



DPMAP PERFORMANCE PLAN GUIDE

Performance feedback is the two-way, meaningful exchange of information between supervisors and employees regarding performance expected and performance exhibited.



Prepared by Judy King Command Group Administrative Officer 27 Mar 18

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LOGGING INTO MY BIZ & MY PERFORMANCE TOOL

Click on this link to log into the My Performance tool:

https://compo.dcpds.cpms.osd.mil/



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	Click here for a brief MyBiz+ overview							
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* Provide Feedback								
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Performance Management an								manayer Functions and
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Performance Management an								"Performance Management
Performance Management an Apply Action(s) to Multiple Err	sted Agent Authorization							"Performance Management and Appraisal"

EMPLOYEE INITIATING PERFORMANCE PLAN



Find Cha

Employee Number 🛆

19405

Employee Name 🛆

King, Judith H

Appraisal Effective Date

01-Jun-2018

Plan Approval Date

28-Jul-2017

Appraisal Type

nual Appraisal - DoD

11 2 5 **0** - 11

Appraisal ID 📥

Click on Copy. 3

is indicated in your

search.

Сору

View



Step 1: Plan Delails Step 2: Mission Goals Star Printmator Commission Genetauto Step 4: Accounts and Actionet-dynamics		ote that you are now on
Employee Information Employee Name King_Judth H	- Choose an Action - 🕑 🧧 S	tep 2: Mission Goals TAB.
DoD Core Values: Leadership, Professionalism, and Technical Knowledge through dedication to duty, integrity, ethics, honor, courage, and loyality. This screen allows you to enter your Component organizational values, mission statement, or goats which apply to your performance elements and standards. Step 2. Mission Coats P. Enter you Component's organizational values, mission statement, or goats directly in the tor box or copy and pasts from another document. Bied Save and Component's organizational values, mission statement, or goats directly in the tor box or copy and pasts from another document. Bied Save and Component's organizational values, mission statement, or goats directly in the tor box or copy and pasts from another document. Bied Save and Component's organizational values, mission statement, or goats directly in the tor box or copy and pasts from another document. Bied Save and Component's organizational values, mission statement, or goats directly in the tor box or copy and pasts from another document. Bied Save and Component's organizational values, mission statement, or goats directly in the tor box or copy and pasts from another document. Bied Save and Component's organizational values, mission statement, or goats directly in the tor box or copy and pasts from another document. Bied Save and Component's organizational values, mission statement, or goats directly in the box organizational values, mission statement, or goats directly in the box of the common pasts directly in the box of the common pasts directly in the box of the directly and the box of the common past directly of the box of the pasts directly in the box of the directly and the box of the common pasts directly in the box of the directly and the box of the past directly and the box of the directly and the box of the past directly and the box of the directly and the directly and the directly an		Make any changes to your organization's mission/goals.
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(Linit to 1000 deaxdon) Spell Check Counter 548	Save and Go Back Save and Continue	

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Emplo	yee Informatio	on				Elements and
	yee Name King, Ji now Employee Detail					Standards TAB
						otandardo mb.
This sci	reen allows you to a	add or update a performance element and view approved performance elements. Performance	elements should be written using the SMART criteria. Selec	t Need more information? link to vi	ew the SMART criteria.	
Step 3:	Performance Eleme	ents and Standards				
	Select Update butto	nance Element button to add a new performance element and standard(s). on under the Details Action column to update a performance element that has not been approve	ed.			
	Select Save and Co	under the Details Delete column to delete an unapproved performance element. ontinue button at the bottom right corner to move to Step 4: Approvals and Acknowledgments.				
	Select Save and Go ditional guidance, se	o Back button at the bottom right corner to go back to Step 2: Mission Goals.				Click the Update button to
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Detail	1 V 2 V 3 V 4 V	Human Resource Management Resource Management Logistics/Facilities/Training	Pending Pending	Critical Critical Critical	Update Update Update Update	Click the trash can to

Click Add Performance Element to add a new Performance Element.

When finished updating all Performance Elements, click Save and Continue.

Para Vene-Pilyte Furm Rep. 1. Plan Details Step 2. Misson Goals. 300p 3. Performance Elements and Standards. Blog 4. Approvals and Acknowledgements	Transfer	You are now at the Approvals/Acknowledgements
Employee Information		TAB.
Employee Name King, Judih H Snow Employee Details		
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Show Al Details I Hote Al Details		Rating Official then select Go.
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Step 2: Higher Level Reviewer - Review (If required)	Not Started	
Step 3: Rating Official - Document Communication to Employee	Not Started	
Step 4: Employee - Acknowledgment	Not Started	
		Save and Go Book

DoD Performance Management Appraisal Program		My8iz+ Help ∨ Logout
Employee Notification to Rating Official - Holman, Victor		
	Gancel Transfer to Bating Official without E-mail Notification	Iransfer to Rating Official with E-mail Notification
Message to Rating Official		
This screen above you to send a message to your Ruling Official (HO) regarding your performance plankageness. The notification can be send with or without an - To provide additional information to be RO, enter a message in the tast too below kensage to Ruling Official and send: Transfer to Ruling Official and Send Transfer to Ruling Officia		
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Notice: You are about to contact Holman, Victor by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public infor	mation such as social security numbers or privacy act information in your	e-mail.

After entering your e-mail contents, click the Transfer to Rating Official with E-mail Notification button.

If you choose to Transfer to Rating Official without E-mail Notification be sure to notify your supervisor separately.

