

Annual Appraisal Overview for Rating Official

The supervisor will evaluate employee performance by assessing performance against the elements and standards in the employee's approved performance plan and assigning a rating of record based on work performed during the appraisal cycle. A written rating of record must be provided at the end of the appraisal cycle for each employee who has been under an approved performance plan for 90 calendar days during the cycle.

Employee input, while not mandatory, is highly encouraged. When provided, employee input becomes a part of the employee performance file. The absence of employee input does not relieve the supervisor of the responsibility for writing a narrative statement that succinctly addresses the employee's performance measured against the performance standards for the appraisal cycle.

The performance narrative justifies how an employee's ratings are determined and provides support for recognition and rewards (or any administrative or adverse action, if necessary).

The supervisor will assign an individual performance element rating of 5, 3, or 1 to each critical element. All performance element ratings are averaged to calculate the rating of record, which reflects the employee's overall performance during the appraisal cycle based on the rating criteria outlined in Table 1.

Performance narratives are required for each element rated '5' Outstanding and '1' Unacceptable.

Table 1 – Rating Level and Criteria

Rating Level	Rating Criteria
Level 5 – Outstanding	The summary rating of all performance element ratings is 4.3 or greater, with no element being rated a '1' (Unacceptable), resulting in a rating of record that is a '5'
Level 3 – Fully Successful	The summary rating of all performance element ratings is less than 4.3, with no element being rated a '1' (Unacceptable), resulting in a rating of record that is a '3'
Level 1 – Unacceptable	Any performance element rated as '1'

When is an Annual Appraisal Prepared?

A written rating of record must be provided at the end of the appraisal cycle for each employee who has been under an approved performance plan for 90 calendar days during the cycle.

Who Participates in an Annual Appraisal?

- A rating official can:
 - ✓ transfer the performance plan to the employee to provide written input.
 - ✓ review the employee's input and prepare a performance narrative that succinctly addresses the employee's performance measured against the performance standards for the appraisal cycle.
 - ✓ assign an individual performance element rating of either 5, 3 or 1 to each critical element.
 - ✓ document approval/disapproval and communication of the Annual Appraisal to the employee.
- An employee can:
 - ✓ provide written input about performance accomplishments for supervisors to consider in evaluating each of the performance standards and overall performance accomplishments.
 - ✓ transfer ownership to the rating official to provide performance narratives.
 - ✓ review rating official performance narrative and acknowledge the Annual Appraisal.

Starting an Annual Appraisal

Steps to Start an Annual Appraisal

1. On the *MyPerformance Main Page*, select the performance plan you want to start an Annual Appraisal for, make sure **Action** column reflects **Update** and select **Go** button. You must have ownership of the approved performance plan to make any changes. If you do not have ownership of the approved performance plan you can retrieve the plan by selecting Retrieve under Action column.

MyPerformance Main Page

Rating Official/Higher Level Reviewer

Warning: This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

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

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals in Progress

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

Show Me: All Appraisals Appraisal Year: ALL

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

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
EHRIS Bwraox, Wzhjkuw G	EHRIS Caaohu, Crdqqd I	EHRIS Caaohu, Crdqqd I	2017	195	25-Apr-2016	DoD	Approved	Progress Review Completed	Update

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

Figure 1 - MyPerformance Main Page>Starting Annual Appraisal

- When a rating official has update capability (when **Action** column on *Main Page* reflects **Update**), the rating official must acknowledge (using **Acknowledge** button) that he or she has read and acknowledges his or her role and responsibilities during the appraisal period each time before working in MyPerformance.

Confirmation

Supervisory Commitment Statement

I acknowledge my role as a supervisor is vital in fostering a fair, credible, and transparent performance system. It is important that I ensure performance elements are linked to organizational performance goals, establish open communication, monitor and evaluate employee performance, recognize and reward performance, and appropriately address deficient performance.

[Acknowledge](#)

Figure 2 - Supervisor Commitment Statement

- The *Step 1: Plan Details* page is displayed as pictured below in Figure 3. Select the *Annual Appraisal* tab to start the Annual Appraisal. If you need to get out of the tool at this time, select the **Choose an Action** list of values (LOV) drop down arrow, select **Return to Main Page**, followed by **Go** button.

