MyPerformance
DoD Performance Management and Appraisal Program
MyBiz+ for Managers and Supervisors

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....

Welcome, The Rater

The information is current as of 01-Jun-2016

Home

Provide Feedback

Key Services

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 SQT1NT

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: 3620.40
Net Pay: 1836.23
Pay Period End Date: 18-Apr-2015
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:

1. Select "Choose a Plan Type".
2. Select "Appraisal Plan Type".
3. Select the "Go" button.

To complete other actions described above:

1. Select an option from the Action column.
2. 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.

<table>
<thead>
<tr>
<th>Show Me</th>
<th>All Appraisals</th>
<th>Appraisal Year</th>
<th>ALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records Displayed</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Name</td>
<td>Current Owner</td>
<td>Rating Official Name</td>
<td>Appraisal Year</td>
</tr>
<tr>
<td>No results found</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)
# People in Hierarchy

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.

## 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.
## Create Performance Plan

### Employee Information

- **Employee Name**: Two, Employee

### Setup Details

* Indicates required field

- **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

[Build New Plan]
Step 1: Plan Details

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: [Date]  
Plan Last Modified Date: [Date]  
Created By: Rater, The  
Rater, The

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

Save and Continue
Step 2: Mission Goals

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
Step 3: Performance Elements and Standards

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 go back to Step 2: Mission Goals.
- Select Save and Go Back button at the bottom right corner to return to Step 2: Mission Goals.

For additional guidance, select Need Help?

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

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
  
- Performance Element Title
  
- Performance Element Start Date
  
- Performance Element Status
  
- Performance Element Type

Performance Element and Standard(s)

(Limit to 1000 characters)
Add Performance Element and Standards

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
- Performance Element Status: Pending
- Date Last Modified: 01-Jun-2018
- 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. This is to 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)

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

Add Performance Element and Standard(s)

* Indicates required field

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 50% of the time) by 1500 on each Friday throughout the performance rating period.

(Limit to 1000 characters)
Step 3: Performance Elements and Standards
Step 4: Approvals and Acknowledgments

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?

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 | Not Started
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

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

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.
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.
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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rater, The Rating Official</td>
<td>Reviewer, Higher Level</td>
</tr>
<tr>
<td>Reviewer, Higher Level</td>
<td>Rating Official</td>
</tr>
</tbody>
</table>

**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 the 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.

[Options]: 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

Method of Review
- Face to Face

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
Step 3: Rating Official – Document Communication to Employee

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

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

Communication Date: 26-Apr-2016
Communication Method: Other

Confirmation
Are you sure you want to go to Step 4?

[Yes] [No]
Step 4: Rating Official Document
Employee Acknowledgment

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

For additional guidance, select Need Help?

<table>
<thead>
<tr>
<th>Details Tasks</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1: Rating Official - Request or Document Higher Level Review</td>
<td>Completed</td>
<td>Step 1 completed</td>
</tr>
<tr>
<td>Step 2: Higher Level Review - Review</td>
<td>Completed</td>
<td>Step 2 completed</td>
</tr>
<tr>
<td>Step 3: Rating Official - Document Communication to Employee</td>
<td>Completed</td>
<td>Step 3 completed</td>
</tr>
<tr>
<td>Step 4: Rating Official - Document Employee Acknowledgement</td>
<td>Pending Empl Acknowledgment</td>
<td>Start</td>
</tr>
</tbody>
</table>
Step 4: Rating Official Document
Employee Acknowledgment

For additional guidance, select Need Help?

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

Unable to Sign
Other
No System Access
Employee Declined
Step 4: Approvals and Acknowledgments

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

For additional guidance, select *Need Help?*

- 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?*
Track Progress

**Employee Information**

| Employee Name | Two, Employee |

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

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drafted</td>
<td>01-Jun-2016</td>
<td>Rater, The</td>
</tr>
<tr>
<td>Reviewed by Higher Level Reviewer</td>
<td>20-Apr-2016</td>
<td>Rater, The</td>
</tr>
<tr>
<td>Approval</td>
<td>20-Apr-2016</td>
<td>Rater, The</td>
</tr>
<tr>
<td>Communicated to Employee by Rating Official</td>
<td>25-Apr-2016</td>
<td>Rater, The</td>
</tr>
<tr>
<td>Acknowledged by Employee</td>
<td>29-Apr-2016</td>
<td>Rater, The</td>
</tr>
</tbody>
</table>

### 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

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

For additional guidance, select Need Help?

<table>
<thead>
<tr>
<th>Details</th>
<th>Tasks</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Step 1: Rating Official - Request or Document Higher Level Review</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Step 2: Rating Official - Review</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Step 3: Rating Official - Document Communication to Employee</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Step 4: Rating Official - Document Employee Acknowledgment</td>
<td></td>
</tr>
</tbody>
</table>

---

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

Go
### MyPerformance Main Page

**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

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

Select the link to search for Completed Plans.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Current Owner</th>
<th>Rating Official Name</th>
<th>Appraisal Year</th>
<th>Appraisal ID</th>
<th>Plan Approval Date</th>
<th>Type</th>
<th>Plan Status</th>
<th>Current Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two, Employee</td>
<td>Rater, The</td>
<td>Rater, The</td>
<td>2017</td>
<td>144</td>
<td>20-Apr-2016</td>
<td>DoD</td>
<td>Approved</td>
<td>Plan Approved</td>
<td>Update</td>
</tr>
</tbody>
</table>
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.
Step 3: Performance Elements and Standards

Rating official reviewed the new performance element and standard the employee created.
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.
Rating official declined amendment and the Plan Status reverted back to Approved from Modified.
Step 3: Performance Elements and Standards

The new Performance Element and Standard has been removed.
Annual Appraisal
Assessments and Ratings

<table>
<thead>
<tr>
<th>Employee Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
</tr>
</tbody>
</table>

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.

