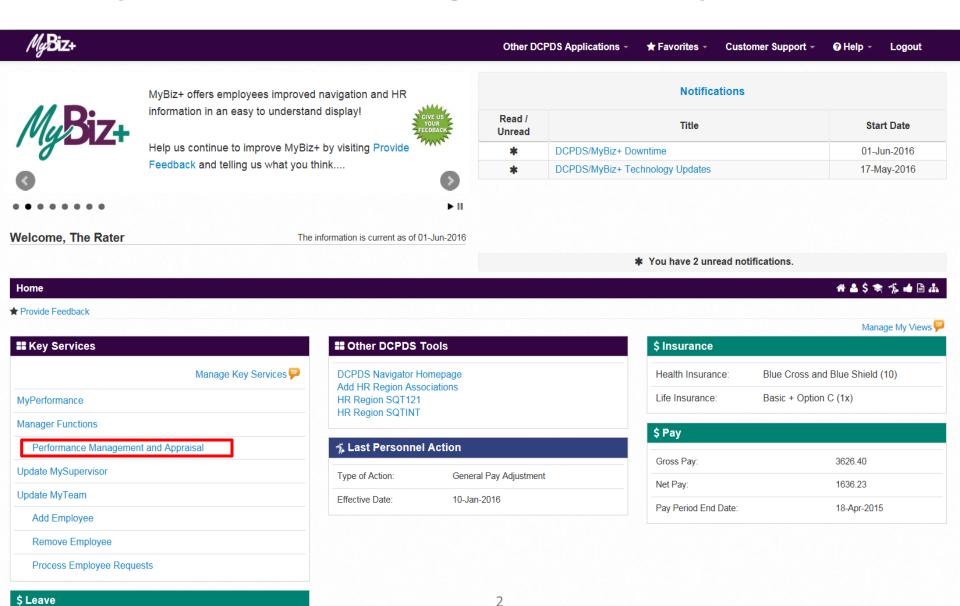
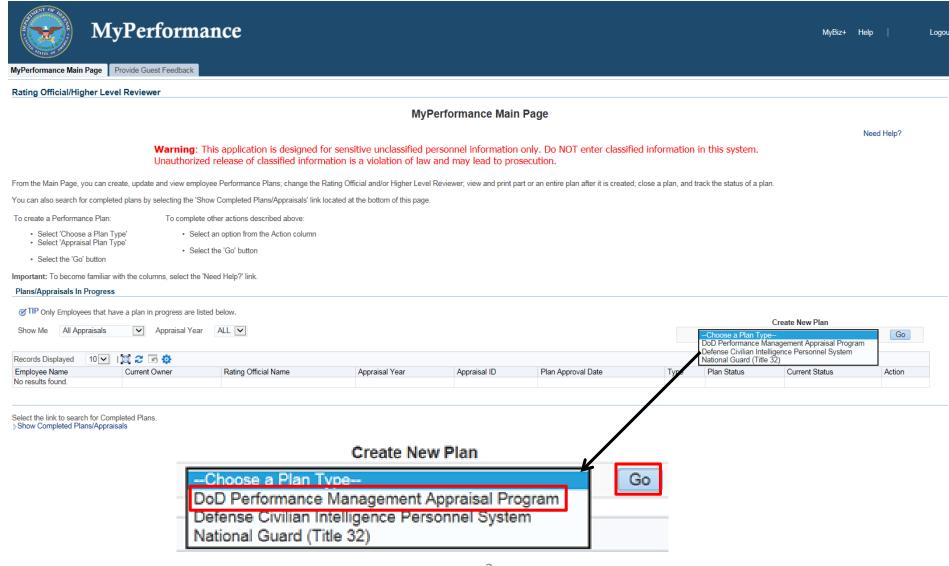


# MyPerformance DoD Performance Management and Appraisal Program

#### **MyBiz+ for Managers and Supervisors**



## **MyPerformance Main Page**



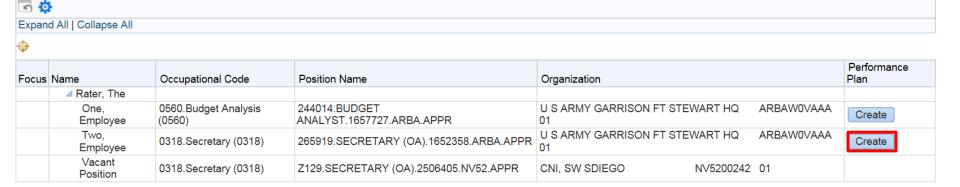
### **People in Hierarchy**

#### 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?



#### **Supervisory Commitment Statement**



#### **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**

#### 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



- \* 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.

Reviewer, Higher Level

\* Appraisal Period Start Date 01-Apr-2016 

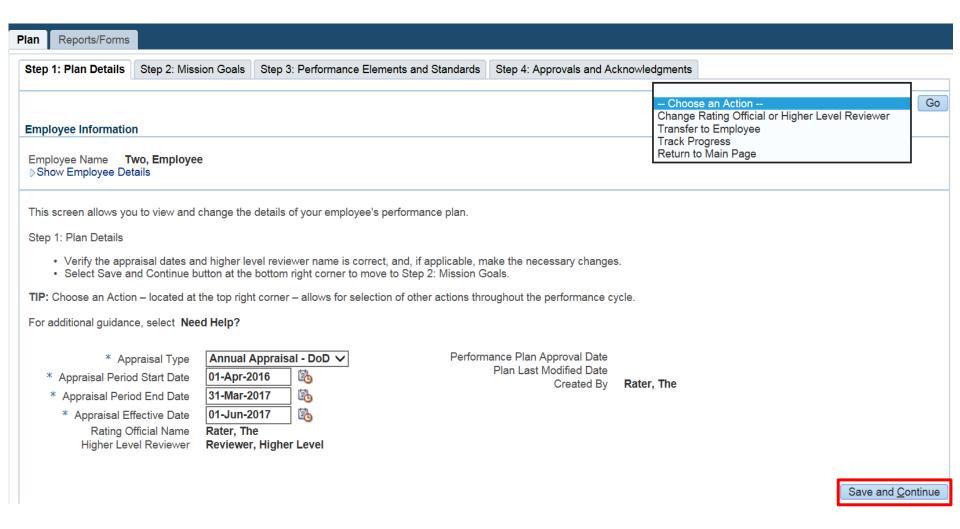
\* Appraisal Period End Date 31-Mar-2017 