Plan Progress Reviews **Annual Appraisal** Narrative Statements View/Print Form Manage Guest Participants

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

-- Choose an Action -- Go

Employee Information

Employee Name: EHRIS Bwraox, Wzhjkuw G
[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: EHRIS Caaohu, Crdqqd I

Higher Level Reviewer: EHRIS Cazfx, Duszaxwycpck C

Performance Plan Approval Date: 25-Apr-2016

Plan Last Modified Date: 06-Sep-2016

Created By: EHRIS Caaohu, Crdqqd I

[Save and Continue](#)

Figure 3 – Plan>Step 1: Plan Details>Navigate to Annual Appraisal Tab

- The *Annual Appraisal* page is displayed as pictured in Figure 4. There are three sub tabs on this page: *Assessments and Ratings*, *Rating of Record*, and *Approvals and Acknowledgments*.

Plan Progress Reviews **Annual Appraisal** Narrative Statements View/Print Form Manage Guest Participants

Assessments and Ratings Rating of Record Approvals and Acknowledgments

-- Choose an Action --

Employee Information

Employee Name **EHRIS Bwraox, Wzhjkuw G**
[Show Employee Details](#)

[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.

Appraisal Type **Annual Appraisal - DoD** Appraisal Period Start Date **01-Apr-2016**
 Appraisal Effective Date **01-Jun-2017** Appraisal Period End Date **31-Mar-2017**

Performance Elements

Select	Order	Performance Element Title	Status	Performance Element Type	Rating
<input checked="" type="radio"/>	1	Performance Element 1	Approved	Critical	3
<input type="radio"/>	2	Performance Element 2	Approved	Critical	5
<input type="radio"/>	3	Performance Element 3	Approved	Critical	3

Figure 4 – Annual Appraisal>Assessments and Ratings, Rating of Record, and Approvals and Acknowledgments Sub Tabs

5. Select the radial button next to the performance element and standards you want to enter your performance narrative and enter a performance element rating.

NOTE: If an employee does not have an opportunity to perform work associated with a performance element for 90 calendar days during the appraisal cycle, no performance element rating will be assigned for that performance element. An unratable performance element cannot be used as a factor in deriving a rating of record.

Home Progress Reviews Annual Appraisal Narrative Statements ViewPort Form Manage Guest Participants

Assessments and Ratings Rating of Record Approvals and Acknowledgments

Employee Information

Employee Name: KERRIS Eberack, Wajihane G
Show Employee Details

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.

Appraisal Type: Annual Appraisal - DoD
Appraisal Effective Date: 01-Jun-2017
Appraisal Period Start Date: 01-Apr-2016
Appraisal Period End Date: 31-Mar-2017

Performance Elements

Order	Performance Element Title	Status	Performance Element Type	Rating
1	Performance Element 1	Approved	Critical	
2	Performance Element 2	Approved	Critical	
3	Performance Element 3	Approved	Critical	

Performance Element and Standard(s)

Employee Input

Rating Official Assessment

Enter performance narrative here. You have a limit of 2000 characters.

(Limit to 2000 characters)

Performance Element Rating

Element Rating: 1, NR

Go to Next Performance Element Go Back to Top of Page

Save and Continue

Figure 4 – Annual Appraisal>Assessments and Ratings>Narrative Statement and Element Rating

6. Select Rating of Record sub tab to review your rating of record. Ratings can be changed on this page by selecting the drop down arrow and the average score and rating of record will automatically recalculate.

Plan Progress Reviews **Annual Appraisal** Narrative Statements View/Print Form Manage Guest Participants

Assessments and Ratings **Rating of Record** Approvals and Acknowledgments

-- Choose an Action -- [Go]

Employee Information

Employee Name **EHRIS Bwraox, Wzhjkuw G**
[Show Employee Details](#)

Need Help?

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

Appraisal Type **Annual Appraisal - DoD** Appraisal Period Start Date **01-Apr-2016**
 Appraisal Effective Date **01-Jun-2017** Appraisal Period End Date **31-Mar-2017**

Performance Element Ratings

Order	Performance Element Title	Status	Performance Element Type	Rating
1	Performance Element 1	Approved	Critical	3 [v]
2	Performance Element 2	Approved	Critical	5 [v]
3	Performance Element 3	Approved	Critical	3 [v]

Rating of Record

Average Score **3.7**
 Rating of Record **3**

[Save and Go Back] [Save and Continue]

Figure 5 - Annual Appraisal>Rating of Record

7. Selecting the Rating drop down arrow, allows you to select another rating of 5, 3, 1, or NR.

Plan Progress Reviews **Annual Appraisal** Narrative Statements View/Print Form Manage Guest Participants

Assessments and Ratings **Rating of Record** Approvals and Acknowledgments

-- Choose an Action -- [Go]

Employee Information

Employee Name **EHRIS Bwraox, Wzhjkuw G**
[Show Employee Details](#)

Need Help?