DoD Performance Management Appraisal Program

Annual Appraisal Narrative Stat

Employee Information

ployee Name King, Judith H Show Employee Details

- is screen allows you to view approval and/or c Select Show All Details link to see approval and/or communication information (date, method, etc.) and Hide All Details link to collapse all steps Select ≥ icon under Details column to see approval and/or communication information for each step and select ≠ icon to collapse step. Select Acknowleden Receint hutting under Action column for Step 4.1 available. mowfedge Receipt button we and Go Back button at iditional quidance, select Need Help? 1 2 5 **0** - 1
- Tasks Step 1: Rating Official - Request or Document Higher Level Review (if required) Step 2: Higher Level Reviewer - Review (if required) Not Started Step 3: Rating Official - Document Co munication to Employee Not Started Step 4: Employee - Acknowledgment

If you are finished with your input for ALL performance elements, click the pull down arrow and Choose "Transfer to Rating Official" to select GO.

This section will be utilized by the Supervisor. No action by the EMPLOYEE is required until it is time for Employee Acknowledgement at the end of the appraisal process.

You enter your message to your supervisor here.

Then click "Transfer to Rating Official with E-mail Notification."

You may also choose to send without e-mail notification but you will still need to notify your supervisor to let them know you have submitted your input.

My Performance Main Page. Need Help? ied information in this syst located at the bo Note: Confirmation message that the appraisal was submitted to the Rating

> Also Note: The Current Owner is the Rating Official.

Official.

oraisal Program

Employee Notification to Rating Official - Holman, Victor

		Cancel	Transfer to Rating Official without E-mail Notification	Ţrar
Me	ssage to Rating Official			
Th	is screen allows you to send a message to your Rating Official (RO) regarding your performance plan/appraisal. The notification can be sent with or without an er	nail messa	ge.	
	 To provide additional information to the RO, enter a message in the text box below Message to Rating Official and select Transfer to Rating Official and Net - If you choose not to send a message, select Transfer to Rating Official without E-mail Notification buttion. You will need to contact the RO directly. Select C-ancel button at the pright comment on go back to previous screen without making any changes. 	fy by E-ma	il button at top right corner.	
Fo	additional guidance, select Need Help?			
		-		
	Mr. Holman, I'm forwarding my input to my Performance Elements. I am available to discuss at your convenience.			
	vír,			
	Judy			
	~			
	Spell	Check		
No	tice: You are about to contact Holman, Victor by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public inform	ation such	as social security numbers or privacy act information in you	r e-mail







DPMAP PROGRESS REVIEW

Performance feedback is the two-way, meaningful exchange of information between supervisors and employees regarding performance expected and performance exhibited.



It's NOT about the 365th day

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LOGGING INTO MY BIZ & MY PERFORMANCE TOOL

Click on this link to log into the My Performance tool:

https://compo.dcpds.cpms.osd.mil/



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MyBiz+		Other DCPD	S Applications - 🔺 Favor	ites - Customer Support	- 🛛 Help - Logou	out
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						click under "V
Manage Key Services 🗭	DCPDS Navigator Homepage					
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Manager Functions						
Performance Management and Appraisal	5 Last Personnel Action					
Apply Action(s) to Multiple Employees						
Manage MyPerformance Trusted Agent Authorization						
View/Print Performance Management Reports						

INITIATING PROGRESS REVIEW

The employee should initiate the Progress Review—there is now the option for the employee to provide input on each element and to annotate their accomplishments thus far. Employees are not required to provide input however it is highly recommended they take an active part in this process.

MyPerformance	MyBiz+ Help -> Logout
MyPerformance Main Page Provide Guest Feedback	
Rating Official/Higher Level Reviewer	The page should
MyPerformance Main Page	populate with your
Warning: This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Una release of classified information is a violation of law and may lead to prosecution.	uthorized Need Help? OWN approved
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, thange the Railing 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 "thore Completed Plans/Appraisad" law located at the bottom of this page. To create a Performance Plan: To completed Plans/Appraisad law low low low low low low low low low lo	Performance plan. Under the Current Status column you should see "Plan Approved."
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WyPerformance	If you are NOT the owner of YOUR plan, you need to Retrieve it so that you can start the progress review. <i>If you are already</i> <i>the owner of the</i> <i>plan skip to</i> <i>page 4.</i>
MyPerformance Main Page Provide Guest Feedback	
Rating Official/Higher Level Reviewer	
MyPerformance Main Page	
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Confirmation The appraisal has been successfully Rating Official/Higher Leve											The yellow banner
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Plans/Appraisals In Progress											the owner of the
TIP Only Employees that have a plan Show Me All Appraisals	in progress are listed below. Appraisal Year ALL						Ch	Create New		♥ Go	Plan.
Records Displayed 10 🗹 🗮 😂											
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Carter, Jodi Lynn Carter, Jodi		2018	51529	12-Dec-2017	DoD	Approved	Plan Approved Plan Approved	View	× ×		

Now that YOU (the employee) "owns" the plan you can now begin the Progress Review process.

(MyPerfor	mance							MyBiz+ H	ielp ↔	Logout	
MyPerformance Main Pag	pe Provide Guest Feedba	dk										
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	P 🖂 😂 🖬 🔅 🗸											"Update" and GO.
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Carter, Jodi Lynn	Carter, Jodi Lynn	King, Judith H	2018	51527	12-Dec-2017	DoD	Approved	Plan Approved	View	✓ Go		



Confirmation

Supervisory Commitment Statement I acknowledge my role as a supervisory role in toolering a tair, credible, and transparent performance system. It is important that I ensure performance elements are tasked to organizational performance goals, establish open communi monitor and examine employee performance, recognize and reward performance, and appropriately address deficient performance. Click the Acknowledge button

Acknowledge

VERY IMPORTANT!!!! PLEASE FOLLOW DIRECTIONS CLOSELY SO AS **NOT** TO CHANGE THE EMPLOYEE'S PERFORMANCE PLAN—WE ARE DOING A PROGRESS REVIEW.