Appraisal Effective Date 01-Jun-2017 

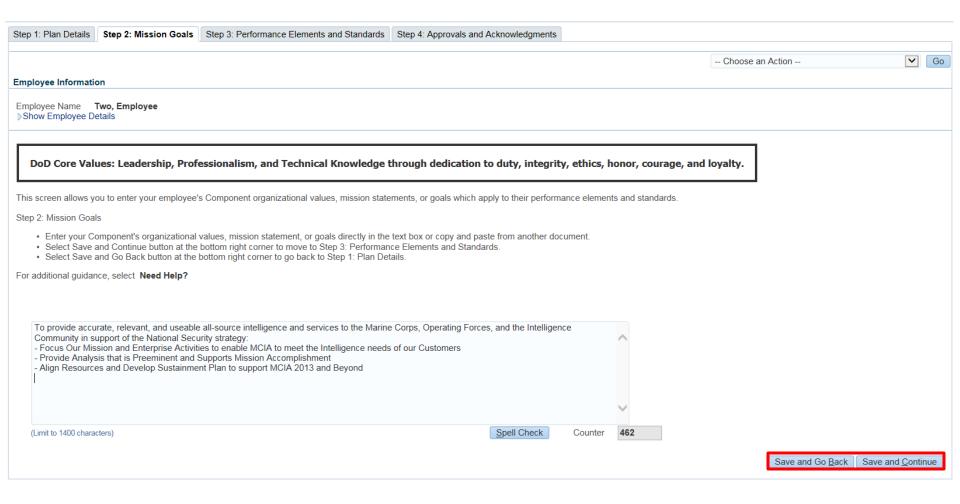
\* Rating Official Name Rater, The

\* Higher Level Reviewer Name

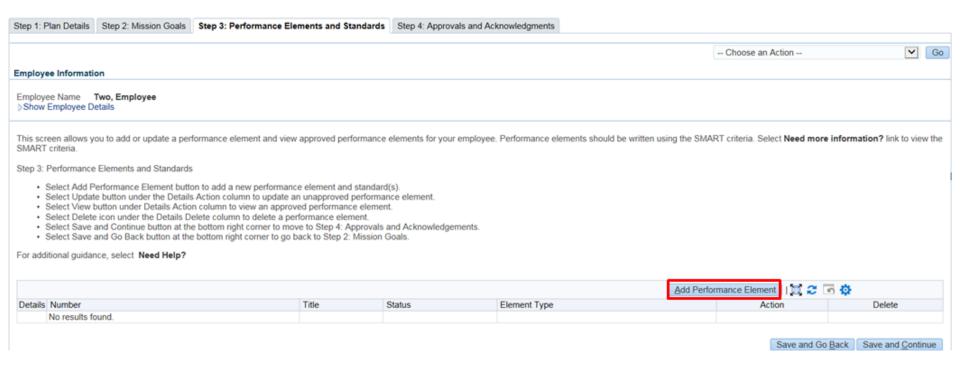
#### **Step 1: Plan Details**



#### **Step 2: Mission Goals**



## Step 3: Performance Elements and Standards



#### **Add Performance Element and Standards**

Add Performance Element and Standard(s)

Indicates required field					
		2	Save S	ave and Add Another Performance Element	Go Back to Performance Elements
his screen allows you to add performance	element and standard(s)				
<ul> <li>Enter your performance element an</li> <li>Select Save button at top right corn</li> <li>Select Save and Add Another Perfo</li> <li>Select Return to Performance Elem</li> </ul>	rmance Element button to save and add a new performance element and standar ents button to go back to Step 3: Performance Elements and Standards. rmance Elements button without saving, a warning message will display.	rd(s).			
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)					
			^		
			~		
(Limit to 1000 characters)		Spell Check Co	unter		

#### **Add Performance Element and Standards**

Add Performance Element and Standard(s)

#### \* Indicates required field Go Back to Performance Elements Save and Add Another Performance Element 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 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 V 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. Spell Check Counter (Limit to 1000 characters)

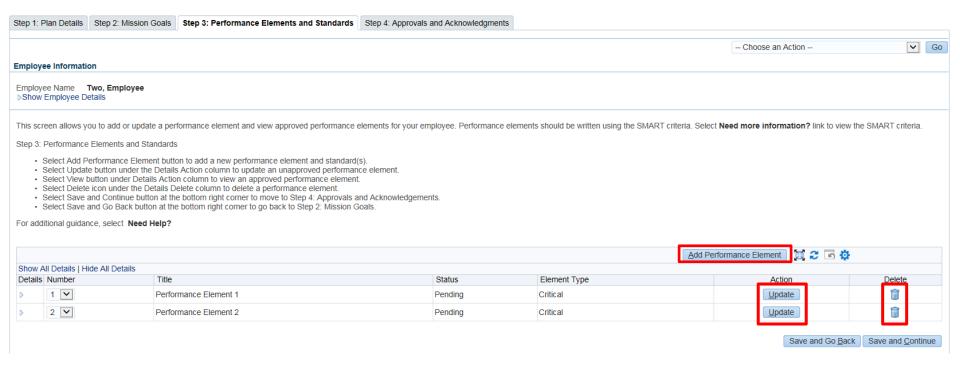
#### **Add Performance Element and Standards**

Add Performance Element and Standard(s)

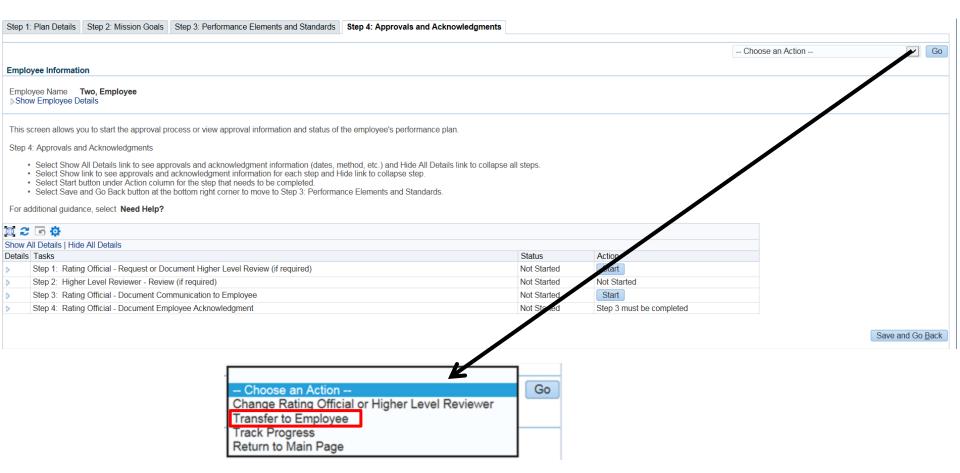
\* Indicates required field

#### 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 2 \* 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 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