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

Appraisal Type **Annual Appraisal - DoD** Appraisal Period Start Date **01-Apr-2016**
 Appraisal Effective Date **01-Jun-2017** Appraisal Period End Date **31-Mar-2017**

Performance Element Ratings

Order	Performance Element Title	Status	Performance Element Type	Rating
1	Performance Element 1	Approved	Critical	1 3 5 NR
2	Performance Element 2	Approved	Critical	
3	Performance Element 3	Approved	Critical	

Rating of Record

Average Score **3.7**
 Rating of Record **3**

[Save and Go Back] [Save and Continue]

Figure 6 - Annual Appraisal>Rating of Record>Review or Change Ratings

8. Once performance narratives and element ratings are entered, you can transfer to the employee for their input against each performance elements and standard(s). The employee will not be able to view your performance narratives and element ratings until the Annual Appraisal has been communicated to the employee.
9. To transfer your performance plan/appraisal to the employee, first select **Choose an Action** LOV drop down arrow depicted in the red box below. Second, select **Transfer to Employee**. Lastly select the **Go** button to the right.

The screenshot shows the 'Annual Appraisal' form for EHRIS Bwraox, Wzhjkuw G. The 'Assessments and Ratings' tab is active, and the 'Rating of Record' sub-tab is selected. A dropdown menu is open, showing options: 'Choose an Action --', 'Change Rating Critical or Higher Level Reviewer', 'Transfer to Employee' (highlighted), 'Track Progress', and 'Return to Main Page'. The 'Employee Information' section shows the employee's name and a link to 'Show Employee Details'. The 'Performance Element Ratings' table lists three elements, all with a status of 'Approved' and a rating of 3. The 'Rating of Record' section shows an average score of 3.7 and a rating of 3. The 'Save and Go Back' and 'Save and Continue' buttons are at the bottom right.

Order	Performance Element Title	Status	Performance Element Type	Rating
1	Performance Element 1	Approved	Critical	3
2	Performance Element 2	Approved	Critical	5
3	Performance Element 3	Approved	Critical	3

Figure 7 - Choose an Action>Transfer to Employee

10. You have the option to transfer to the employee with or without e-mail notification. If you chose to enter comments in the **Message to Employee** area, your message will show up in the e-mail. Select the **Transfer to Employee without E-mail Notification** or **Transfer to Employee with E-mail Notification** button to transfer the performance plan to the employee.

The screenshot shows the 'Rating Official Notification to Employee - EHRIS Bwraox, Wzhjkuw G' form. The 'Message to Employee' section is active, and the 'Transfer to Employee without E-mail Notification' button is highlighted. The 'Message to Employee' section includes a text box for entering a message and a 'Spell Check' button. The 'Rating of Record' section shows an average score of 3.7 and a rating of 3. The 'Save and Go Back' and 'Save and Continue' buttons are at the bottom right.

Figure 8 - Rating Official Notification to Employee

NOTE: If the employee does not have an email address in DCPDS, the page that appears will only give you the option to send without email notification. You will also be advised to contact the employee to have them enter an email address for work using MyBiz+.

11. You will be returned to the *MyPerformance Main Page* and will receive a confirmation that the appraisal has been submitted to the employee. The performance plan/appraisal is now displayed under Appraisals of (employee name) section on the *MyPerformance Main Page* as pictured in Figure 9. You no longer have ownership and can only view the performance plan/appraisal. However, at any time, you have the option to retrieve the plan from the employee.

MyPerformance Main Page Provide Guest Feedback

Confirmation
The appraisal has been submitted to the employee.

Rating Official/Higher Level Reviewer

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

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals in Progress

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

Show Me: All Appraisals Appraisal Year: ALL

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

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
EHRIS Bwraox, Wzhjkuw G	EHRIS Bwraox, Wzhjkuw G	EHRIS Caaohu, Crdqd I	2017	195	25-Apr-2016	DoD	Approved	Plan Approved	View

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

Figure 9 - MyPerformance Main Page

Reviewing and Editing Performance Narrative and Element Ratings

After the annual review has been started by either you or employee, it may require edits and further input from either you or your employee. The annual review could be routed to you awaiting your performance narrative, work in process requiring edits, or final document ready for review. You are not able to make any edits to the employee input.

