Communication Date 25-Apr-2016
Communication Method Other
Other Mail

Cancel | Save and Transfer to Employee for Acknowledgment | Save and go to Step 4

Save and Go Back

Method of Review
ner Method

Face to Face
Telephone
Other

Confirmation

Are you sure you want to go to Step 4?

No | Yes

Step 4: Rating Official Document Employee Acknowledgment

Step 1: Plan Details | Step 2: Mission Goals | Step 3: Performance Elements and Standards | **Step 4: Approvals and Acknowledgments**

-- Choose an Action -- Go

Employee Information

Employee Name **Two, Employee**
Show Employee Details

This screen allows you to start the approval process or view approval information and status of the employee's performance plan.

Step 4: Approvals and Acknowledgments

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.
- Select Save and Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select **Need Help?**

Show All Details | Hide All Details

Details	Tasks	Status	Action
	Step 1: Rating Official - Request or Document Higher Level Review	Completed	Step 1 completed
	Step 2: Higher Level Reviewer - Review	Completed	Step 2 completed
	Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed
	Step 4: Rating Official - Document Employee Acknowledgment	Pending Empl Acknowledgment	Start

Save and Go Back

Step 4: Rating Official Document Employee Acknowledgment

Step 1: Plan Details | Step 2: Mission Goals | Step 3: Performance Elements and Standards | **Step 4: Approvals and Acknowledgments**

-- Choose an Action -- Go

Employee Information

Employee Name **Two, Employee**
Show Employee Details

This screen allows you to start the approval process or view approval information and status of the employee's performance plan.

Step 4: Approvals and Acknowledgments

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.
- Select Save and Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select **Need Help?**

Show All Details | Hide All Details

Details	Tasks	Status	Action
	Step 1: Rating Official - Request or Document Higher Level Review	Completed	Step 1 completed
	Step 2: Higher Level Reviewer - Review	Completed	Step 2 completed
	Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed
	Step 4: Rating Official - Document Employee Acknowledgment	Pending Empl Acknowledgment	Start

TIP These fields are auto-populated at the time of employee acknowledgment. If the employee is not available or refuses to acknowledge, you may update this area accordingly.

Acknowledgment: No System Access
Other Method:
Date: 29-Apr-2016

Cancel Save

Save and Go Back

Acknowledgment
Other Method
Date

- Unable to Sign
- Other
- No System Access
- Employee Declined

Step 4: Approvals and Acknowledgments

Step 1: Plan Details | Step 2: Mission Goals | Step 3: Performance Elements and Standards | **Step 4: Approvals and Acknowledgments**

-- Choose an Action -- Go

Employee Information

Employee Name **Two, Employee**
Show Employee Details

This screen allows you to view approval information and status of the employee's performance plan.

Step 4: Approvals and Acknowledgments

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select **Need Help?**

Show All Details | Hide All Details

Details	Tasks	Status
	Step 1: Rating Official - Request or Document Higher Level Review	Completed
	Step 2: Higher Level Reviewer - Review	Completed
	Step 3: Rating Official - Document Communication to Employee	Completed
	Step 4: Rating Official - Document Employee Acknowledgment	Completed

Save and Go Back

-- Choose an Action --
Change Rating Official or Higher Level Reviewer
Transfer to Employee
Track Progress
Return to Main Page

Go

Track Progress

Track Progress

Go Back | Print

Employee Information

Employee Name **Two, Employee**
Show Employee Details

This screen provides information regarding the status of the performance plan/appraisal throughout the performance cycle.

- Review the performance plan/appraisal status and select Go Back button at top right corner when finished.
- A Print button is located at the top right corner, if you would like to print Track Progress.

For additional guidance, select **Need Help?**

Plan		Date	User	
	Drafted	01-Jun-2016	Rater, The	☑
	Reviewed by Higher Level Reviewer	20-Apr-2016	Rater, The	☑
	Approved	20-Apr-2016	Rater, The	☑
	Communicated to Employee by Rating Official	25-Apr-2016	Rater, The	☑
	Acknowledged by Employee	29-Apr-2016	Rater, The	☑
Progress Review				
	Employee Input			☐
	Rating Official - Assessment			☐
	Reviewed by Higher Level Reviewer - If Required			☐
	Communicated to Employee by Rating Official			☐
	Acknowledged by Employee			☐
Appraisal				
	Employee Input			☐
	Rating Official - Assessment			☐
	Higher Level Reviewer Approved			☐
	Communicated to Employee by Rating Official			☐

Step 4: Approvals and Acknowledgments

Step 1: Plan Details | Step 2: Mission Goals | Step 3: Performance Elements and Standards | **Step 4: Approvals and Acknowledgments**

-- Choose an Action -- Go

Employee Information

Employee Name **Two, Employee**
Show Employee Details

This screen allows you to view approval information and status of the employee's performance plan.