## Step 3: Performance Elements and Standards



#### Step 4: Approvals and Acknowledgments



#### Rating Official Notification to Employee

Rating Official Notification to Employee - Two, Employee			
	<u>C</u> ancel	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 employee regarding their performance plan/appraisal.	ail messag	e.	
To provide additional information to the employee, enter a message in the text box below Message to Employee and select Transfer to Employee w	ith E-Mail N	Notification button at top right corner.	

For additional guidance, select Need Help?

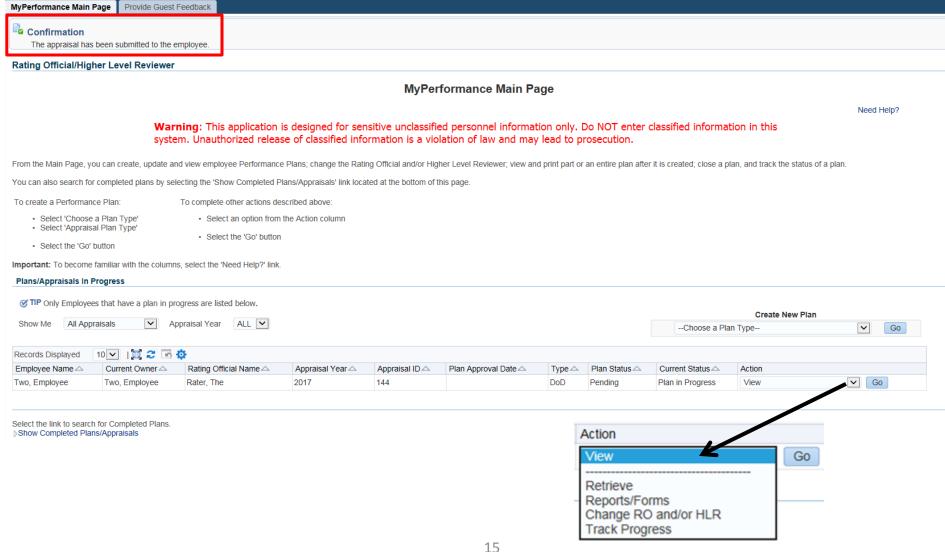


• If you choose not to send a message, select Transfer to Employee without E-mail Notification button. You will need to contact the employee directly.

Select Cancel button at top right corner to go back to previous screen without making any changes.

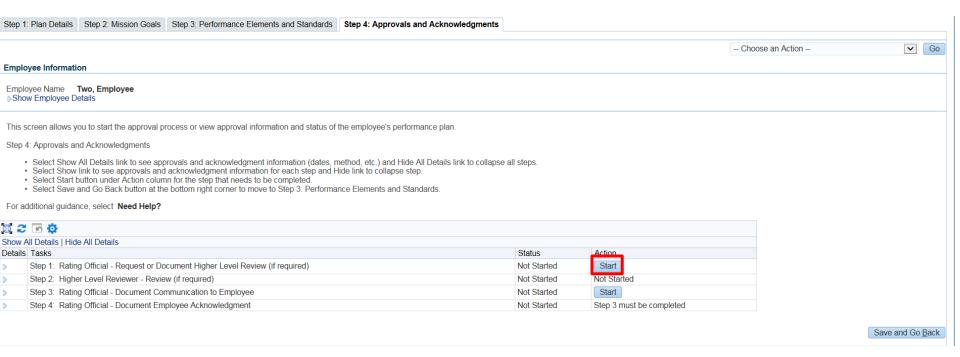
Notice: You are about to contact Two, Employee by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

#### MyPerformance Main Page



#### 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

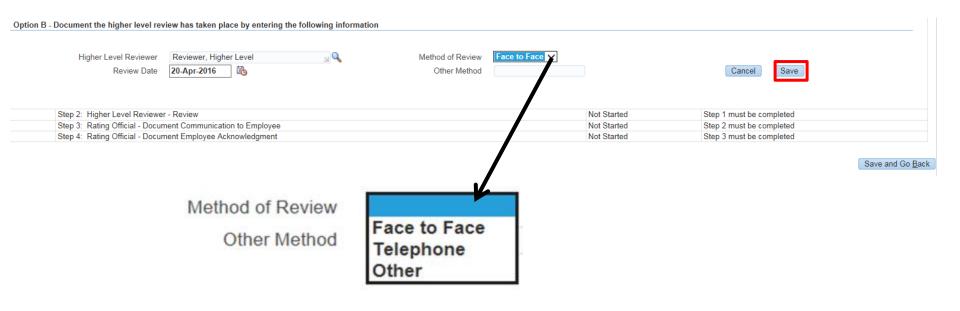
#### **Option A – Transfer to the Higher Level Reviewer**

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 Leve	l Reviewer				
Name Rater, The Reviewer, Higher Level  TIP Please select new HLR from Change Higher Level Reviewer	list of values, if required.  Reviewer, Higher Level	Title Rating Official Higher Level Reviewer			
Message to Higher Level Reviewe		•			
	to send a Higher Level Reviewer a message rega an and take the appropriate action under the Appr		n. After writing the message, select the	Transfer to Higher Level Revi	viewer with E-mail Notification' button to send the message.
Notice: You are about to contact Re	viewer. Higher Level by e-mail. Due to the unenc	Spell Check	ation, please do not include any non-out	blic information such as social	I security numbers or privacy act information in your e-mail.
TOURSE TOO BIS BOOK TO CONSIDER THE	The second section of a second of the distribution	Cancel			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