This section shows you how to edit your performance narrative and element ratings and transfer it back and forth between you and your employee.

Steps to Review and Edit Annual Appraisal

1. At the *MyPerformance Main Page*, select the performance plan/appraisal you want to edit the performance narrative, make sure **Action** column reflects **Update** and select the **Go** button. You must have ownership of the performance plan to make any changes.

MyPerformance Main Page

Rating Official/Higher Level Reviewer

Warning: This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

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

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals in Progress

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

Show Me: All Appraisals Appraisal Year: ALL

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

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
EHRIS Bwraox, Wzhjkuw G	EHRIS Caaohu, Crdqqd I	EHRIS Caaohu, Crdqqd I	2017	195	25-Apr-2016	DoD	Approved	Progress Review Completed	Update

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

Figure 10 - MyPerformance Main Page

- When a rating official has update capability (when **Action** column on *Main Page* reflects **Update**), the rating official must acknowledge (using **Acknowledge** button) that he or she has read and acknowledges his or her role and responsibilities during the appraisal period each time before working in MyPerformance.

Confirmation

Supervisory Commitment Statement

I acknowledge my role as a supervisor is vital in fostering a fair, credible, and transparent performance system. It is important that I ensure performance elements are linked to organizational performance goals, establish open communication, monitor and evaluate employee performance, recognize and reward performance, and appropriately address deficient performance.

Acknowledge

Figure 11 - Supervisory Commitment Statement

- The *Plan Details* page is displayed as pictured below in Figure 12. Select *Annual Appraisal* tab to review and update the Annual Appraisal.

Plan Progress Reviews **Annual Appraisal** Narrative Statements View/Print Form Manage Guest Participants

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

-- Choose an Action -- Go

Employee Information

Employee Name: EHRIS Bwraox, Wzhjkuw G
[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: EHRIS Caaohu, Crdqqd I

Higher Level Reviewer: EHRIS Cazfx, Duszaxwycpck C

Performance Plan Approval Date: 25-Apr-2016
 Plan Last Modified Date: 06-Sep-2016
 Created By: EHRIS Caaohu, Crdqqd I

Save and Continue

Figure 12 - Step 1: Plan Details>Navigate to Annual Appraisal

4. The *Annual Appraisal* page is displayed as pictured in Figure 13. Select the radial button next to the performance element and standard of which you wish to edit the performance narrative and/or performance element rating.

The screenshot displays the 'Annual Appraisal' page for an employee named 'E3605 Baraca, Withjane G'. The page includes tabs for 'Assessments and Ratings', 'Rating of Record', 'Approvals and Acknowledgments', 'Narrative Statements', 'View Print Form', and 'Manage Guest Participants'. The 'Assessments and Ratings' tab is active, showing a table of performance elements. A red box highlights the radial buttons in the first column of the table, with an arrow pointing to the first button. Another red box highlights the 'Element Rating' dropdown menu at the bottom left, which shows a rating of 3. A third red box highlights the 'Go to Next Performance Element' and 'Go Back to Top of Page' links at the bottom right.

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

Performance Element and Standard(s)

Employee Input

Rating Official Assessment

Enter performance narrative here. You have a limit of 2000 characters.

(Limit to 2000 characters)

Performance Element Rating

Element Rating: 3 NR

Go to Next Performance Element | Go Back to Top of Page

Save and Continue

Figure 13 - Assessments and Ratings>Edit Performance Narratives and Ratings

5. At this point, you have reviewed the employee input and made all of the changes to your performance narratives and element ratings. You can either transfer to employee for changes to their input or start the approval and/or communication process. Select *Approvals and Acknowledgments* tab to document approval and communication process.

Plan Progress Reviews **Annual Appraisal** Narrative Statements View/Print Form Manage Guest Participants

Assessments and Ratings Rating of Record **Approvals and Acknowledgments**

-- Choose an Action -- Go

Employee Information

Employee Name **EHRIS Bwraox, Wzhjkuw G**
 > Show Employee Details

This screen provides information regarding the status of your employee's appraisal.

Need Help?

- If the 'Start' button is active, select it to complete the process.
- Select 'Show' link to see approvals and acknowledgments information for each step.