						Click the Progress Reviews TAB.
	Performance M aisal Program	Ianagement			MyBz+ Help ∪ Logod	
Plan Progress Reviews Annual A	opraisal Narrative Statements	View/Print Form Manage Guest Participants				
Step 1: Plan Details Step 2: M Employee Information Employee Name Holmes, Par b Stove Engloyee Details		Elements and Standards Step 4: Approvals an Elements and Standards	d Acknowledgments		- Choose an Action - 🕑 Ge	
Step 1: Plan Details • Verify the appraisal date: • Select Save and Continu TIP: Choose an Action – located For additional guidance, select 1	at the top right corner – allows for s teed Help? Per Annual Appraisal - DoD V te 01-Nor-2017 Gp te 01-Nor-2018 Gp te 01-Jun-2018 Gp te 01-Jun-2018 Gp	correct, and, if applicable, make the necessary cha o move to Ship 2. Mission Goals. election of other actions throughout the performan Performance Plan Approval Da Plan Last Modified Da	te 12-Dec-2017		Save and Continue	
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select Create Progress Revie Select Update button under A	ate or view completed progress rev w button to create a progress revi disc column to update a progress fer Action column to view a comple Help?	rw. review.	ions that must be documented in the MyPerformance Status Communication Date	tool Employees must have at least one door	Create Progress Review	Progress Reviews TAB and then click "Create Progress Review"

Exployee Information Exployee Information Exployee Rates: Hothes, Panela C To assess Review Information A pages Review Information Progress Review Informati	at the performance deterets and standards. The Progress Review opens up and the Performance Elements are listed. On this example, note that Performance
Image: Control of the second secon	Element # 1 is selected. Scroll down for the Input Blocks.
Performance Element and Standard(s) Manage key elements of military human resources. Update and maintain military portion of the TRADOC Rating Scheme and publish NLT 30th of every month; conduct involut processing for military assigned to the Command Group, Personal, and selected Spicali Staff ensuring all key areas are updated within 72 hours of 007S. SharePoint Rosters, etc). Whithis days of notification of neoming solviers, input sponsorship letter into the Army Career Tracker notifying service member of his/her sponsor. Review and ensure accuracy of monthly recurring reports (162, UCFR, etc) and resolve discrepancies within suspenses	The Performance Element and Standard(s) are listed.
Employee Input	Employee should provide input in this block. What have you accomplished thus far?
Rating Official Assessment	tt Performance

Go Back to Progress Reviews

completed their input, click on Go Back to Progress **Reviews**." Employee Information Employee Name Holmes, Pamela C Show Employee Details Progress Review Information ogress review should acknowledge achi Progress Review Initiator King, Judith H Progress Review Status Initiated Progress Review Number 1 Assessments Approvals and Acknowledgments This screen allows you to view your employee's perfor ments and standards and input and enter your assess Betect Radio buttion next to the performance element and standard(s) you want to view and enter assessments. Betect Co to Next Performance Element button at bottom right corner to go to be next performance element and standard(s) select CO Back to Top of Parge buttom at bottom right corner to go buck to the top of the parge. Betect Applicable and Acknowledgement table to poly ophyceus and Acknowledgement spage. Betect Applicable and Acknowledgement and top gottom buttom but to poly to back to Progress (Services Spage. Betect Applicable and Acknowledgement and top gottom buttom butt For additional guidance, select Need Help? Performance Elements 🐹 😂 🕞 🌞 🔳 Order Performance Element Title Status Performance Element Type Approved Critical 1 Human Resource Management - Military

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1	King, Judith H	26.Jul-2018		Initiated				Update	音	

Approved Critical

Critical

Approved

2 Resource Management

3 Human Resource Management - Civilian

When you are ready to submit to the Rating Official click the pull down menu and select Transfer to Rating Official.

When Employee has

	DoD Performance Management Appraisal Program	MyBiz	- 16	elp			Logout
Rating Officia	I Notification to Employee - Holmes, Pamela C						
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Please go to y	our Performance Management and Appraisal to view or update your performance plan.						
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The message screen appears where you can opt to choose to send an e-mail to let the Rating Official know you have completed your input.

The Rating Official would follow all the same steps except they would complete the Rating Official Input.

Instructions for routing the Progress Review to the HLR are at next page.

Request HLR Review. DO NOT SKIP STEPs States		Appraisal Program				MyBiz+	Help V Loi	
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Now, the Progress Review is with the HLR. The next few pages will document how the HLR completes the Progress Review and returns it to the supervisor.

HLR APPROVING PROGRESS REVIEW

From the Main Page, you can create, You can also search for completed pli To create a Performance Plan: - Select Yopose a Pana Type' - Select Area Draw Type' - Select Area Ob Jutton	into My Biz and the My Performance Tool the same way as the Supervisor.											
	e columns, select the 'Need Help?' link.								Once logged in			
	Plans/Appraisals In Progress IP Only Employees that have a plan in progress are lated below. Tracte New Plan The We Ald Appraisals V Appraisal Year ALL V -Ohoose a Plan Type V Oo											
Records Displayed 10 V 1				-					employees for			
Employee Name Wiggins, Jr, Charles Patton Holman,	Owner Rating Official Name Victor Holman, Victor	Appraisal Year Apprai 2018 17947	isal ID Plan Approval Date 15-Dec-2017	Type ∠ DoD	Plan Status Z Modified	Current Status Plan Reviewed by HLR	Action Update	✓ Go	whom they are			
Holmes, Pamela C Holman,		2018 51529	12-Dec-2017	DoD	Approved	Progress Review Pending HLR Approval		♥ Go	•			
roomer, and a roomer, roomer,	the Supervisor and/or HLR.											

Please note the "Current Owner" column. The HLR is the owner of the plans listed above.

