



DoD Performance Management Appraisal Program

MyPerformance

Rating Official (RO) – How to Create a Performance Plan

All data contained within this simulation is fictional and does not represent any real person, position, or other record of any type.

MyBiz+ for Managers and Supervisors

The screenshot displays the MyBiz+ user interface. At the top, a purple navigation bar contains the MyBiz+ logo, utility links for 'Other DCPDS Applications', 'Favorites', 'Customer Support', 'Help', and 'Logout', and a user profile icon. Below the navigation bar, a banner area features the MyBiz+ logo, a welcome message, and a 'Provide Feedback' link. A 'Notifications' table is visible in the upper right, showing one unread notification about a General Pay Adjustment. A 'Welcome, The Rater' message is displayed with a timestamp of 01-Mar-2016. A secondary notification bar states 'You have 1 unread notifications.' The main content area is divided into three sections: 'Key Services' with a 'Performance Management and Appraisal' link highlighted by a yellow arrow, 'Last Personnel Action' showing a 'General Pay Adjustment' effective on 10-Jan-2016, and 'Professional Development' listing education and training. At the bottom, a 'Detail Pages' section contains icons for Personal, Pay, Leave and Benefits, Professional Development, Position, Performance, Reports, and My Items.

MyBiz+ offers employees improved navigation and HR information in an easy to understand display!
Help us continue to improve MyBiz+ by visiting [Provide Feedback](#) and telling us what you think...

| Read / Unread | Title | Start Date |
|---------------|---|-------------|
| * | A General Pay Adjustment action has been processed on your record. The personal action (or NPA) is expected to be available in eOPF within the next 48 hours. | 20-Feb-2016 |

Welcome, The Rater The information is current as of 01-Mar-2016

Key Services Manage Key Services

- MyPerformance
- Manager Functions
- Performance Management and Appraisal

Last Personnel Action

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

Professional Development Manage My Views

Education:
High school graduate or certificate of equivalency


Training:
CLV 017 (DAU) PERFORMANCE MEASUREMENT BASELINE (09-Feb-2015 - 09-Feb-2015)

Certification/Licenses:
No Certificates/Licenses Available

Detail Pages

- Personal
- Pay, Leave and Benefits
- Professional Development
- Position
- Performance
- Reports
- My Items

MyPerformance Main Page

 **MyPerformance**

MyPerformance Main Page | Provide Guest Feedback | My Journal

MyBiz+ | Logout | Help | Diagnostics

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 Rater, The

Records Displayed: 10

Create New Plan

| 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 |
|-------------------------------------|-----------------------------|---|--|------------------------|
| <input type="checkbox"/> Rater, The | | | | |
| One, Employee | 0560.Budget Analysis (0560) | 244014.BUDGET ANALYST.1657727.ARBALAPPR | U S ARMY GARRISON FT STEWART HQ ARBAINOVAAA 01 | Create |
| Two, Employee | 0318.Secretary (0318) | 265919.SECRETARY (DA).1652358.ARBALAPPR | U S ARMY GARRISON FT STEWART HQ ARBAINOVAAA 01 | Create |

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

Employee Information

Employee Name **Owe, Employee**
[Show Employee Details](#)



Setup Details

* Indicates required field

Build New Plan

* Appraisal Type **Annual Appraisal - DoD** v

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** [calendar icon]

* Appraisal Period End Date **31-Mar-2017** [calendar icon]

Appraisal Effective Date **01-Jun-2017** [calendar icon]

* Rating Official Name **Rater, The** [search icon]

* Higher Level Reviewer Name **Reviewer, Higher Level** [search icon]

Create Performance Plan

MyBiz+ FAQ Logout

Create Performance Plan

[Cancel and Return to Main Page](#)

[Need Help?](#)

Employee Information

Employee Name **Ore, Employee**

[Hide Employee Details](#)