Show All Details | Hide All Details

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	Step 1 must be 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

Save and Go Back

Figure 14 - Annual Appraisal>Approvals and Acknowledgments

Approving the Annual Appraisal

As described earlier, the typical steps in the Annual Appraisal process are as follows. The steps covered in this section are bold and italicized:

1. The employee enters their employee input or rating official starts the Annual Appraisal, and rating official enters performance narratives and element ratings for each performance element and standard(s).
2. The employee and rating official edit and/or add to the input and/or performance narratives and element ratings as needed. This process may involve multiple rounds of editing and transfers between the employee and rating official before the Annual Appraisal is communicated to the employee.
3. ***The Annual Appraisal is approved by the higher level reviewer, as appropriate, or the rating official documents the higher level reviewer approval.¹***
4. ***The rating official documents communication to employee and transfers the Annual Appraisal to the employee for acknowledgment.***
5. The employee reviews the Annual Appraisal and acknowledges that it was communicated to him or her by the rating official.
6. If an employee is not available to acknowledge or refuses to acknowledge the Annual Appraisal, you will need to document this information.

¹ *As required by Component policy IAW DoDI 1400.25 V431

Table 2: Annual Appraisal Approval Steps

The below table provides the steps to be taken for obtaining approval of the Annual Appraisal.

Step Number	Performer	Approval Step	Status	Description
1	Rating Official (RO)	Request or Document Higher Level Review*	Not Started	
			Completed	RO has requested HLR review or documented that HLR review has occurred*
2*	Higher Level Reviewer (HLR), as appropriate	Review	Not Started	
			Completed	HLR has approved the plan
3	Rating Official	Document Communication to Employee	Not Started	
			Completed	RO has entered communication method and date and transferred to the employee or proceeded to Step 4
4	Employee or Rating Official	Document Employee Acknowledgment	Not Started	
			Completed	Employee acknowledged receipt or RO has entered communication method and date

*As required by Component policy IAW DoDI 1400.25 V431

Steps for Annual Appraisal Approval

1. At the *MyPerformance Main Page* select the annual approval you want the higher level reviewer to approve or document the higher level reviewer approval, make sure **Action** column reflects **Update** and select **Go** button. You must have ownership of the performance plan.

MyPerformance Main Page

Rating Official/Higher Level Reviewer

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From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

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

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

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

Show Me: All Appraisals Appraisal Year: ALL

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

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
EHRIS Bwraox, Wzhjkuw G	EHRIS Caaohu, Crdqdd I	EHRIS Caaohu, Crdqdd I	2017	195	25-Apr-2016	DoD	Approved	Progress Review Completed	Update

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

Figure 15 - MyPerformance Main Page

- When a rating official has update capability (when **Action** column on *Main Page* reflects **Update**), the rating official must acknowledge (using **Acknowledge** button) that he or she has read and acknowledges his or her role and responsibilities during the appraisal period each time before working in MyPerformance.

Confirmation

Supervisory Commitment Statement

I acknowledge my role as a supervisor is vital in fostering a fair, credible, and transparent performance system. It is important that I ensure performance elements are linked to organizational performance goals, establish open communication, monitor and evaluate employee performance, recognize and reward performance, and appropriately address deficient performance.

Acknowledge

Figure 16 - Supervisory Commitment Statement

- Navigate to Annual Appraisal by selecting the *An Annual Appraisal* tab.

Plan Progress Reviews **Annual Appraisal** Narrative Statements View/Print Form Manage Guest Participants

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

-- Choose an Action -- Go

Employee Information

Employee Name: EHRIS Bwraox, Wzhjkuw G
[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: EHRIS Caaohu, Crdqdd I

Higher Level Reviewer: EHRIS Cafzx, Duszaxwycpcok C

Performance Plan Approval Date: 25-Apr-2016

Plan Last Modified Date: 06-Sep-2016

Created By: EHRIS Caaohu, Crdqdd I

Save and Continue

Figure 17 - Step 1: Plan Details>Navigate to Annual Appraisal

- The *Annual Appraisal* page is displayed as pictured in Figure 18. Navigate to Approvals and Acknowledgments tab and select the **Start** button for *Step 1: Rating Official – Request or Document Higher Level Review (if required)*.

NOTE: A rating of '1' Unacceptable must be reviewed and approved by a higher level reviewer.