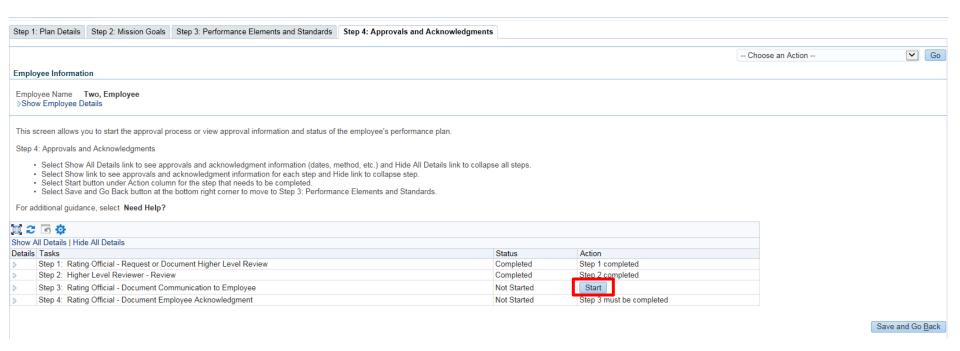




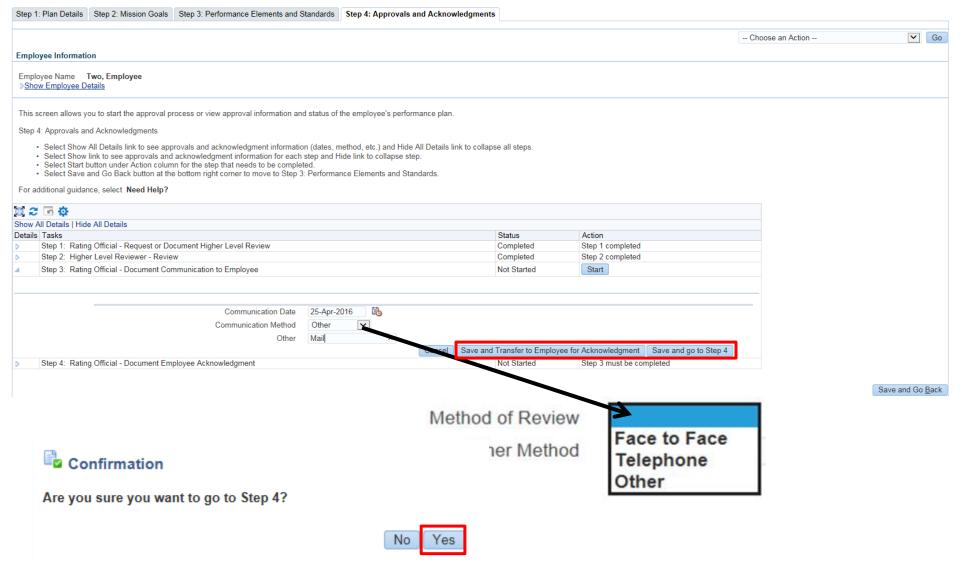
I certify that the information in this performance plan accurately documents the Rating Official's decisions and the Higher Level Reviewer's approval.



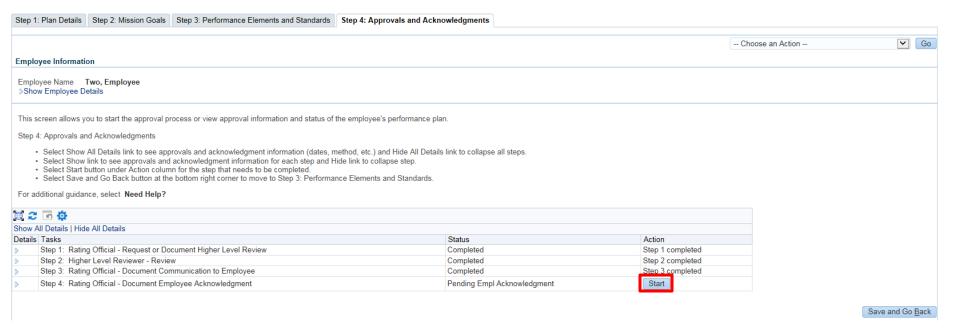
## Step 3: Rating Official – Document Communication to Employee



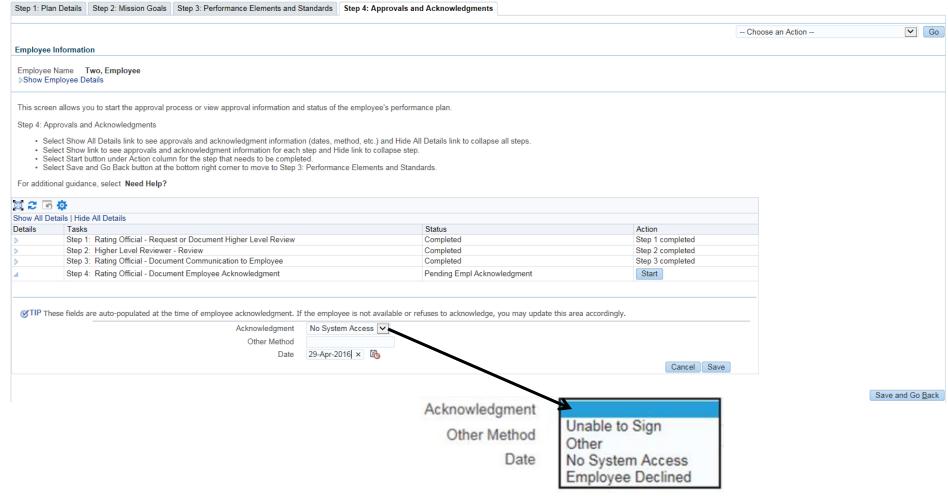
## Step 3: Rating Official – Document Communication to Employee



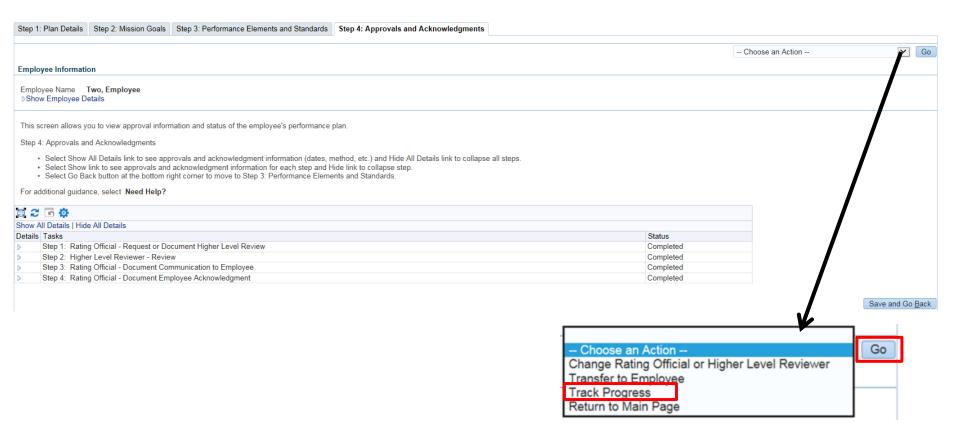
### Step 4: Rating Official Document Employee Acknowledgment