Step 4: Approvals and Acknowledgments

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select **Need Help?**

Show All Details | Hide All Details

Details	Tasks	Status
	Step 1: Rating Official - Request or Document Higher Level Review	Completed
	Step 2: Higher Level Reviewer - Review	Completed
	Step 3: Rating Official - Document Communication to Employee	Completed
	Step 4: Rating Official - Document Employee Acknowledgment	Completed

Save and Go Back

-- Choose an Action --
Change Rating Official or Higher Level Reviewer
Transfer to Employee
Track Progress
Return to Main Page

Go

MyPerformance Main Page

MyPerformance Main Page | Provide Guest Feedback

Rating Official/Higher Level Reviewer

MyPerformance Main Page

Need Help?

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From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

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To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me All Appraisals Appraisal Year ALL

Create New Plan: --Choose a Plan Type-- Go

Records Displayed 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Two, Employee	Rater, The	Rater, The	2017	144	20-Apr-2016	DoD	Approved	Plan Approved	Update Go

Select the link to search for Completed Plans.
Show Completed Plans/Appraisals

MyPerformance Main Page

Rating Official transferred approved performance plan to employee. Employee modified the approved performance plan and transferred to Rating Official for review and approval.

MyPerformance Main Page | Provide Guest Feedback

Rating Official/Higher Level Reviewer

MyPerformance Main Page

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Create New Plan

--Choose a Plan Type-- Go

Records Displayed 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Two, Employee	Rater, The	Rater, The	2017	144	20-Apr-2016	DoD	Modified	Plan Approved	Update Go

Select the link to search for Completed Plans.
Show Completed Plans/Appraisals

Step 3: Performance Elements and Standards

Rating official reviewed the new performance element and standard the employee created.

Step 1: Plan Details | Step 2: Mission Goals | **Step 3: Performance Elements and Standards** | Step 4: Approvals and Acknowledgments | Step 5: Performance Elements and Standards Re-approvals

-- Choose an Action -- Go

Employee Information

Employee Name **Two, Employee**
Show Employee Details

This screen allows you to add or update a performance element and view approved performance elements for your employee. Performance elements should be written using the SMART criteria. Select **Need more information?** link to view the SMART criteria.

Step 3: Performance Elements and Standards

- Select Add Performance Element button to add a new performance element and standard(s).
- Select Update button under the Details Action column to update an unapproved performance element.
- Select View button under Details Action column to view an approved performance element.
- Select Delete icon under the Details Delete column to delete a performance element.
- Select Save and Continue button at the bottom right corner to move to Step 4: Approvals and Acknowledgements.
- Select Save and Go Back button at the bottom right corner to go back to Step 2: Mission Goals.

For additional guidance, select **Need Help?**

Add Performance Element

Show All Details | Hide All Details

Details	Number	Title	Status	Element Type	Action	Delete
	1	Performance Element 1	Approved	Critical	Update	
	2	Performance Element 2	Approved	Critical	Update	
	3	Performance Element 3	Pending	Critical	Update	

Save and Go Back | Save and Continue

Step 5: Performance Elements and Standards Re-approvals

When the performance plan is modified Step 5: Performance Elements and Standards Re-approvals tab becomes available. Rating Official has the capability to Decline Amendment (all or nothing) and revert back to the last approved plan or re-approve the performance plan.

Step 1: Plan Details | Step 2: Mission Goals | Step 3: Performance Elements and Standards | Step 4: Approvals and Acknowledgments | **Step 5: Performance Elements and Standards Re-approvals**

-- Choose an Action -- Go

Employee Information

Employee Name **Two, Employee**
Show Employee Details

This screen allows you to start the re-approval process or view re-approval information and status of the employee's performance plan.

Step 5: Performance Elements and Standards Re-approvals

- Select Show All Details link to see re-approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see re-approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.
- Select Save and Go Back button at the bottom right corner to move to Step 4: Approvals and Acknowledgments.