The screenshot displays the 'Approvals and Acknowledgments' section of the Annual Appraisal system. It includes a navigation bar with tabs like 'Plan', 'Progress Reviews', 'Annual Appraisal', 'Narrative Statements', 'View/Print Form', and 'Manage Guest Participants'. The 'Approvals and Acknowledgments' tab is active. Below the navigation bar, there's a section for 'Employee Information' showing the name 'EHRIS Bwraox, Wzhjkuw G'. A table below this lists four steps of the appraisal process. Step 1 is highlighted with a red arrow pointing to its 'Start' button.

Details	Tasks	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 Start
>	Step 3: Rating Official - Document Communication to Employee	Not Started Start
>	Step 4: Rating Official - Document Employee Acknowledgment	Not Started Start

Figure 18 - Approvals and Acknowledgments>Step 1: Rating Official - Request or Document Higher Level Reviewer

- The Step 1 task has been opened for detail review and additional information. The following options are available:

Option A: Select Option A if the higher level reviewer needs to review and approve the performance plan.

- Change the name of the higher level reviewer, if necessary.
- Select **Transfer to Higher Level Reviewer with or without email notification.** (If there is no email address for the higher level reviewer, you will only have the option to transfer without email notification.)
- Enter a notification message to the higher level reviewer and select **Transfer to Higher Level Reviewer with E-mail Notification.**

NOTE: Select Option B if you are both the rating official and higher level reviewer.

Assessments and Ratings | Rating of Record | Approvals and Acknowledgments

Employee Information

Employee Name: EHRIS Baraox, Wzhikuw G

Show Employee Details

This screen provides information regarding the status of your employee's appraisal.

- If the 'Start' button is active, select it to complete the process.
- Select 'Show' link to see approvals and acknowledgments information for each step.

Show All Details | Hide All Details

Details	Tasks	Action
Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start

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

Name	Title
EHRIS Casahu, Crdodd I	Rating Official
EHRIS Cazfx, Duszawycpck C	Higher Level Reviewer

TIP: Please select new HLR from list of values, if required.

Change Higher Level Reviewer: EHRIS Cazfx, Duszawycpck C

Message to Higher Level Reviewer

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Annual Appraisal. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

Enter message to Higher Level Reviewer here.

Spell Check

Note: You are about to contact EHRIS Cazfx, Duszawycpck C 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.

Cancel | [Transfer to Higher Level Reviewer without E-mail Notification](#) | [Transfer to Higher Level Reviewer with E-mail Notification](#)

Figure 19 - Approvals and Acknowledgments>Option A

6. The rating official is navigated to *MyPerformance Main Page* after selecting to transfer to the higher level reviewer with email in **Option A**. The rating official will receive a Confirmation message stating the plan/appraisal has been submitted to the higher level reviewer. The **Current Status** is now 'Annual Pending HLR Approval.'

MyPerformance Main Page | Provide Guest Feedback

Confirmation

The appraisal has been submitted to the Higher Level Reviewer

Rating Official/Higher Level Reviewer

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

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals in Progress

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

Show Me: All Appraisals | Appraisal Year: ALL

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

Records Displayed	Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
10	EHRIS Baraox, Wzhikuw G	EHRIS Cazfx, Duszawycpck C	EHRIS Casahu, Crdodd I	2017	195	25-Apr-2016	DxD	Approved	Appraisal Pending HLR Approval	View

Figure 20- MyPerformance Main Page>Confirmation Message

7. **Option B:** Annual Appraisal / *Approvals and Acknowledgments* tab and select **Start** button for *Step 1: Rating Official – Request or Document Higher Level Review*. **Option B** is located in the lower portion of the page and provided here.

Option B - Document the higher level review has taken place by entering the following information

Higher Level Reviewer: EHRIS Cazfx, Duszawycpck C

Review Date:

Method of Review:

Other Method:

Cancel | Save

Step	Task	Status	Action
1	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start
2	Step 2: Higher Level Reviewer - Review (if required)	Not Started	
3	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
4	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	

Figure 21 - Approvals and Acknowledgments>Option B

8. If the higher level reviewer has given the rating official the authority to document the rating official's decisions and the higher level reviewer's approval, the rating official will select Option B. Option B also applies if the rating official is the higher level reviewer or

there is no higher level reviewer. The following options are available:

Table 3 – Documenting the Higher Level Reviewer Process

- Change the name of the higher level reviewer, if necessary.
- Document the higher level review has taken place, enter the following information:
 - Enter the Review Date, and
 - Enter Method of Review and Other Method, if necessary (see below chart)

If You ...	Then ...
Communicated the performance plan by face-to-face meeting or telephone	Select Face-to-Face or Telephone from the Communication Method list of values (LOV), as appropriate
Communicated the performance plan using some other method	Select Other from Communication Method LOV and enter a short description of the method in Other field (20 characters maximum)

9. Select the **Save** button.

Figure 22 - Approvals and Acknowledgments>Option B>Documenting Higher Level Review

10. Certify the information in this performance plan accurately documents the rating official's decisions and the higher level reviewer's approval by selecting the **Yes** button.

Figure 23- Approvals and Acknowledgments>Option B>Certification

11. The next step would be to document communication to employee, select the **Start** button to the right of the task titled: *Step 3: Rating Official - Document Communication to Employee* Start button.

The screenshot displays the 'Approvals and Acknowledgments' tab within the 'Annual Appraisal' section. It shows the employee's name as 'EHRIS Bwraox, Wzhjkuw G'. Below this, there is a table of tasks. The third task, 'Step 3: Rating Official - Document Communication to Employee', is highlighted with a red box and a red arrow pointing to a 'Start' button. The status of this task is 'Not Started'. The other tasks are 'Step 1: Rating Official - Request or Document Higher Level Review (if required)' (Completed), 'Step 2: Higher Level Reviewer - Review (if required)' (Completed), and 'Step 4: Rating Official - Document Employee Acknowledgment' (Not Started).

Task	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

Figure 24 - Approvals and Acknowledgments>Step 3 Rating Official - Document Communication to Employee

12. To document communication with employee has taken place; enter the following information using the table provided.

- Enter the Communication Date, and
- Enter the Communication Method and Other, if necessary (see below chart)

Table 4 – Documenting communication with the employee

If You...	Then...
Communicated the performance plan by face-to-face meeting or telephone	Select Face-to-Face or Telephone from the Communication Method list of values (LOV), as appropriate
Communicated the performance plan using some other method	Select Other from Communication Method LOV and enter a short description of the method in Other field (20 characters maximum)
Tried to communicate to employee and they refused to acknowledge plan or not available to electronically acknowledge it	Select Other from the Communication Method LOV and document it in Other field

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

Assessments and Ratings | Rating of Record | **Approvals and Acknowledgments**

Employee Information
Employee Name: EHRIS Bwraox, Wzhjkuw G
Show Employee Details

This screen provides information regarding the status of your employee's appraisal.

- If the 'Start' button is active, select it to complete the process.
- Select 'Show' link to see approvals and acknowledgments information for each step.

Show All Details | Hide All Details

Details	Tasks	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

Communication Date:
 Communication Method: **Face to Face** (selected)
 Other:
 Rating Official Name:

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

Step 4: Rating Official - Document Employee Acknowledgment
Not Started Step 3 must be completed

[Save and Go Back](#)

Figure 25 - Approvals and Acknowledgments>Step 3 Rating Official - Document Communication to Employee

13. Once the Communication Date, Method and Other, if necessary, are completed, the rating official can either select **Save and Transfer to Employee for Acknowledgment** or **Save and go to Step 4**.

14. For this scenario, the rating official selects the **Save and Transfer to Employee for Acknowledgment** button.

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

Assessments and Ratings | Rating of Record | **Approvals and Acknowledgments**

Employee Information
Employee Name: EHRIS Bwraox, Wzhjkuw G
Show Employee Details

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

Details	Tasks	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

Communication Date: 26-Apr-2017
 Communication Method: Face to Face
 Other:
 Rating Official Name: EHRIS Caaohu, Crdqdd I

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

Step 4: Rating Official - Document Employee Acknowledgment
Not Started Step 3 must be completed

[Save and Go Back](#)

Figure 26 - Approvals and Acknowledgements>Save and Transfer to Employee for Acknowledgment

15. The rating official can send the employee a message regarding the performance plan or transfer to the employee without an E-mail notification. If you need to send an email message, select **Transfer to Employee with E-mail Notification** button. If there is no need for an email message, select **Transfer to Employee without E-mail Notification**.