### Step 4: Rating Official Document Employee Acknowledgment



#### **Step 4: Approvals and Acknowledgments**



## **Track Progress**

#### Track Progress





#### **Employee Information**

Employee Name Two, Employee ▶Show Employee Details

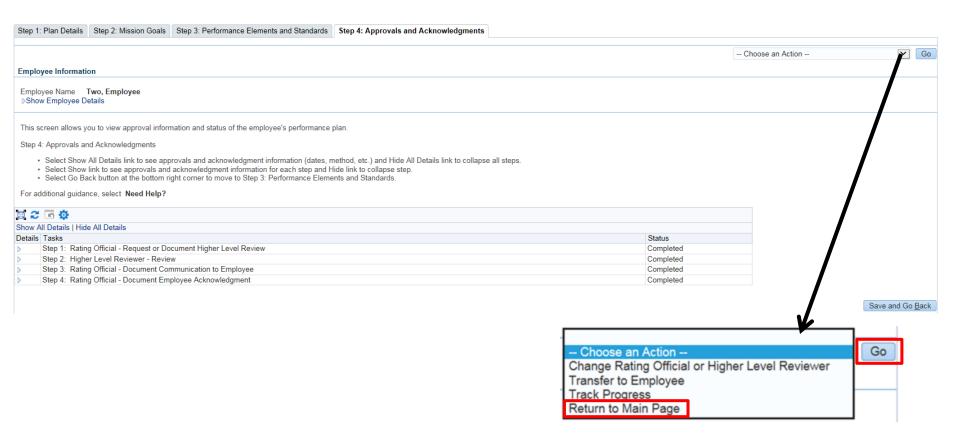
This screen provides information regarding the status of the performance plan/appraisal throughout the performance cycle.

- · 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.

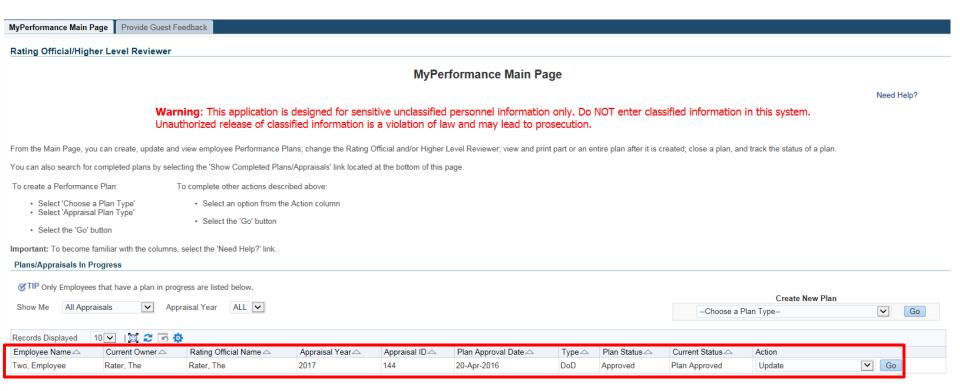
For additional guidance, select Need Help?

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	ĺ		
Reviewed by Higher Level Reviewer - If Require	ed		
Communicated to Employee by Rating Official			
Acknowledged by Employee			
Appraisal	·		
Employee Input			
Rating Official - Assessment			
Higher Level Reviewer Approved	1		
Communicated to Employee by Rating Official	ĺ		

#### **Step 4: Approvals and Acknowledgments**



## **MyPerformance Main Page**

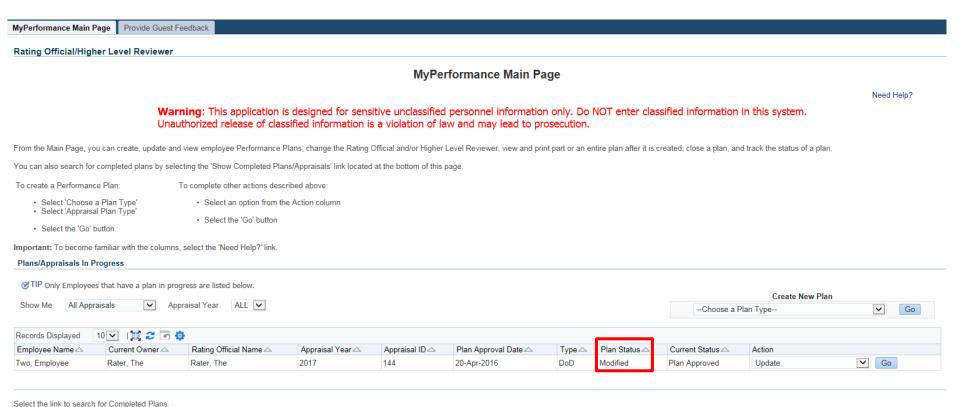


Select the link to search for Completed Plans. Show Completed Plans/Appraisals

## **MyPerformance Main Page**

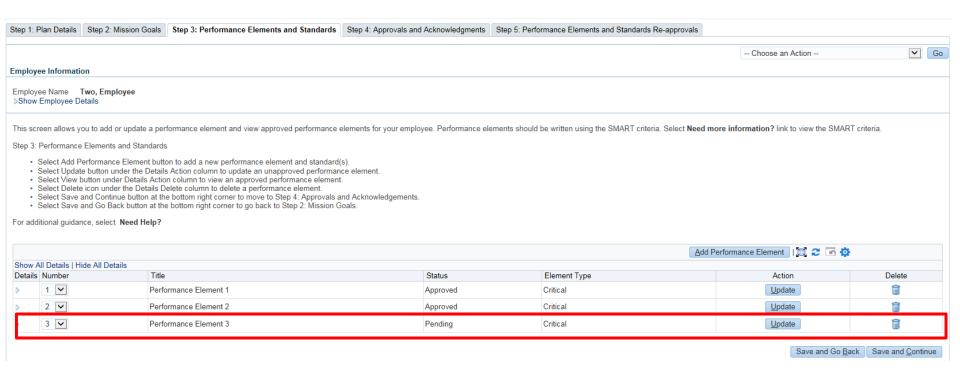
Rating Official transferred approved performance plan to employee. Employee modified the approved performance plan and transferred to Rating Official for review and approval.