The HLR logs

Need Help?	
Need Help?	
	To begin the HLR
	0
	Approval Process, the
/	HLR clicks the GO
/	
	button.
V Go	
V Go	
∨ Logout	Click the Acknowledge button
Acknowledge	
∨ Logout	Click the "Progress Reviews" TAB
V Go	
	Coput

Employee Name

Performance Plan Approval Date 12-Dec-2017 Plan Last Modified Date 31-Jan-2018 Created By King, Judith H

For additional guidance, select Need Help?

Appraisal Type Annual Appraisal -DeD Appraisal Period Start Date 01-Nov-2017 Appraisal Period End Date 31-Mar-2018 Appraisal Feretore Date 01-Jun-2018 Rating Official Name King, Judih H Higher Level Reviewer Holman, Victor

		Performa raisal Prog	nce Management ram				MyBiz+ Hel	₽ ∨	Logout	
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	me Holmes, Parnel ployee Details	a C								
 select Select 	ypically occurs midwa Update button under	ay through the performan Action column to review inder Action column to vi	e or approve or view a completed progress ice cycle. employee's input and rating official assess iew a completed progress review.	-	views are performance discussion:	s that must be documented in the MyPerfor	mance tool. Employees must have at leas	it one documented pro	ogress	
1 2 5	ö • III									The H
	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action		"U
Number	King, Judith H	31-Jan-2018		Initiated				Update		0

Continue

Note the "Status" is Initiated (by the Supervisor)

Step 1: Rating Official - Request or Document Higher Level Review (if required)

Step 2: Higher Level Reviewer - Review (if required)

Step 3: Rating Official - Document Communication to Employee

Step 4: Rating Official - Document Employee Acknowledgment

Employee Information

Þ

Employee Name Holmes, Pamela C

Progress Review Information A progress review should acknowledge achievements to date and suggested areas for impre-standards. HLR clicks "Approve" or Progress Review Initiator King, Judith H Progress Review Status Initiated Progress Review Number 1 "Return for Change" Approvals and Acknowledgments This screen allows you to return for change or approve and/or view status information of the employee's progress review Select Show AD Details lisk to see status information (date, method, etc.) and Hold AD Details lisk to collapse all steps.
 Select 3 Foot multi-Details lookin to esaproval and/or communication information for each step and select. J icon to collapse step.
 Select Approve of Return for Change buttou under Action column for Step. 2 analable.
 Select Approve of Return for Change buttou step regist communication information Review page. For additional guidance, select Need Help? Show All Details | Hide All Details Details Tasks

Go Back to Progress Reviews

DoD Performance Management Appraisal Program			MyBiz+	нер	1 •	())	Log
gher Level Reviewer Approval Notification to Rating Official - King, Judith H							
	Çancel	Approve and Notify Rating Official without E-mail	Approv	and Notify	Rating Off	icial by E	5-mail
essage to Rating Official							
No screen provides space for you to send a Rating Official a message regarding an employee's Progress Review. After writing the message, select the "Tran or additional guidance, select Need Help?	nsfer to Rat	ing Official with E-mail Notification' button to send the m	essage.				
	5						
Spell Cl	heck						

Status

Pending Approval

Completed

Not Started

Not Started

Action

Step 1 completed Approve or Return for Change

Step 2 must be complet Step 3 must be completed

dith H by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public inf ers or privacy act infi

DoD Performance Management Appraisal Program	MyBi2+	Help	L	*	T S	Logout	
k Warning				I	No	Yes	
io you wish to approve the Progress Review for Holmes, Pamela C?							Ś

HLR then can return the Progress Review to the Supervisor. HLR can choose to write a message for the e-mail or leave it blank.

"Click Approve and Notify Rating Official by E-mail."

HLR receives a Warning to ensure he/she wants to Approve the Progress Review for the employee.

Click Yes/No

MyPerformance Miller Help Loged	
MyPerformance Main Page Provide Guist Feedback	
Rating Official/Higher Level Reviewer	The system then returns
MyPerformance Main Page	HLR to the My
Need Hep? Warning: This application is designed for sensitive unclassified personnal 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.	Performance Main Page.
From the Main Page, you can creater, update and view employee Performance Plens, 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.	Nata that "Original
You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.	Note the "Current
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Select the 'Go' button	Supervisor.
Important: To become familiar with the columns, select the Need Heig/F link.	•
Plans/Appraisals In Progress	
of TIP Only Employees that have a plan in progress are listed below.	Note the "Current
Show Me All Appraisals V Appraisal Year ALL V	Status" indicates
Records Displayed 10 1 1 2 2 G 🗟 🛠 🚛	Progress Review
Employee Name & Current Owner & Rating Official Name & Appraisal Year & Appraisal ID ~ Plan Approval Data / Type > Plan Status & Current Status > Appi Names, Penna C. King, Jadin H. King, Judin H. 2018 5129 12:0:e:2017 D.D. Approval Process Reverk Approval Pril R. King V Ga	
benerit mene o landi menerit i medi menerit mene landi menerit Don labitation Landicasi usano albuteto di arti 🔉 👞	Approved by HLR."

This concludes the HLR portion of the Progress Review for one employee.

SUPERVISOR COMMUNICATION WITH EMPLOYEE

The Supervisor now continues in the My Performance Tool to complete the Progress Review.