Pay Plan/Grade/Step **GS-12/03**

Occupational Code **0560.Budget Analysis (0560)**

Position **244014.BUDGET ANALYST.1657727.ARBALAPPR**

Organization **U S ARMY GARRISON FT STEWART HQ ARBAW0VAAA 01**

Location **Fort Stewart, US**

Work Schedule **Full-Time**

Assignment Status **Active Appointment**

Employee Number **404113**

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**

Create Performance Plan

Support > Home > Log out

Create Performance Plan

[Cancel and Return to Main Page](#)

[Need Help?](#)

Employee Information

Employee Name: Doe, Employee

[Show Employee Details](#)

Setup Details

* Indicates required field

[Build New Plan](#)

* Appraisal Type:

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:

* Appraisal Period End Date:

Appraisal Effective Date:

* Rating Official Name:

* Higher Level Reviewer Name:

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 -- Go

Employee Information

Employee Name **One, 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

-- Choose an Action --

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

Go

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 -- Go

Employee Information

Employee Name **One, Employee**
[Show Employee Details](#)

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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 | Performance Plan Approval Date | |
| * Appraisal Period Start Date | 01-Apr-2016 | Plan Last Modified Date | |
| * Appraisal Period End Date | 31-Mar-2017 | Created By | Rater, The |
| * Appraisal Effective Date | 01-Jun-2017 | | |
| Rating Official Name | Rater, The | | |
| Higher Level Reviewer | Reviewer, Higher Level | | |

Save and Continue

Step 2: Mission Goals

Plan Reports/Forms MyBiz+ FAQ Logout

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

Employee Information -- Choose an Action -- Go

Employee Name One, 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?](#)

Enter Mission Goals here (Limit to 1400 characters).

(Limit to 1400 characters)

Spell Check Counter

Save and Go Back Save and Continue

Step 3: Performance Elements and Standards

MySite+ FAQ Logout

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 Go

Employee Information

Employee Name **One, 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 Acknowledgments.
- 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?](#)

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

Add Performance Element

Save and Go Back Save and Continue

Add Performance Element and Standards

MyBiz • FAQ • Logout

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-2015**
(example: 15-Feb-2016)

Performance Element Status **Pending**

Date Last Modified **02-Apr-2015**

* Performance Element Type **Orical**

Performance Element and Standard(s)

Enter Performance Element and Standard(s) here (Limit to 1000 characters).

(Limit to 1000 characters)

[Spell Check](#) Counter

Step 3: Performance Elements and Standards

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 -- Go

Employee Information

Employee Name **One, Employee**
[Show Employee Details](#)

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- 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?](#)

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

[Add Performance Element](#)

[Save and Go Back](#) [Save and Continue](#)

Step 4: Approvals and Acknowledgments

Plan Reports/Forms

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

Employee Information

Employee Name **One, Employee**
[Show Employee Details](#)

This screen provides information regarding the detailed status of your employee's performance plan. [Need Help?](#)

- Select 'Show' link to see approvals and acknowledgments information for each step.
- Select the 'Start' button to complete a step.

[Show All Details](#) | [Hide All Details](#)

| Details/Tasks | Status | Action |
|--|-------------|--------------------------------------|
| Show Step 1: Rating Official - Request or Document Higher Level Review | Not Started | <input type="button" value="Start"/> |
| Show Step 2: Higher Level Reviewer - Review | Not Started | Step 1 must be completed |
| Show Step 3: Rating Official - Document Communication to Employee | Not Started | Step 2 must be completed |
| Show Step 4: Rating Official - Document Employee Acknowledgment | Not Started | Step 3 must be completed |

Change Rating Official or Higher Level Reviewer

Transfer to Employee

Track Progress

Return to Main Page

Rating Official Notification to 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.


Enter message to Employee here.

Spell Check

Notice: You are about to contact One, 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 MyPac Logoff Help Diagnostics

Confirmation
The appraisal has been submitted to the employee. 