For additional guidance, select **Need Help?**

Decline Amendment

Decline Amendment

Show All Details | Hide All Details

Details	Tasks	Status	Action
	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start
	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Step 1 must be completed
	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Save and Go Back

Confirmation

Decline Amendment and revert back to the last approved plan?

Do you want to continue?

No Yes

MyPerformance Main Page

Rating official declined amendment and the Plan Status reverted back to Approved from Modified.

MyPerformance Main Page | Provide Guest Feedback

Rating Official/Higher Level Reviewer

MyPerformance Main Page

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- Select 'Appraisal Plan Type'
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

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Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me All Appraisals Appraisal Year ALL

Create New Plan

--Choose a Plan Type-- Go

Records Displayed 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Two, Employee	Rater, The	Rater, The	2017	144	20-Apr-2016	DoD	Approved	Plan Approved	Update Go

Select the link to search for Completed Plans.
Show Completed Plans/Appraisals

Step 3: Performance Elements and Standards

The new Performance Element and Standard has been removed.

Step 1: Plan Details | Step 2: Mission Goals | **Step 3: Performance Elements and Standards** | Step 4: Approvals and Acknowledgments

-- Choose an Action -- Go

Employee Information

Employee Name **Two, Employee**
Show Employee Details

This screen allows you to add or update a performance element and view approved performance elements for your employee. Performance elements should be written using the SMART criteria. Select **Need more information?** link to view the SMART criteria.

Step 3: Performance Elements and Standards

- Select Add Performance Element button to add a new performance element and standard(s).
- Select Update button under the Details Action column to update an unapproved performance element.
- Select View button under Details Action column to view an approved performance element.
- Select Delete icon under the Details Delete column to delete a performance element.
- Select Save and Continue button at the bottom right corner to move to Step 4: Approvals and Acknowledgements.
- Select Save and Go Back button at the bottom right corner to go back to Step 2: Mission Goals.

For additional guidance, select **Need Help?**

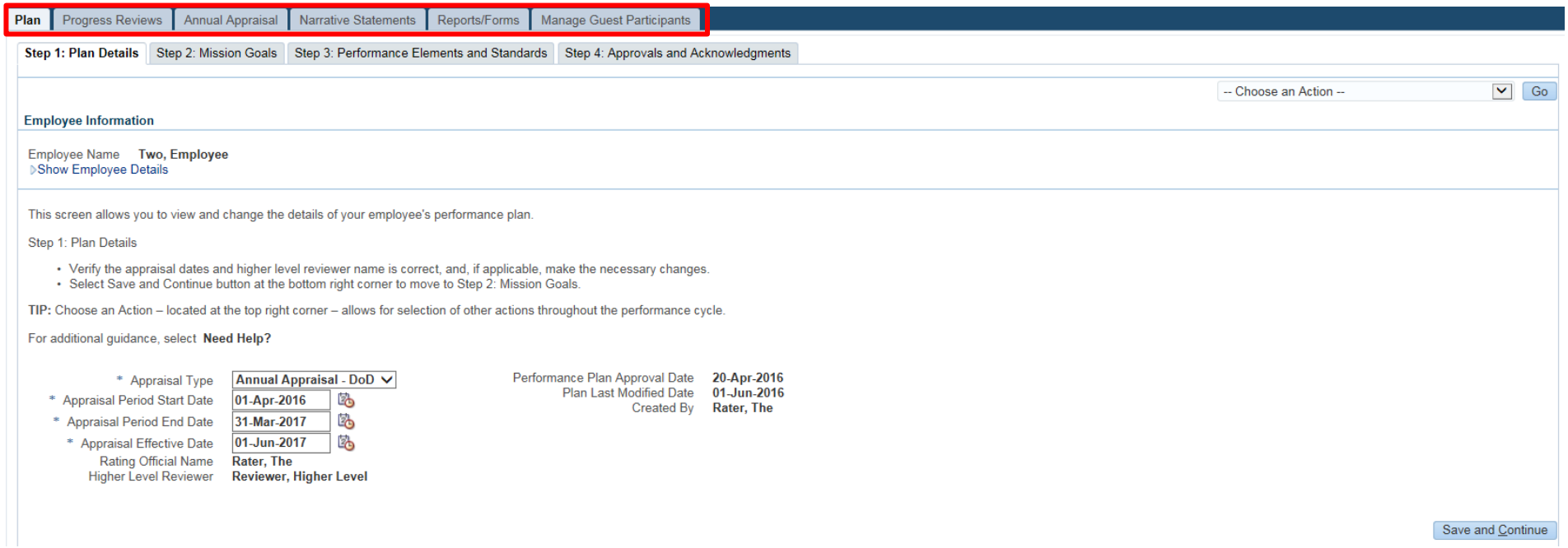
Add Performance Element

Show All Details | Hide All Details

Details	Number	Title	Status	Element Type	Action	Delete
	1	Performance Element 1	Approved	Critical	Update	
	2	Performance Element 2	Approved	Critical	Update	