Show Completed Plans/Appraisals



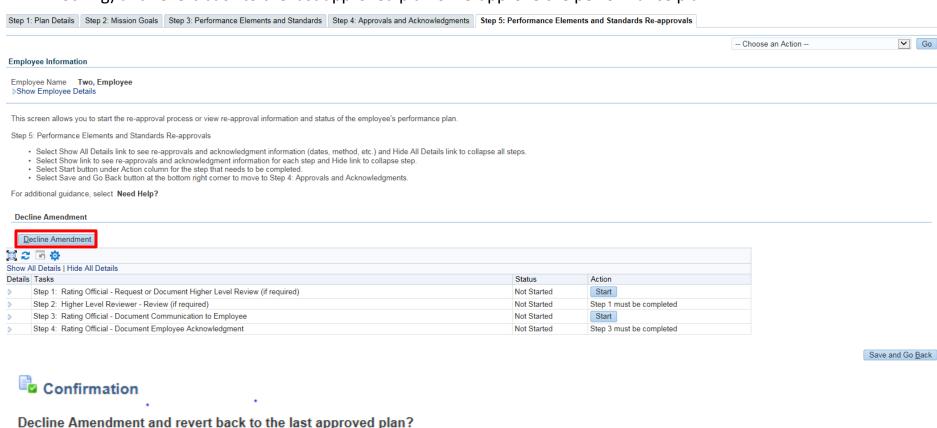
#### **Step 3: Performance Elements and Standards**

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



## Step 5: Performance Elements and Standards Re-approvals

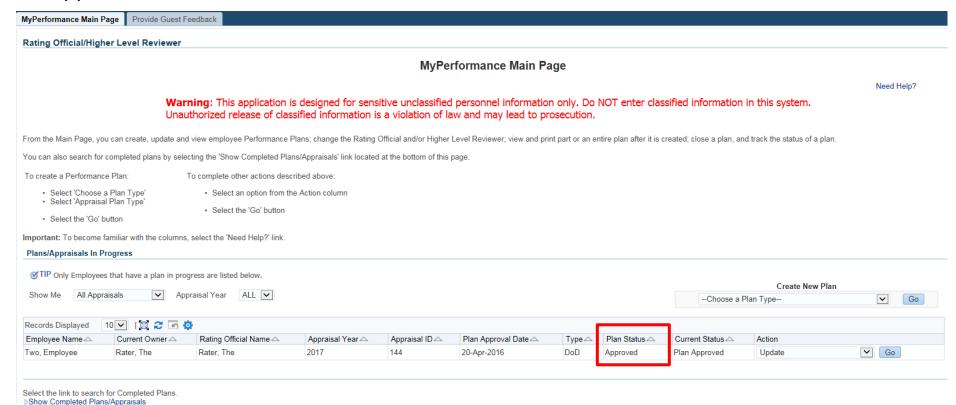
When the performance plan is modified Step 5: Performance Elements and Standards Reapprovals tab becomes available. Rating Official has the capability to Decline Amendment (all or nothing) and revert back to the last approved plan or re-approve the performance plan.



Do you want to continue?