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formance Main Pag	 Provide Guest Fe 	redback										
ting Official/H	igher Level R	eviewer										Supervisor clicks G
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the Main Page, you	can create, update an	d view employee Performance Pla	ins; change the Rating Offi	Icial and/or Higher Leve	Reviewer, view and print p	art or an entit	re plan after it is crea	ated; close a plan, and track the status	of a plan.			
also search for co	ompleted plans by sele	ecting the 'Show Completed Plans	Appraisals' link located at	the bottom of this page								
ate a Performance	Plan:	To complete other actions descrit	ood above:									
Select 'Choose a l Select 'Appraisal F	Plan Type' Plan Type'	 Select an option from the 	Action column									
 Select the 'Go' but 		 Select the 'Go' button 									/	
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TIP Only Employees	that have a plan in per	somer are licited balance										
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	Appr	aisal Progra	m						Click the Progress
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Step 1: Plan	Details Step 2: M	ission Goals Step 3: Per	formance Elements and Standards Step 4: Appr	ovals and Ad	knowledgments				
Employee	e Information						- Choos	e an Action 💟 Go	
Employee	Name Holmes, Par Employee Details	nela C							
Step 1: Plar • Veri • Sele TIP: Choose	n Details fy the appraisal date oct Save and Continu e an Action – located	s and higher level reviewer e button at the bottom right at the top right corner – all	ur employee's performance plan. name is correct, and, if applicable, make the necess corner to move to Step 2. Mission Goals. ows for selection of other actions throughout the pe						
* Appra * Appr * App	aisal Period Start Da raisal Period End Da opraisal Effective Da Rating Official Nar	pe Annual Appraisal - Do tete 01-Nov-2017 % ate 31-Mar-2018 % tete 01-Jun-2018 %	Plan Last Mod	ified Date					
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	e Holmes, Pamela	с							
cycle. • Select C • Select U • Select V	create Progress Revie	w button to create a progres ction column to update a pr der Action column to view a	odress review.	cussions tha	t must be documented in the MyPerfor	mance tool. Employees must have at least o	ne documented progress review which typica	ally occurs midway through the performance	
1206	≯ ▼ Ⅲ								Click the "Update" button
Number 1	Created By King, Judith H	Creation Date 31-Jan-2018	Higher Level Review Date 31-Jan-2018	Status Initiated	Communication Date	Communication Method	Employee Ack Date	Action Delete Update	to proceed. Please note
									that at this point you should have already had a face-to-face discussion

with the employee on the

Progress Review.

Show Employee Details Progress Review Information				DO NOT SKIP STEPs.
A progress review should adexoundedge achievements to date and suggested areas for improvement. The supervisor and employee should engage Personene fluxing billings. Via. both 11	in meaningful communications throug	ghout the appraisal cycle to assess performance against the perfor	mance elements and standards.	
Progress Review Initiated Progress Review Number 1				
Approvals and Acknowledgments				
This screen allows you to start the approval and/or communication process or view status information of the employee's progress review.				
Select Show AI clearls link to see status intermation (sate, method, etc.) and Heak a link to collapse at tested. Select Show AI clearls link to see approve inder communication intervals head and tested. Select Coll Back to Progress Reviews Dation at long signit comer to go back to Progress Reviews page. For additional particular, street. Review Healp?	ep.			
For accelerate guidance, select week Helpr 20 20 In Q → III				
Show All Details Hide All Details				
Details Tasks	Status	Action		
Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed		
Step 2: Higher Level Reviewer - Review (If required)	Completed	Step 2 completed		
Step 3: Rating Official - Document Communication to Employee	Not Started	Start		
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed		
				Scroll down your screen
Progress Reviews Information area			Go Back to Progress Reviews	to this section.
Employee Information				
Employee Name Holmer, Pamels C b thow Employee Details				Enter the

Go Back to Progress Reviews

MyBiz+ Help



Let's move on to

Step 3 to Document

Employee--Click "Start."

Communication to

Communication Date

(the date you met with the employee) and Enter the Method which should be Face-to-Face.

Then click on "Save and Transfer to Employee for Acknowledgement"

DO NOT select Save and go to Step 4.

DoD Performance Management Appraisal Program

DoD Performance Management

Appraisal Program

eviews Information area

e Holmes, Pamela C



Supervisor clicks on "Transfer to Employee with E-mail Notification."

Please note that the text provides instructions for the Employee to Acknowledge their **Progress Review.**

Once the employee Completes Step 4 (Approvals/Acknowledgements) and dates the Progress Review, this will conclude the Progress Review Steps.







Performance feedback is the two-way, meaningful exchange of information between supervisors and employees regarding performance expected and performance exhibited.



It's NOT about the 365th day

Prepared by Judy King Command Group Administrative Officer 27 Mar 18

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Logging into My Biz, My Performance Tool	1-2
Employee Initiating Annual Appraisal	3-5
Rating Official Completion of Annual Appraisal	6-9
HLR Approval of Annual Appraisal	TBD
Supervisor Communication with Employee	TBD
What happens next?	TBD

Note: The items marked TBD will be forwarded soon.

LOGGING INTO MY BIZ & MY PERFORMANCE TOOL

Click on this link to log into the My Performance tool:

https://compo.dcpds.cpms.osd.mil/



Leave Request 🗿 Approval Summary 🗿 ATAA	· · · · · · · · · · · · · · · · · · ·			an El conce contracte a contract			
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a side and	HR information on-demand!	Read / Unread		Title	Start D:	te	
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Provide Feedback	#2 Other DCPDS Tools		* You t	ave 2 unread notifications.			clicks on "My Performance."
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Frovide Feedback Frovide Feedback KyPerformance Manager Functions Performance Management and J	Mervor V DCPUS Navigator Homepage Add HR Region Associations DCPAS Data Dictionary speraisal		* You h	ave 2 unread notifications.			clicks on "My Performance." The Rating Official/Supervisor clicks o "Manager Functions" and
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	AyPerfo	rmance								MyBiz+ He	Np v Logout	
MyPerformance Main Page	Provide Genet Enad	ack My Journal										Your Plan
	Trondo Coust Trood	aux my source										should now be
Employee						_						listed.
				м	yPerformance Main	Page					Need Help?	listeu.
		rning: This application i ase of classified informa				ly. Do NOT	Fenter classified	d information in	this syster	n. Unauthorized		
From the Main Page, you c	an create, update and vi	ew your Performance Plans; vie	w and print part or an entire	plan after it is created;	and track the status of a plan. Y	You can also :	search for completed	plans by selecting th	e 'Show Comp	pleted Plans/Appraisals' link lo	caled at the bottom of this page.	Please note that
To create a Performance F • Select 'Choose a P		complete other actions describe • Select an option from the Ar										the "Current
Select Appraisal Pl Select the 'Go' butt	an Type	Select the 'Go' button										
 Select the 'Go' buth Important: To become fam 		elect the "Need Help?' link.										Owner" should
Appraisals of King,												be YOU (the
									Cho	Create New Plan cose a Plan Type	Go	employee).
Records Displayed 10												empleyee).
Employee Name A King, Judith H	Current Owner 스 King, Judith H	Rating Official Name Holman, Victor	Appraisal Year 2018	Appraisal ID 6420	Plan Approval Date 28-Jul-2017	Type 🛆 DoD	Approved	Current Status Progress Review		Action Update	✓ Go	
												If you are NOT the owner, click the pull down menu and choose "Retrieve Plan" and GO.
												If you ARE the owner, and the "Action" says "Update", click GO to begin the Appraisal Process. 2