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 Appraisal Year

Create New Plan

| Records Displayed | Employee Name | Current Owner | Rating Official Name | Appraisal Year | Appraisal ID | Plan Approval Date | Type | Plan Status | Current Status | Action |
|-------------------|---------------|---------------|----------------------|----------------|--------------|--------------------|------|-------------|------------------|---|
| 10 | One, Employee | One, Employee | Rater, The | 2016 | 101 | | DoD | Pending | Plan in Progress | <input type="button" value="View"/> <input type="button" value="Go"/> |

Select the link to search for Completed Plans.
[Show Completed Plans/Appraisals](#)

MyPerformance Main Page

Rating Official/Higher Level Reviewer

MyPerformance Main Page

[Need Help?](#)

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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 Appraisal Year

Create New Plan

Records Displayed

| Employee Name | Current Owner | Rating Official Name | Appraisal Year | Appraisal ID | Plan Approval Date | Type | Plan Status | Current Status | Action |
|---------------|---------------|----------------------|----------------|--------------|--------------------|------|-------------|------------------|---|
| One, Employee | One, Employee | Rater, The | 2016 | 101 | | DoD | Pending | Plan in Progress | <input type="button" value="View"/> <input type="button" value="Go"/> |

Action

- Retrieve Reports/Forms
- Change RO and/or HLR
- Track Progress

Select the link to search for Completed Plans.

[Show Completed Plans/Appraisals](#)

MyPerformance Main Page

MyPerformance Main Page

[Need Help?](#)

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To create a Performance Plan:

To complete other actions described above:

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

Create New Plan

Records Displayed

| Employee Name | Current Owner | Rating Official Name | Appraisal Year | Appraisal ID | Plan Approval Date | Type | Plan Status | Current Status | Action |
|---------------|---------------|----------------------|----------------|--------------|--------------------|------|-------------|------------------|---|
| One, Employee | Rater, The | Rater, The | 2016 | 101 | | DoD | Pending | Plan in Progress | <input type="text" value="Update"/> <input type="button" value="Go"/> |



Select the link to search for Completed Plans.

[Show Completed Plans/Appraisals](#)

Step 4: Approvals and Acknowledgments

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 --

Employee Information

Employee Name **One, Employee**
[Show Employee Details](#)

This screen provides information regarding the detailed status of your employee's performance plan. [Need Help?](#)

- Select 'Show' link to see approvals and acknowledgments information for each step.
- Select the 'Start' button to complete a step.

[Show All Details](#) | [Hide All Details](#)

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

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

Option A – Transfer to the Higher Level Reviewer

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

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.

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

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 | <input type="text" value="Reviewer, Higher Level"/> | <input type="text" value="Face to Face"/> | <input type="button" value="Cancel"/> <input type="button" value="Save"/> |
| Review Date | <input type="text" value="20-Apr-2016"/> | Other Method | |

Confirmation

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Confirmation

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

Step 3: Rating Official – Document Communication to Employee

Plan Reports/Forms

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

Employee Information

Employee Name One, Employee
[Show Employee Details](#)

This screen provides information regarding the detailed status of your employee's performance plan.

- Select 'Show' link to see approvals and acknowledgments information for each step.
- Select the 'Start' button to complete a step.

[Show All Details](#) | [Hide All Details](#)


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

Communication Date: 21-Apr-2016
Communication Method: **Face to Face**
Other: _____

[Cancel](#) [Save and Transfer to Employee for Acknowledgment](#) **[Save and go to Step 4](#)**

[Show](#) Step 4: Rating Official - Document Employee Acknowledgment

Not Started Step 3 must be completed



Step 4: Rating Official Document Employee Acknowledgment

MyBiz+ FAQ Logout

Plan Progress Reviews Annual Appraisal Narrative Statements Reports/Forms Manage Guest Participants

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 **One, Employee**
[Show Employee Details](#)

This screen provides information regarding the detailed status of your employee's performance plan. [Need Help?](#)

- Select 'Show' link to see approvals and acknowledgments information for each step.
- Select the 'Start' button to complete a step.

| Details/Tasks | Status | Action |
|--|-----------------------------|------------------|
| Show Step 1: Rating Official - Request or Document Higher Level Review | Completed | Step 1 completed |
| Show Step 2: Higher Level Reviewer - Review | Completed | Step 2 completed |
| Show Step 3: Rating Official - Document Communication to Employee | Completed | Step 3 completed |
| Hide 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 **23-Apr-2016**

Cancel **Save**

Save and Go Back

Choose an Action – Track Progress

Plan Reports/Forms

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

Employee Information

Employee Name One, Employee
[Show Employee Details](#)

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- Select the 'Start' button to complete a step.