**Performance Elements**

<table>
<thead>
<tr>
<th>Select</th>
<th>Order</th>
<th>Performance Element Title</th>
<th>Status</th>
<th>Performance Element Type</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>1</td>
<td>Performance Element 1</td>
<td>Approved</td>
<td>Critical</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>2</td>
<td>Performance Element 2</td>
<td>Approved</td>
<td>Critical</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Employee Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rating Official Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance Element Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Element Rating</td>
</tr>
<tr>
<td>1 3 5 NR</td>
</tr>
</tbody>
</table>
Assessments and Ratings (cont’d)

Employee Information

Employee Name: Two, Employee

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.

**Performance Elements**

<table>
<thead>
<tr>
<th>Select</th>
<th>Order</th>
<th>Performance Element Title</th>
<th>Status</th>
<th>Performance Element Type</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Performance Element 1</td>
<td>Approved</td>
<td>Critical</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Performance Element 2</td>
<td>Approved</td>
<td>Critical</td>
<td></td>
</tr>
</tbody>
</table>
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.

Performance Element Rating

Element Rating 3

Go to Next Performance Element Go Back to Top of Page

Save and Continu
Rating of Record

This screen allows you to view or update your employee's performance element ratings, 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.

<table>
<thead>
<tr>
<th>Appraisal Type</th>
<th>Annual Appraisal - DoD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appraisal Effective Date</td>
<td>01-Jun-2017</td>
</tr>
<tr>
<td>Appraisal Period Start Date</td>
<td>01-Apr-2016</td>
</tr>
<tr>
<td>Appraisal Period End Date</td>
<td>31-Mar-2017</td>
</tr>
</tbody>
</table>

### Performance Element Ratings

<table>
<thead>
<tr>
<th>Order</th>
<th>Performance Element Title</th>
<th>Status</th>
<th>Performance Element Type</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Performance Element 1</td>
<td>Approved</td>
<td>Critical</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Performance Element 2</td>
<td>Approved</td>
<td>Critical</td>
<td>3</td>
</tr>
</tbody>
</table>

### Rating of Record

- Average Score: 3.00
- Rating of Record: 3
Approvals and Acknowledgments

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

<table>
<thead>
<tr>
<th>Assessments and Ratings</th>
<th>Rating of Record</th>
<th>Approvals and Acknowledgments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Information</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Employee Name</strong></td>
<td>Two, Employee</td>
<td></td>
</tr>
<tr>
<td><strong>Show Employee Details</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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?**

---

### Details Tasks

<table>
<thead>
<tr>
<th>Details</th>
<th>Tasks</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Rating Official - Request or Document</td>
<td>Completed</td>
<td>Step 1 completed</td>
</tr>
<tr>
<td></td>
<td>Document Higher Level Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 2</td>
<td>Higher Level Reviewer - Review</td>
<td>Completed</td>
<td>Step 2 completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 3</td>
<td>Rating Official - Document Communication to</td>
<td>Not Started</td>
<td>Start</td>
</tr>
<tr>
<td></td>
<td>Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step 4</td>
<td>Rating Official - Document Employee</td>
<td>Not Started</td>
<td>Step 3 must be completed</td>
</tr>
</tbody>
</table>
Step 3: Rating Official – Document Communication to Employee

<table>
<thead>
<tr>
<th>Details</th>
<th>Tasks</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1: Rating Official - Request or Document Higher Level Review</td>
<td>Completed</td>
<td>Step 1 completed</td>
</tr>
<tr>
<td>Step 2: Higher Level Reviewer - Review</td>
<td>Completed</td>
<td>Step 2 completed</td>
</tr>
<tr>
<td>Step 3: Rating Official - Document Communication to Employee</td>
<td>Not Started</td>
<td>Start</td>
</tr>
<tr>
<td>Step 4: Rating Official - Document Employee Acknowledgment</td>
<td>Not Started</td>
<td>Step 2 must be completed</td>
</tr>
</tbody>
</table>

- Communication Date: 30-Mar-2017
- Communication Method: Face to Face
- Rating Official Name: EHRB Yozefozi, Nivuyez Z

[Save and go to Step 4]
Step 4: Rating Official – Document Employee Acknowledgment

<table>
<thead>
<tr>
<th>Assessments and Ratings</th>
<th>Rating of Record</th>
<th>Approvals and Acknowledgments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Information</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Name</td>
<td>EHRIS Fxstmpg, Byxkmm</td>
<td></td>
</tr>
</tbody>
</table>

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.

### Show All Details | Hide All Details
<table>
<thead>
<tr>
<th>Details</th>
<th>Task</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1: Rating Official – Request or Document Higher Level Review</td>
<td>Completed</td>
<td>Step 1 completed</td>
<td></td>
</tr>
<tr>
<td>Step 2: Rating Official – Document Communication to Employee</td>
<td>Completed</td>
<td>Step 2 completed</td>
<td></td>
</tr>
<tr>
<td>Step 3: Rating Official – Document Employee Acknowledgment</td>
<td>Pending</td>
<td>Start</td>
<td></td>
</tr>
</tbody>
</table>

**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.

**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
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.