Save and Go Back | Save and Continue

Annual Appraisal



Assessments and Ratings

Assessments and Ratings | Rating of Record | Approvals and Acknowledgments

-- Choose an Action -- Go

Employee Information

Employee Name **Two, Employee**
Show Employee Details

Need Help?

This screen allows you to view your employee's performance elements and standards and self-assessments and write your evaluations. Select the 'Radio' button next to the performance element and standard(s) you want to evaluate.

Appraisal Type **Annual Appraisal - DoD**
Appraisal Effective Date **01-Jun-2017**
Appraisal Period Start Date **01-Apr-2016**
Appraisal Period End Date **31-Mar-2017**

Performance Elements

Select	Order	Performance Element Title	Status	Performance Element Type	Rating
◉	1	Performance Element 1	Approved	Critical	
○	2	Performance Element 2	Approved	Critical	

Performance Element and Standard(s)

With minimal guidance, develop and recommend one feasible alternative process or long-term solution to recurring server-limitation problems by the end of the fiscal year. The recommendations should be unique from other existing solutions and be able to meet projected data storage needs over the next three years. That is, it should enhance the organization's ability to efficiently manage, organize, and store increasing amounts of data. Present recommendations in a briefing following the standard organizational format. Give a draft to your supervisor at least one month in advance of the due date and incorporate supervisor's feedback into the final briefing by the end of the fiscal year.

Assessments and Ratings (cont'd)

Rating official transferred to employee to provide their input for the annual appraisal. Once entered, employee transferred to rating official.

Employee Input

I developed one alternative process and presented my recommendations within the time frames established in the performance objective. I met the criteria of Successful level (3). In accomplishing this performance objective, I received minimal guidance, met the established timelines, and presented my information in the required format and with limited revisions from my rating official. My rating official indicated that the information and briefing was well received by those who attended my participation. By meeting this objective on time, I supported achieving our organization's goal 4.

Rating Official Assessment

Employee received minimal guidance in her analysis of the problem and developed a briefing that fit the standard organizational format and required only minor editing revisions. A draft of the briefing was provided to her supervisor one month in advance of the end of the fiscal year and the briefing was delivered two weeks before the end of the fiscal year. Participants in the briefing commented on its usefulness.

(Limit to 2000 characters) Spell Check Counter 417

Performance Element Rating

Element Rating 3

Element Rating 1 3 5 NR

Go to Next Performance Element | Go Back to Top of Page

Save and Continue

Assessments and Ratings (cont'd)

Assessments and Ratings | Rating of Record | Approvals and Acknowledgments

-- Choose an Action -- Go

Employee Information

Employee Name **Two, Employee**
Show Employee Details

Need Help?

This screen allows you to view your employee's performance elements and standards and self-assessments and write your evaluations. Select the 'Radio' button next to the performance element and standard(s) you want to evaluate.

Appraisal Type **Annual Appraisal - DoD**
Appraisal Effective Date **01-Jun-2017**
Appraisal Period Start Date **01-Apr-2016**
Appraisal Period End Date **31-Mar-2017**

Performance Elements

Select	Order	Performance Element Title	Status	Performance Element Type	Rating
○	1	Performance Element 1	Approved	Critical	3
◉	2	Performance Element 2	Approved	Critical	

Assessments and Ratings (cont'd)

Employee Input

Employee independently applied correct reporting procedures when writing his reports. In his supervisor's opinion, he consistently demonstrated exceptional insight and logic in his assessments, providing key information relevant to U.S. national security. All of his reports had minimal to no errors in terms of formatting and editing. The total number of reports turned in on time throughout the rating period equaled 98%. Three months into the performance rating period a change was made to the reporting procedures. John spent extra time independently reviewing and learning about the new requirements. He then created a set of tips and a checklist to ensure the new reporting requirements were met. John shared this with his colleagues. The result was a significant increase in the quality of reports throughout the department, which greatly contributed to the department goals and the efficiency of the work unit.