EMPLOYEE INITIATING ANNUAL APPRAISAL

E		DoD Performance Management Appraisal Program					MyBiz+ Help ↓ Lo	Your Plan Details
Plan Progress R	Review	Annual Appraisal Narrative Statements View/Print Form						
Step 1: Plan D)etails	Step 2: Mission Goals Step 3: Performance Elements and Standards Ste	p 4: Approvals and A	6010Wiecgmen				screen and all the
							- Choose en Action 🔽 Go	
Employee								the entire
Employee N Show En		King, Judith H e Details						appraisal process.
This screen a Step 1: Plan		you to view and change the details of your performance plan/appraisal.						
 Verifi 	v the a	; opraisal dates and rating official and higher level reviewer names are correct, and and Continue button at the bottom right corner to move to Step 2: Mission Goals.	if applicable, make t	he necessary change	15.			
		ion – located at the top right corner – allows for selection of other actions through ince, select. Need Help?	out the performance of	cycle.				Please double check
*			Plan Approval Date					that your Appraisal
* Appra	aisal P	eriod End Date 31-Mar-2018 %		King, Judith H				Effective Date is:
	Ratin	Official Name Holman, Victor Level Reviewer BENENATI MG, PAUL M						01 Jun 2018
							Save and Continue	
ALCONT OF A		DoD Performance Management						
		Appraisal Program					MyBiz+ Help ↓ Log	Click on the
Plan Progress	Davia	Annual Appraisal Nortaive Statements View/Print Form						"Annual Appraisal"
								TAB.
Inputs and F	Rating	Approvals and Acknowledgments						IND.
Employe	e Inf	ormation					- Choose an Action 💙 Go	
Employee		King, Judith H ree Details						
This screen	n allow	record must be provided at the end of the appraisal cycle for each employee who s you to view your performance elements and standards and provide input.		approved performance	e plan for 90 calendar days during the	cycle.		
		dio button next to the performance element and standard(a) you want to view and wr My Journal link located below the Employee Input heading to refer to or copy a to hext Performance Element button at bottom right corner to go to the next perf Back to Top of Page button at bottom right corner to go back to the top of the page and the page button at bottom right corner to go back to the top of the page and the page button at bottom right corner to go back to the top of the page and the page button at bottom right corner to go back to the top of the page and the page button at bottom right corner to go back to the top of the page and the page button at bottom right corner to go back to the top of the page and the page button at bottom right corner to go back to the top of the page and the page button at bottom right corner to go back to the top of the page and the page button at bottom right corner to go back to the top of the page and the page button at bottom right corner to go back to the top of the page and the page button at bottom right corner to go back to the top of the page and the page button at bottom right corner to go back to the top of the page at the page button at bottom right corner to go back to the top of the page at the page button at bottom right corner to go back to the top of the page at the page button at bottom right corner to go back to the top of the page at the page button at bottom right corner to go back to the top of the page at the page buttom at the page buttom at bottom right corner to go back to the page at the page buttom at the page buttom at the page at the page buttom at the page buttom at the page at the page buttom at the page at the page buttom at the page at the page		tion for your annual standard(s).	appraisal input.			
• Sel	iect sa	e and Continue button at bottom right corner to go to Approvals and Acknowledg dance, select Need Help?	ments page.					
Performan	nce El	ements						Nete years
1 2 -		Performance Element Title	Status	Performance	Element Type			Note your
۲	1	Human Resource Management	Approved	Critical				Performance
0	2	Resource Management	Approved	Critical				Elements are here.
	Orde	r Performance Element Title		Status	Performance Element 1	ype		
•	-1	Human Resource Management		Approved	Critical			The colorian
0	2	Resource Management		Approved	Othereas			The selected
0	3	Logistics/Facilities/Training		Approved	Critical			Performance
0	4	Supervision and Performance Management (Supv)		Approved	Critical			Element and the
Performan	ice E	lement and Standard(s)						description of the
mana	_ neme	man Resources for the Command Group, Personal, and selected Sp nt, military and civilian awards, and all aspects of security operationa	and nersonnel se	curity Publish T	RADOC Rating Scheme monthly			Performance
ensuri THRU arrival	ing up J date I; Mor	dates reflect all organizational changes; Ensure civilian evaluations (Manage a seamless transition from TAPES to DPMAP and ensure a itor and ensure supervisors are conducting quarterly counseling IAW	TAPES closeouts Ill new employees TRADOC policy;	are processed/s and military rater Monitor EES and	ubmitted to CPOC within 45 day s receive training within 30 days review evaluations for conformation	s of nce		Element and
		is and keep leadership informed on pending evaluations; Assist Chie nnel-related actions/issues; Ensure awards are processed and subm and sponsorship programs for military/civilians assigned to the Comr ive security program that includes impromptu security and follow-on				AC		Standards.
trainin	ng, an	assessment and ensures that personnel security clearances are ma	intained.	andon Access in	easures, OFGEC awareness,			Stanuarus.
Employee	Inpu	t						
▶ SI	how N	ly Journal					This :-	have the Englaves
		re's my chance to tell my	(Pata	r (mith	nroof	^		here the Employee
· · ·		how well I did my job. D			• •			eir input. Tell how
		pected (which is a "3" or						accomplished your
	~~	beyond? What was					element/	standards in 2000
		thereaters)		paor	Spell Check	Counter	char	acters or less.
		Assessment			spen check	Counter		3



