

How to Create an Annual Appraisal - Employee

1. The Rating Official or the employee can initiate an Annual Appraisal. This guide is intended to provide instructions to the employee on how to create the Annual Appraisal, from the employee's perspective. If the Rating Official is going to create the Annual Appraisal they should refer to the "Creating an Annual Appraisal – Rating Official" guide.
2. If you are creating the Annual Appraisal as the employee, log into MyBiz+, and click on the your "MyPerformance" link under the "Key Services" section.

The screenshot displays the MyBiz+ web application interface. At the top, there is a navigation bar with the MyBiz+ logo and links for "Other DCPDS Applications", "Favorites", "Customer Support", "Help", and "Logout". Below the navigation bar, there is a banner for the "Civilian Expeditionary Workforce (CEW)" with the text "What's Your New Year's Resolution? Check out the Civilian Expeditionary Workforce (CEW) It's the Opportunity of a Lifetime!". To the right of the banner is a "Notifications" section with a table showing "No Notifications At This Time". Below the banner, there is a user greeting: "Welcome, Barbara L. Neall" with the text "The information is current as of 29-Mar-2018" and "Last Login: 28-Mar-2018 01:56:01 PM". A "Home" button is visible. Below the greeting, there is a "Provide Feedback" link and a "Manage My Views" link. The main content area is divided into two columns. The left column is titled "Key Services" and contains a list of links: "MyPerformance" (circled in red), "Request Employment Verification", "Civilian Career Report", "Update Contact Information", "Update Professional Development", "SF50 Personnel Actions", and "Update MySupervisor". The right column is titled "Other DCPDS Tools" and contains links for "DCPDS Navigator Homepage", "Add HR Region Associations", "DCPAS CMIS Account", "DCPAS Data Dictionary", and "MyBiz+ for HR Professionals REG11". Below the "Other DCPDS Tools" section, there is a "Last Personnel Action" section with a table showing "Type of Action: General Pay Adjustment" and "Effective Date: 07-Jan-2018".

3. Make sure you are the current owner of your plan by looking in the “Current Owner” column. If your name is listed there, you have possession of the plan. If the Rating Official’s name is listed there, they have possession of the plan, and you will not be able to create the Annual Appraisal unless the Rating Official transfers the plan to you.
4. The Rating Official can also create the Annual Appraisal and then transfer it to you. If they do this, you can just pick up at the next step, Step 5, of these instructions.
5. Once you have ownership of your plan, you need to open it by making sure the “Update” choice is on the drop down menu in the “Action” column, then click the <Go> button.

MyPerformance

MyBiz+ | Help | | Logout

MyPerformance Main Page | Provide Guest Feedback | My Journal

Employee

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 your Performance Plans; view and print part or an entire plan after it is created; 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.

Appraisals of Neall, Barbara

Create New Plan

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Neall, Barbara	Neall, Barbara	Canniff, Sharon A	2018	356	01-Dec-2016	DoD	Approved	Progress Review in Progress	Update <input type="button" value="Go"/>
Neall, Barbara	Neall, Barbara	Stapula, Priscilla Leigh	2019	586	30-Aug-2017	DoD	Approved	Progress Review in Progress	Update <input type="button" value="Go"/>

Select the link to search for completed plans.

[Show Completed Plans/Appraisals](#)

[Privacy Statement](#)

6. Once the plan is open, click on the “Annual Appraisal” tab at the top of the screen. This will create the Annual Appraisal and bring you to the “Inputs and Ratings” tab where all the performance elements are listed :

DoD Performance Management Appraisal Program

MyBiz+ Help Logout

Plan Progress **Annual Appraisal** Narrative Statements View/Print Form

Inputs and Ratings Approvals and Acknowledgments

Employee Information

Employee Name Neall, Barbara
[Show Employee Details](#)

A written rating of record must be provided at the end of the appraisal cycle for each employee who has been under an approved performance plan for 90 calendar days during the cycle.
This screen allows you to view your performance elements and standards and provide input.

- Select Radio button next to the performance element and standard(s) you want to view and enter input.
- Select [Show My Journal](#) link located below the Employee Input heading to refer to or copy and paste any information for your annual appraisal input.
- Select [Go to Next Performance Element](#) button at bottom right corner to go to the next performance element and standard(s).
- Select [Go Back to Top of Page](#) button at bottom right corner to go back to the top of the page.
- Select [Save and Continue](#) button at bottom right corner to go to Approvals and Acknowledgments page.