Rating Official Assessment

Employee independently applied correct reporting procedures when writing his reports. In his supervisor's opinion, he consistently demonstrated exceptional insight and logic in his assessments, providing key information relevant to U.S. national security. All of his reports had minimal to no errors in terms of formatting and editing. The total number of reports turned in on time throughout the rating period equaled 98%. Three months into the performance rating period a change was made to the reporting procedures. John spent extra time independently reviewing and learning about the new requirements. He then created a set of tips and a checklist to ensure the new reporting requirements were met. John shared this with his colleagues. The result was a significant increase in the quality of reports throughout the department, which greatly contributed to the department goals and the efficiency of the work unit.

(Limit to 2000 characters) Spell Check Counter 918

Performance Element Rating

Element Rating 3

Go to Next Performance Element | Go Back to Top of Page

Save and Continue

Rating of Record

Assessments and Ratings | **Rating of Record** | Approvals and Acknowledgments

-- Choose an Action -- Go

Employee Information

Employee Name **Two, Employee**
Show Employee Details

Need Help?

This screen allows you to view or update your employee's performance element rating, average score and rating of record. If you change an assigned rating, the average score and rating of record will re-calculate. Once you have completed your updates, select the 'Approvals and Acknowledgments' tab to complete the process.
Important Note: Only "Approved" performance elements and standards are used to calculate the average score and rating and record.

Appraisal Type **Annual Appraisal - DoD**
Appraisal Effective Date **01-Jun-2017**
Appraisal Period Start Date **01-Apr-2016**
Appraisal Period End Date **31-Mar-2017**

Performance Element Ratings

Order	Performance Element Title	Status	Performance Element Type	Rating
1	Performance Element 1	Approved	Critical	3
2	Performance Element 2	Approved	Critical	3

Rating of Record

Average Score **3.00**
Rating of Record **3**

Save and Go Back | Save and Continue

Approvals and Acknowledgments

Annual Appraisal Approvals and Acknowledgments function works the same as Performance Plans Approvals and Acknowledgments

Assessments and Ratings | Rating of Record | **Approvals and Acknowledgments**

-- Choose an Action -- Go

Employee Information

Employee Name **Two, Employee**
Show Employee Details

This screen provides information regarding the status of your employee's appraisal. Need Help?

- If the 'Start' button is active, select it to complete the process.
- Select 'Show' link to see approvals and acknowledgments information for each step.

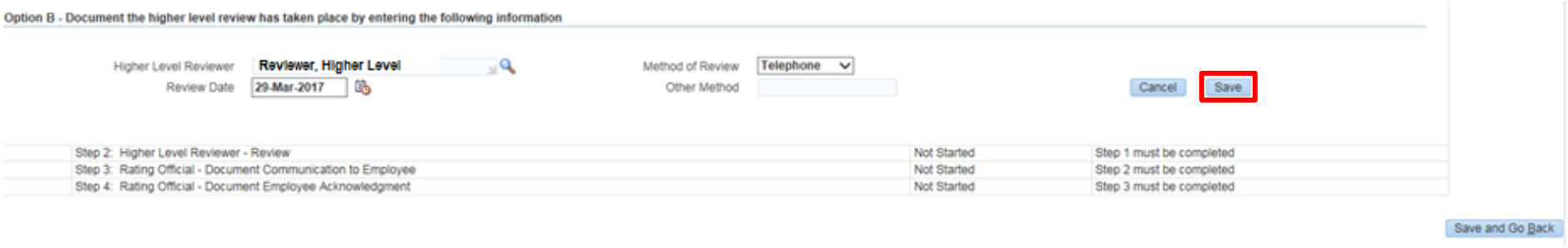
Show All Details | Hide All Details

Details	Tasks		Action
	Step 1: Rating Official - Request or Document Higher Level Review	Not Started	Start
	Step 2: Higher Level Reviewer - Review	Not Started	Step 1 must be completed
	Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Save and Go Back

Step 1: Rating Official – Request or Document Higher Level Reviewer

Rating official used Option B to Document the higher level review has taken place.



Step 3: Rating Official – Document Communication to Employee

Assessments and Ratings | Rating of Record | **Approvals and Acknowledgments**

-- Choose an Action -- Go

Employee Information

Employee Name **Two, Employee**
Show Employee Details

This screen allows you to start the approval process or view approval information and status of the employee's performance plan.

Step 4: Approvals and Acknowledgments

- Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.
- Select Show link to see approvals and acknowledgment information for each step and Hide link to collapse step.
- Select Start button under Action column for the step that needs to be completed.
- Select Save and Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.