DoD Performance Management Appraisal Program

Inputs and Ratings Approvals and Acknowledgment

nual Appraisal Narrative Stat

Employee Information

Employee Name King, Judith H Show Employee Details

- This screen allows you to view approval and/or communication status of your annual appraisal, and, if available, acknowledge recept of annual appraisal, • Select thow AI Detains into is one approval and/or communication information (rate, method, etc.) and rate AI Detains in the oralizes at status, • Select 1 Source Details (rate) were provent and/or communication information (rate, method, etc.) and rate AI Details in its oralizes at status, • Select 1 Source Details (rate) were approved and/or communication information treach that part details - is not to collapse at status, • Select 1 Source Details (rate) were approved and/or communication information (rate) were able of the collapse at the • Select 1 Source Details (rate) were approved and or the select and the select - is not be collapse at the • Select 1 Source Details (rate) were approved and the • Select 1 Source Details
- Story & Declaim Table
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 1
 Story 1: Rating Official Required to Document Higher Level Review (I required)
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 2
 Story 2: Higher Level Review (I required)
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 3
 Story 2: Higher Level Review (I required)
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 4
 Story 2: Higher Level Review (I required)
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 5
 Story 2: Higher Level Review Review (I required)
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 6
 Story 2: Higher Level Review Review (I required)
 Net Standed

If you are finished with your input for ALL performance elements, click the pull down arrow and Choose *"Transfer to Rating Official"* to select GO.

This section will be utilized by the Supervisor. No action by the EMPLOYEE is required until it is time for Employee Acknowledgement at the end of the appraisal process.

You enter your message to your supervisor here.

Then click "Transfer to Rating Official with E-mail Notification."

You may also choose to send without e-mail notification but you will still need to notify your supervisor to let them know you have submitted your input.

Sector Se

✓ Go

Also Note: The Current
 Owner is the Rating Official.

Appraisal Program	

Employee Notification to Rating Official - Holman, Victor

Employee

· Select the 'Go' button

Int: To become familiar with the

layed 10 📉 | 🐹 🎜 🕤 🤷 🗸 🗐

Appraisals of King, Judith H

		Cancel	Transfer to Rating Official without E-mail Notification	Ţra
Me	ssage to Rating Official			
Th	is screen allows you to send a message to your Rating Official (RO) regarding your performance plan/appraisal. The notification can be sent with or without an	email messag	je.	
	 To provide additional information to the RO, enter a message in the text box below Message to Rating Official and select Transfer to Rating Official and Not the RO and a message, select Transfer to Rating Official and Notification buttiner, You will need to contact the RO directly. Select Cancel buttion at the prigit courser to go back to previous screen without making any changes. 	iotify by E-mai	I button at top right corner.	-
Fo	additional guidance, select Need Help?			
	Mr. Holman, I'm forwarding my input to my Performance Elements. I am available to discuss at your convenience.			
	Judy			
	Sp	ell Check		
No	tice: You are about to contact Holman, Victor by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public info	rmation such a	as social security numbers or privacy act information in your	e-mi

RATING OFFICIAL COMPLETION OF EMPLOYEE ANNUAL APPRAISALS

Log in Instructions are on Page 1 & 2





Supervisory Commitment Statement

🔒 Confirmation

Lacknowledge 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 communic monitor and evaluate employee performance; recognize and reward performance, and appropriately address deficient performance.

Click the Acknowledge button confirming your role as Supervisor.

Acknowledge

(DoD Performance Management Appraisal Program	My8tz+ Heep ∨ Lo	pout
Plan	Progress Review	views Annual Appraisal Narrative Statements View/Print Form Manage Guest Participants		Notice that you are at
s	tep 1: Plan Details	alts Step 2: Mission Goals Step 3: Performance Elements and Standards Step 4: Approvals and Acknowledgments		the Plan TAB.
1	Employee Info	Iformation	- Choose an Action -	Verify the Appraisal
	Show Employee	løyee Details		Effective Date is
	Step 1: Plan Detail • Verify the a • Select Save	was you to view and change the details of your employee's performance plan. etails etails dates and higher level reviewer name is correct, and, if applicable, make the necessary changes. Save and Continue button at the bottom right correct to mixe to Step 2: Mission Goals.		1 Jun 2018. If not, please change it.
		r recenter - l'occente en las reprigementante - l'entendrate de concentrate en organisatione de porter internet de porter juidance, solicit. Need Help?		
	* Appraisal Po * Appraisal P * Appraisal	Appriatal Type Annual Appravall-DoD Performance Plan Approval Date 120 vrr Bendo Start Date 0140v2017 6 Created By King, Juditi H all Period End Data 144ar-2018 6 Created By King, Juditi H Isial Effective Dat 14, Juni 2018 6		Note: This employee transitioned into
		ung Unicul Name Aug. Seet1 her Level Reviewer Holman, Vicio	Save and Continue	DPMAP on 1 Nov 17. Employees may have
ci		ERYONE should have 31 Mar 2018 as the Appraisal Period stance occurred (please call your HR/Admin POC if this date		different dates based on their transition or start date.