[Show All Details](#) | [Hide All Details](#)

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

[Save and Go Back](#)

-- Choose an Action --

Go

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

Go

Track Progress

Employee Information

Employee Name: **One, 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.

| Plan | Date | User | |
|---|-------------|------------|-------------------------------------|
| Drafted | 01-Apr-2016 | Rater, The | <input checked="" type="checkbox"/> |
| Reviewed by Higher Level Reviewer | 20-Apr-2016 | Rater, The | <input checked="" type="checkbox"/> |
| Approved | 21-Apr-2016 | Rater, The | <input checked="" type="checkbox"/> |
| Communicated to Employee by Rating Official | 29-Apr-2016 | Rater, The | <input checked="" type="checkbox"/> |
| Acknowledged by Employee | | | <input type="checkbox"/> |
| Progress Review | | | |
| Employee Input | | | <input type="checkbox"/> |
| Rating Official - Assessment | | | <input type="checkbox"/> |
| Reviewed by Higher Level Reviewer - If Required | | | <input type="checkbox"/> |
| Communicated to Employee by Rating Official | | | <input type="checkbox"/> |
| Acknowledged by Employee | | | <input type="checkbox"/> |
| Appraisal | | | |
| Employee Input | | | <input type="checkbox"/> |
| Rating Official - Assessment | | | <input type="checkbox"/> |
| Higher Level Reviewer Approved | | | <input type="checkbox"/> |
| Communicated to Employee by Rating Official | | | <input type="checkbox"/> |

Choose an Action – Return to Main Page

Plan Reports/Forms

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

Employee Information

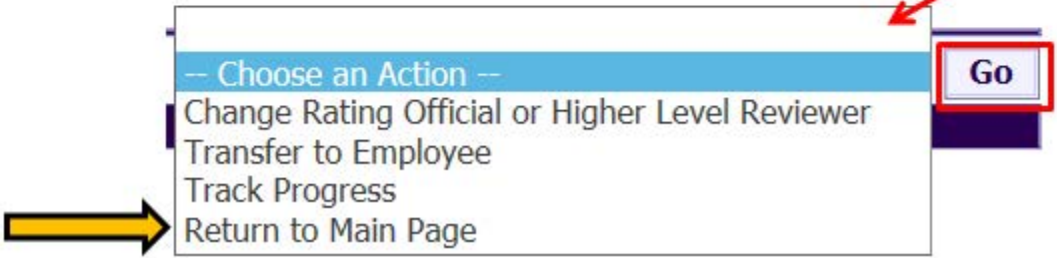
Employee Name One, Employee
[Show Employee Details](#)

This screen provides information regarding the detailed status of your employee's performance plan. [Need Help?](#)

- Select 'Show' link to see approvals and acknowledgments information for each step.
- Select the 'Start' button to complete a step.

[Show All Details](#) | [Hide All Details](#)

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



– Choose an Action –

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

[Go](#)

[Save and Go Back](#)

MyPerformance Main Page

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:

To complete other actions described above:

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

Create New Plan

Records Displayed

| Employee Name | Current Owner | Rating Official Name | Appraisal Year | Appraisal ID | Plan Approval Date | Type | Plan Status | Current Status | Action |
|---------------|---------------|----------------------|----------------|--------------|--------------------|------|-------------|----------------|---|
| One, Employee | Rater, The | Rater, The | 2017 | 53 | 29-Apr-2016 | DoD | Approved | Plan Approved | <input type="button" value="Update"/> <input type="button" value="Go"/> |

Select the link to search for Completed Plans.

[Show Completed Plans/Appraisals](#)