For additional guidance, select **Need Help?**

Show All Details | Hide All Details

Details	Tasks	Status	Action
	Step 1: Rating Official - Request or Document Higher Level Review	Completed	Step 1 completed
	Step 2: Higher Level Reviewer - Review	Completed	Step 2 completed
	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Save and Go Back

Step 3: Rating Official – Document Communication to Employee

Assessments and Ratings | Rating of Record | **Approvals and Acknowledgments**

-- Choose an Action -- Go

Employee Information

Employee Name
Show Employee Details

This screen provides information regarding the detailed status of your employee's annual appraisal. Select 'Show' link to see approvals and acknowledgments information for each step.

Need Help?

Details	Tasks		Action
	Step 1: Rating Official - Request or Document Higher Level Review	Completed	Step 1 completed
	Step 2: Higher Level Reviewer - Review	Completed	Step 2 completed
	Step 3: Rating Official - Document Communication to Employee	Not Started	Start

Communication Date: 30-Mar-2017
Communication Method: Face to Face
Other:
Rating Official Name: EHRIS Yzqfotzfz, Nvmuyezct Z

Cancel | Save and Transfer to Employee for Acknowledgment | Save and go to Step 4

	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Save and Go Back

Step 4: Rating Official – Document Employee Acknowledgment

Assessments and Ratings | Rating of Record | **Approvals and Acknowledgments**

-- Choose an Action -- Go

Employee Information

Employee Name **EHRIS Fxaxtrgpg, Byxkmn**
Show Employee Details

This screen provides information regarding the detailed status of your employee's annual appraisal. Select 'Show' link to see approvals and acknowledgments information for each step. Need Help?

Show All Details | Hide All Details

Details	Tasks		Action
	Step 1: Rating Official - Request or Document Higher Level Review	Completed	Step 1 completed
	Step 2: Higher Level Reviewer - Review	Completed	Step 2 completed
	Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 Completed
	Step 4: Rating Official - Document Employee Acknowledgment	Pending Empl Acknowledgment	Start

TIP These fields are auto-populated at the time of employee acknowledgment. If the employee is not available or refuses to acknowledge, you may update this area accordingly.

Acknowledgment: Employee Declined
Other Method:
Date: 03-Apr-2017

Cancel | Save

Save and Go Back

Acknowledgment
Other Method
Date

Unable to Sign
Other
No System Access
Employee Declined

Confirmation

This appraisal will be removed from your Plans/Appraisals in Progress on the MyPerformance Main Page. An official copy will be placed under the 'Completed Plans/Appraisals' found on the bottom of the MyPerformance Main Page. Select the 'Print Appraisal Form' button if you wish to print the form prior to exiting this appraisal.

Do you want to continue?

No | Yes

Annual Appraisal Completed –
Print Appraisal Form

Assessments and Ratings | Rating of Record | **Approvals and Acknowledgments**

-- Choose an Action -- Go

Employee Information

Employee Name
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This screen provides information regarding the detailed status of your employee's annual appraisal. Select 'Show' link to see approvals and acknowledgments information for each step.

Need Help?

Show All Details | Hide All Details

Details	Tasks	
	Step 1: Rating Official - Request or Document Higher Level Review	Completed
	Step 2: Higher Level Reviewer - Review	Completed
	Step 3: Rating Official - Document Communication to Employee	Completed
	Step 4: Rating Official - Document Employee Acknowledgment	Completed

Print Appraisal Form

Print Appraisal Form

Save and Go Back

Completed Plans/Appraisals

MyPerformance Main Page | Provide Guest Feedback

Rating Official/Higher Level Reviewer

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Show Me: All Appraisals Appraisal Year: ALL

Create New Plan: --Choose a Plan Type-- Go

Records Displayed 10

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									Go

Select the link to search for Completed Plans.
Hide Completed Plans/Appraisals

Completed Plans/Appraisals

1. Begin with entering search criteria. The following fields can be entered in any combination; e.g., Employee Name only, Employee Name and Appraisal Year, etc. Select the search icon for assistance in entering the Employee Name.
2. Select the 'Find' button. Your results will be based on your search criteria.

Employee Name: Two, Employee
Appraisal Year: 2017
Event: DoD Annual Appraisal
Find Clear

Records Displayed 10

Employee Name	Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
Two, Employee	2017	144	DoD	DoD Annual Appraisal	03-Apr-2017	