	Click on the Annual Appraisal	TAB.	
DoD Performa Appraisal Prog	ince Management gram	MyBiz+ Help v Logoul	
Plan Progress Reviews Annual Appraisal Narrative	Statements View/Print Form Manage Guest Participants		
Narratives and Ratings Rating of Record Approva	als and Acknowledgments	Notice the TABS within the Annual Appl	r aisal TAB.
Employee Information Employee Name Holmes, Pamela C Show Employee Details		- Choose an Action - 🛛 🖌 Go	
This screen allows you to view your employee's p Select Radio button next to the performan Select Go to Next Performance Element I			

Scroll down until you can see the Employee's Performance Element Titles and the Employee's Input

Performa	ance Elem	erformance Elements								
其 2 6 幸 → Ⅲ										
	Order	Performance Element Title	Status	Performance Element Type	Rating					
•	1	Human Resource Management - Military	Approved	Critical						
0	2	Resource Management	Approved	Critical						
0	3	Human Resource Management - Civilian	Approved	Critical						

Click the radio button next to each element to see each element's description as well as the Employee Input for each one.

Performance Element and Standard(s)

This is the Performance Element description and applicable standards

Employee Input

This is where the employee provided their input on how well they met or exceeded this objective. They should provide examples of challenges and how they overcame them as well as the impact.



Keep scrolling down to the Rating Official Assessment.

The Rating Official will complete the Assessment (2,000 characters or less). You may want to **DRAFT** it in Microsoft Word then copy/paste when complete.

The Rating Official will then provide the Element Rating (1, 3, or 5). Remember, if you rate a Performance Element a "1" the employee will receive a "1" on the entire evaluation.

When you are finished with the Assessment on one **Performance Element** and want to move to the next, click on **Go** to Next Performance Element. When finished with all Performance Elements, click **Save and Continue**—this will take you to the Approvals and Acknowledgements TAB. It's a good idea to always double check which TAB you are on just to make sure the gremlins haven't put you over on the wrong TAB.



COMING SOON!

THE HIGHER LEVEL REVIEWER APPROVAL PROCESS

SUPERVISOR COMMUNICATION TO EMPLOYEE

EMPLOYEE ACKNOWLEDGEMENT

Quick Guide for Printing Completed Appraisals

- 1) Log into My Biz +
- 2) On the My Performance Main Page, click on Show Completed Plans/Appraisals

MyPerformance							MyBiz+	Help	÷	Logout	
MyPerformance Main Page Provide Guest Feedback											
Rating Official/Higher Level Reviewer											
MyPerformance Main Page											
Warning: This application is dee of classified information is a viola for classified information is a viola for a characterization of the second of the second for a characterization of the second of the second of the second for create a Performance Plan: To create a Performance Plan: Select Choose a Plan Type Select Choose a Plan T	tion of law and may le e the Rating Official and/or Hi s' link located at the bottom of	ad to prosecution	n.				Jnauthorized release		Need Help	?	
GTIP Only Employees that have a plan in progress are listed below.											
Show Me All Appraisals 🔍 Appraisal Year ALL 🔍							Create New Choose a Plan Type	/ Plan	×	Go	
Records Displayed 10 🔽 💢 🎜 🐨 🔅 🗸 🗐											
Employee Name 🛆 Current Owner 🛆 Rating Official Name 🗠	Appraisal Year 🛆	Appraisal ID 🛆	Plan Approval Date 🗠	Туре 🗠	Plan Status 🗠	Current Status 🛆	Action				
Carter, Jodi Lynn Carter, Jodi Lynn King, Judith H	2019	278056	08-May-2018	DoD	Approved	Plan Approved	View	~	Go		
Holmes, Pamela C Holmes, Pamela C King, Judith H	2019	243718	08-May-2018	DoD	Approved	Plan Approved	View	~	Go		
Select the link to search for Completed Plans.											

3) Search for the Appraisal you want to find. Select <u>2020</u> for the Appraisal Year and click Find.

Plans/Appraisals I	n Progress										
• • • •	that have a plan in progress								Create New		
Show Me All Appraisa	s 🔽 Apprais	al Year ALL 💌							-Choose a Plan Type	v	Go
ecords Displayed 10	🗹 i 🐹 🎜 🖻 🌞 🗸										
mployee Name 🗠	Current Owner 🛆	Rating Official Name 🗠	Appraisal Year 🛆	Appraisal ID 🗠	Plan Approval Date 🗠	Туре 🛆	Plan Status 🗠	Current Status 🗠	Action		
arter, Jodi Lynn	Carter, Jodi Lynn	King, Judith H	2019	278056	08-May-2018	DoD	Approved	Plan Approved	View	♥ Go	
iolmes, Pamela C	Holmes, Pamela C	King, Judith H	2019	243718	08-May-2018	DoD	Approved	Plan Approved	View	♥ Go	
elect the link to search fo Hide Completed Plans Completed Plans	Appraisals										
 Begin with entering Select the 'Find' bu 	search criteria. The followin tton. Your results will be bas	g fields can be entered in any comb ed on your search criteria.	ination; e.g., Employee Name Employee Name Appraisal Yea Even	2018	nd Appraisal Year, etc. Select th	ie search icon for	r assistance in entering t	he Employee Name.			
Records Displayed	10 💌 💢 🎜 🗟 🏟	-									
Employee Name		Appraisal Year	Apprais	al ID	Type Even	t Ev	ent Completion Date			Reports/Forms	
No search conducted.											

 A list will display of all the Progress Reviews and the Appraisals for either yourself or if you are the Supervisor you will see all the people you Rate. You can also click on <u>Event</u> and choose <u>DoD Annual</u> <u>Appraisal</u>.

Click the printer icon for the Appraisal. It will open in PDF. Click File/SAVE AS and save as PDF.