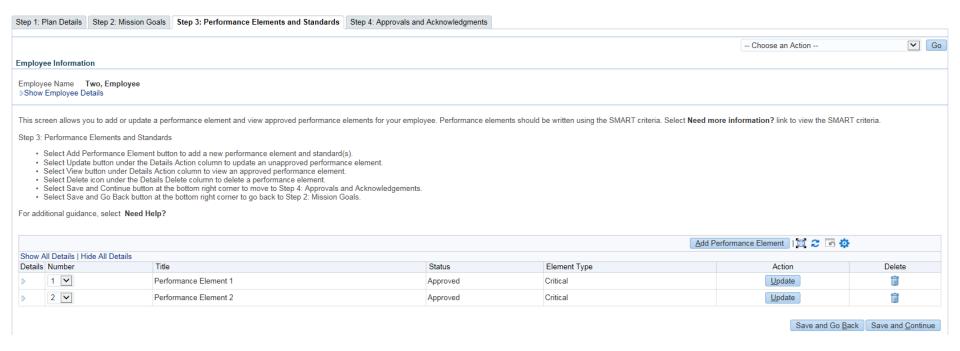
## **MyPerformance Main Page**

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

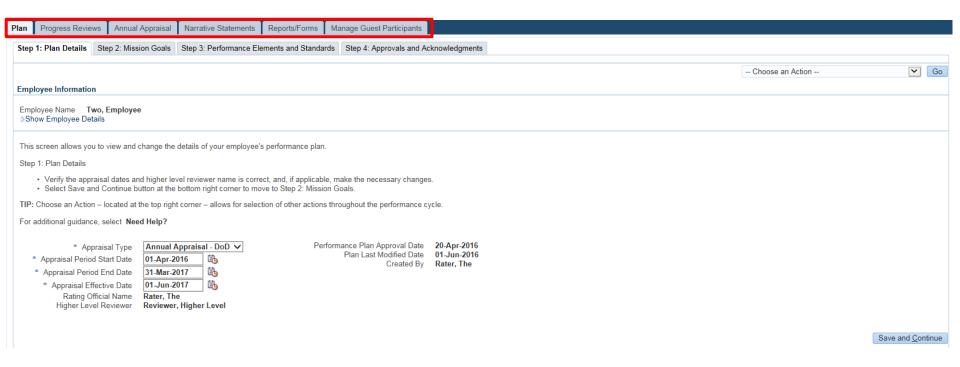


#### **Step 3: Performance Elements and Standards**

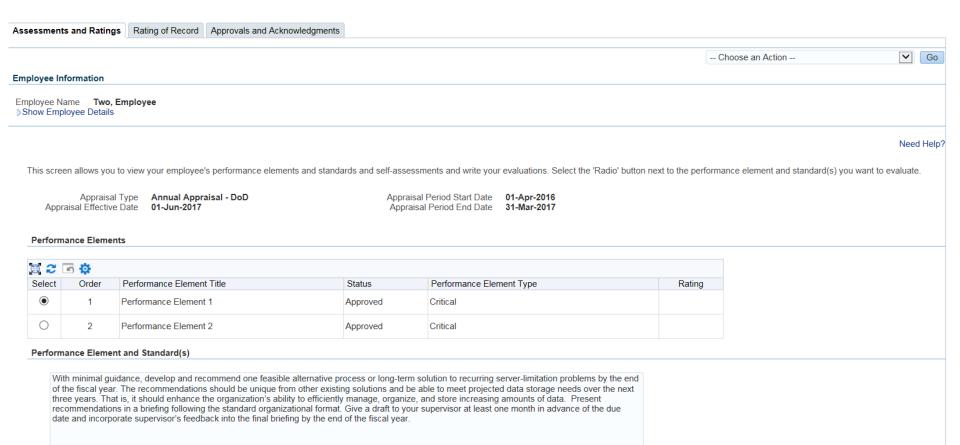
The new Performance Element and Standard has been removed.