For additional guidance, select [Need Help?](#)

Performance Elements

	Order	Performance Element Title	Status	Performance Element Type
<input checked="" type="radio"/>	1	Test 1	Approved	Critical
<input type="radio"/>	2	Test 2	Approved	Critical
<input type="radio"/>	3	Test 3	Approved	Critical

Performance Element and Standard(s)

This is a test.

7. The first performance element is already highlighted, and the description of the performance element is listed in the “Performance Element and Standard(s) block.
8. The “Employee Input” block, located just under the description of the performance elements and standards for each performance element is where you would enter your significant work accomplishments related to each of the performance elements identified in your performance plan. There is a limitation of 2,000 characters in the “Employee Input” block.
 - a. Writing employee input is voluntary, but highly recommended. Employee input serves as the basis for your manager’s/supervisor’s evaluation of your work. It is your opportunity to highlight your most significant work achievements using your own words, and provides your manager/supervisor with a clear picture of how you perceive your own performance and contributions.
 - b. If you have been inputting information into your “My Journal” that you would like to include in your “Employee Input” for your annual appraisal, there is a link above the “Employee Input” block called “Show My Journal” which will open your Journal. You can then copy and paste from your “Journal” to the “Employee Input” block.

Employee Name Neall, Barbara
▶ Show Employee Details

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- Select Radio button next to the performance element and standard(s) you want to view and enter input.
- Select Show My Journal link located below the Employee Input heading to refer to or copy and paste any information for your annual appraisal input.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Save and Continue button at bottom right corner to go to Approvals and Acknowledgments page.

For additional guidance, select [Need Help?](#)

Performance Elements

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Performance Element and Standard(s)

This is a test.

Employee Input

▶ Show My Journal

9. Once you have finished typing in your significant work accomplishments in the “Employee Input” block for the first performance element, you would click on the <Go to Next Performance Element> button at the bottom right side of the screen. This will save your input on the first performance element, and take you to the next performance element automatically where you can type your significant work accomplishments in the “Employee Input” block for the next performance element.
10. If you want to see the top of the screen to make sure you are on the right performance element, for instance, you can click on the <Go Back to Top of Page> button which will just scroll you to the top of the screen quickly. If you want to check each performance element for input, click on the radio buttons next to the performance element titles which will show you the blocks under each performance element.
11. When you are finished typing in all of your significant work accomplishments for each performance element, you should click on the <Save and Continue> button at the bottom right side of the screen.

The screenshot displays a web interface for a performance review. The top section is titled "Employee Input" and contains a "Show My Journal" link and a text area with the placeholder text "This is a test of the Employee Input." Below this is a "Rating Official Assessment" section with a large empty text box. On the right side, there is a "Counter" showing the number "37". At the bottom right, there are three buttons: "Go to Next Performance Element", "Go Back to Top of Page", and "Save and Continue". A red box highlights the "Employee Input" section, and another red box highlights the three buttons at the bottom right. The footer of the page includes a "Privacy Statement" link.

12. When you have finished typing in your significant work accomplishments for the last performance element, click on the <Save and Continue> button. This will automatically bring you to the “Approvals and Acknowledgements” tab of the Annual Appraisal.
13. The appraisal needs to be transferred to your Rating Official now. To do this, click on the drop down menu in the upper right hand corner of the screen and choose the “Transfer to Rating Official” menu choice. Then click the <Go> button.

DoD Performance Management Appraisal Program

MyBiz+ | Help | Logout

Plan | Progress Reviews | **Annual Appraisal** | Narrative Statements | View/Print Form

Inputs and Ratings | **Approvals and Acknowledgments**

Employee Information

Employee Name: Neall, Barbara
 ▶ Show Employee Details

This screen allows you to view approval and/or communication status of your annual appraisal and, if available, acknowledge receipt of annual appraisal.

- Select Show All Details link to see approval and/or communication information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select ▶ icon under Details column to see approval and/or communication information for each step and select ▾ icon to collapse step.
- Select Acknowledge Receipt button under Action column for Step 4, if available.
- Select Save and Go Back button at bottom right corner to go back to Assessments and Ratings page.