### **Annual Appraisal**

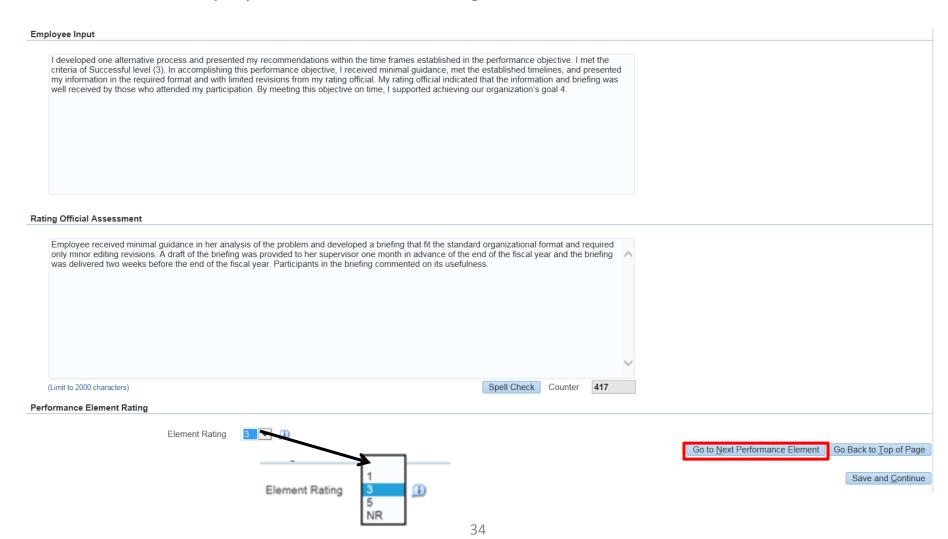


#### **Assessments and Ratings**

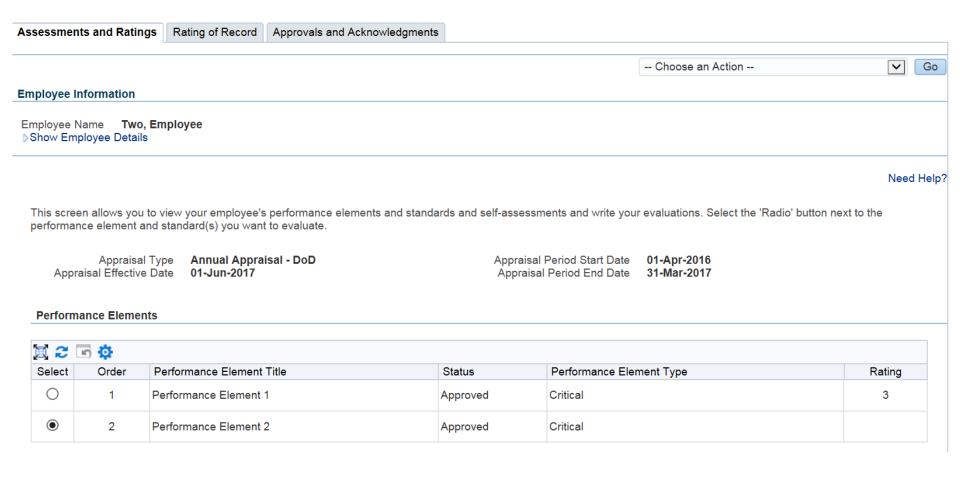


#### Assessments and Ratings (cont'd)

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



## Assessments and Ratings (cont'd)



### 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

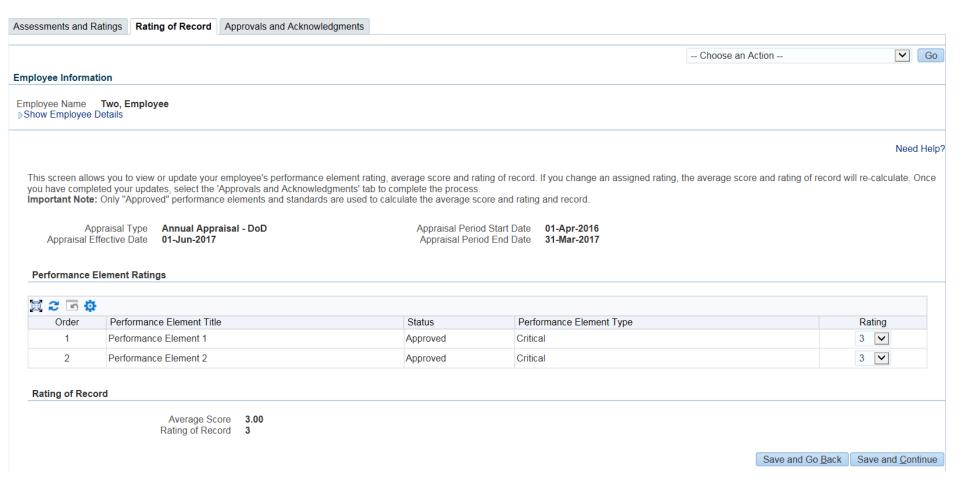


Go to Next Performance Element

Go Back to Top of Page

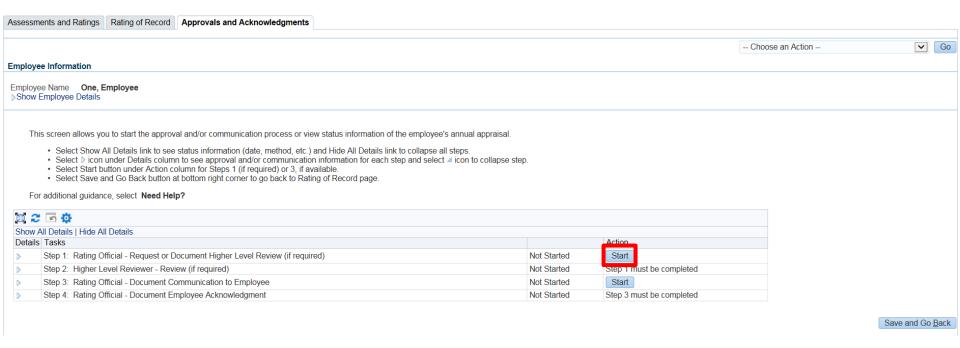
Save and Continue

## Rating of Record



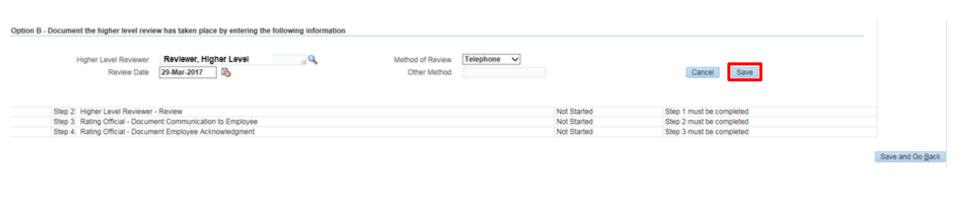
## **Approvals and Acknowledgments**

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.

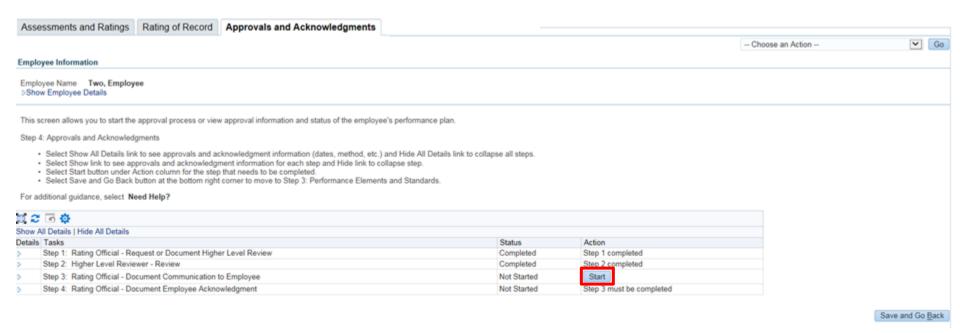


Confirmation

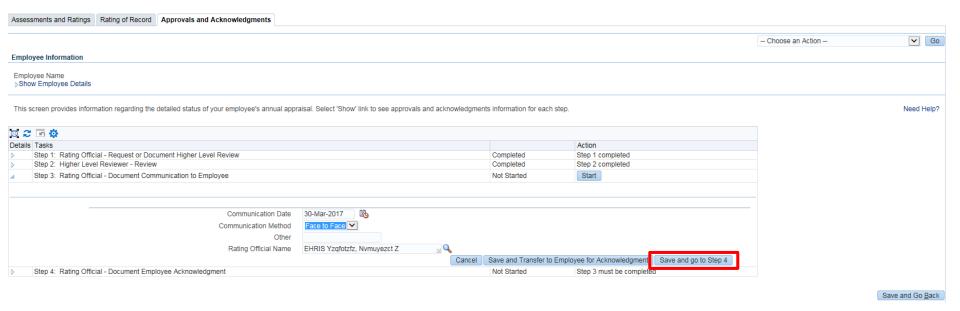
I certify that the information in this performance plan accurately documents the Rating Official's decisions and the Higher Level Reviewer's approval.



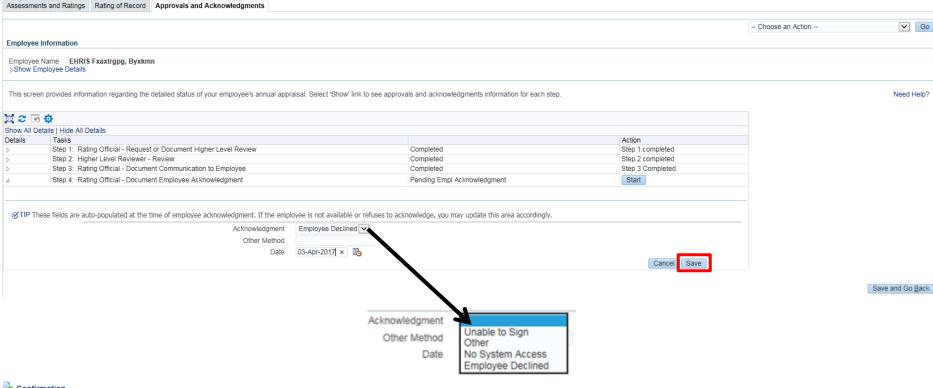
## Step 3: Rating Official – Document Communication to Employee



## Step 3: Rating Official – Document Communication to Employee



### Step 4: Rating Official – Document **Employee Acknowledgment**



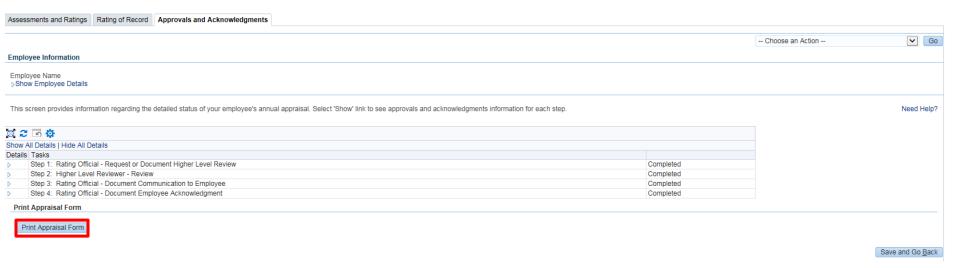
Confirmation

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?



## Annual Appraisal Completed – Print Appraisal Form



## **Completed Plans/Appraisals**