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 (if required)	Not Started
▶	Step 2: Higher Level Reviewer - Review (if required)	Not Started
▶	Step 3: Rating Official - Document Communication to Employee	Not Started
▶	Step 4: Employee - Acknowledgment	Not Started

Save and Go Back

Privacy Statement

14. The next screen gives you the opportunity to notify your Rating Official that you have transferred your appraisal to them. You can type a message in the block in the middle of the screen that will become the body of an email message to the Rating Official. When you are finished typing your message, click the <Transfer to Rating Official with E-mail Notification> button. An E-mail notification will be sent to your Rating Official notifying them that you have transferred your appraisal to them. It may take anywhere from a few minutes to 24 hours to send the email notification.
15. If you want to transfer the appraisal but don't want to send an email notification to your Rating Official, just click on the <Transfer to Rating Official without E-mail Notification> button without typing a message. This will transfer the appraisal, but will not send an E-mail notification to your Rating Official from the MyPerformance Tool. You can then choose how to let them know it has been transferred.
16. If you decide you don't want to transfer the appraisal to the Rating Official yet, you can click on the <Cancel> button which will return you to the previous screen.

DoD Performance Management Appraisal Program

MyBiz+ | Help | Logout

Employee Notification to Rating Official - Canniff, Sharon A

Cancel | Transfer to Rating Official without E-mail Notification | Transfer to Rating Official with E-mail Notification

Message to Rating Official

This screen allows you to send a message to your Rating Official (RO) regarding your performance plan/appraisal. The notification can be sent with or without an email message.

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

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

I have transferred my appraisal to you.

Spell Check

Notice: You are about to contact Canniff, Sharon A 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.

Privacy Statement

17. When the appraisal has been transferred to your Rating Official, you are brought back to your MyPerformance Main Page. A confirmation message will appear telling you the appraisal has been submitted to your Rating Official.
18. The “Current Owner” column now shows that the Rating Official has ownership of the appraisal. The drop down menu in the “Action” column also shows the word “View” instead of “Update” which indicates you can only view the plan/appraisal as it was before you transferred it, and you can no longer edit it since you don’t have ownership of it any longer. If you need to add further information after you have transferred it to your Rating Official, you will need to contact them to see if they can transfer it back to you.

The screenshot displays the MyPerformance web application interface. At the top left is the Department of Defense seal and the text "MyPerformance". On the top right are links for "MyBiz+", "Help", and "Logout". Below the header, there are navigation tabs: "MyPerformance Main Page", "Provide Guest Feedback", and "My Journal". A yellow confirmation banner reads: "Confirmation: The appraisal has been submitted to the rating official." Below this is the "Employee" section, titled "MyPerformance Main Page", which includes a warning message: "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." Below the warning is a "Need Help?" link and a paragraph of instructions. A "Create New Plan" section includes a dropdown menu for "Choose a Plan Type" and a "Go" button. The main section is titled "Appraisals of Neall, Barbara" and contains a table with columns: Employee Name, Current Owner, Rating Official Name, Appraisal Year, Appraisal ID, Plan Approval Date, Type, Plan Status, Current Status, and Action. The table has two rows: one for Neall, Barbara (Current Owner: Canniff, Sharon A; Rating Official: Canniff, Sharon A; Appraisal Year: 2018; Appraisal ID: 356; Plan Approval Date: 01-Dec-2016; Type: DoD; Plan Status: Approved; Current Status: Progress Review in Progress; Action: View) and one for Neall, Barbara (Current Owner: Neall, Barbara; Rating Official: Stapula, Priscilla Leigh; Appraisal Year: 2019; Appraisal ID: 586; Plan Approval Date: 30-Aug-2017; Type: DoD; Plan Status: Approved; Current Status: Progress Review in Progress; Action: Update). Below the table is a link to "Show Completed Plans/Appraisals".

Confirmation
The appraisal has been submitted to the rating official.

Employee

MyPerformance Main Page

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Appraisals of Neall, Barbara

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

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Neall, Barbara	Neall, Barbara	Stapula, Priscilla Leigh	2019	586	30-Aug-2017	DoD	Approved	Progress Review in Progress	Update

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