Rating Official Notification to Employee - EHRIS Bwraox, Wzhjkuw G

Cancel Transfer to Employee without E-mail Notification Transfer to Employee with E-mail Notification

Message to Employee

This screen provides space for you to send your employee a message regarding his or her Annual Appraisal. After writing the message, select the 'Transfer to Employee with E-mail Notification' button to send the message. For additional guidance, select **Need Help?**

Please proceed to the Performance Appraisal Application to view or update your Annual Appraisal.

Enter message to employee here.

Spell Check

Notice: You are about to contact EHRIS Bwraox, Wzhjkuw G 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.

Figure 27 - Annual Appraisal>Rating Official Notification to Employee

16. The rating official is navigated to *MyPerformance Main Page*. The rating official will receive a **Confirmation** message stating the plan/appraisal has been submitted to the employee. The employee will need to acknowledge receipt of their performance plan.

NOTE: The Current Status is Pending Employee Acknowledgment.

MyPerformance Main Page Provide Guest Feedback

Confirmation
The appraisal has been submitted to the employee.

Rating Official/Higher Level Reviewer

MyPerformance Main Page

Need Help?

Warning: This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

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

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals in Progress

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

Show Me: All Appraisals Appraisal Year: ALL

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

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
EHRIS Bwraox, Wzhjkuw G	EHRIS Bwraox, Wzhjkuw G	EHRIS Caaohu, Crdqdd I	2017	195	25-Apr-2016	DoD	Approved	Pending Employee Acknowledgment	View

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

Figure 28 - MyPerformance Main Page>Transfer to Employee Confirmation

17. For this scenario, the rating official selects **Save and go to Step 4** button since the employee may refuse to acknowledge the plan or not be available to electronically acknowledge it, etc.

Figure 29 – Annual Appraisal>Approvals and Acknowledgments>Save and go to Step 4

18. Select **Yes** that you are sure you want to go to Step 4.

Figure 30 - Annual Approvals>Approvals and Acknowledgments> Save and go to Step 4 Confirmation

19. The **Start** button is available for Step 4: *Rating Official – Document Employee Acknowledgment*. Select **Start** button.

Figure 31 - Approvals and Acknowledgments>Step 4: Rating Official - Document Employee Acknowledgment

20. To document employee acknowledgment, enter the following information:

- Enter **Acknowledgment**, and
- Enter **Other Method**, if necessary

Table 5 – Documenting the employee’s acknowledgement

If ...	Then ...
Employee is unable to acknowledge performance plan due to out of office, no system access, or declined	Select Unable to Sign, No System Access or Employee Declined from the Acknowledgment list of values

	(LOV), as appropriate
Performance plan was acknowledged using some other method	Select Other from Acknowledgment LOV and enter a short description of the method in Other Method field (20 characters maximum)

21. Enter **Acknowledgment** and **Date** and select **Save** button.

The screenshot shows the 'Create/Update Progress Review' form. The 'Employee Information' section displays the name 'EHRIS Bwaox, Wzhkuw G'. The 'Progress Review Information' section shows the 'Progress Review Status' as 'Pending Empl Acknowledgment' and 'Progress Review Number' as '1'. The 'Assessments' tab is active, and the 'Approvals and Acknowledgments' sub-tab is selected. A table lists tasks for the progress review, with the last task, 'Step 4: Rating Official - Document Employee Acknowledgment', having a status of 'Pending Empl Acknowledgment'. Below the table, the 'Acknowledgment' dropdown is set to 'Other' and the 'Date' is '01-SEP-2016'. A red arrow points from the 'Save' button to a tooltip that reads: 'Unable to Sign Other No System Access Employee Declined'.

Figure 32 - Approvals and Acknowledgments>Step 4: Rating Official - Document Employee Acknowledgment

22. You will receive a Confirmation message about the appraisal being removed from the Plans/Apraisals in Progress on the *MyPerformance Main Page*, select **Yes** button to continue.

The screenshot shows a 'Confirmation' dialog box. The message states: 'This appraisal will be removed from your Plans/Apraisals in Progress on the MyPerformance Main Page. An official copy will be placed under the 'Completed Plans/Apraisals' 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.' The 'Yes' button is highlighted with a red box and a black arrow.

Figure 33 - Approvals and Acknowledgments>Step 4: Rating Official - Document Employee Acknowledgment>Confirmation

23. To print a copy of the appraisal form before you return to the *MyPerformance Main Page*, select **Print Appraisal Form** button.

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

Assessments and Ratings | **Approvals and Acknowledgments**

Choose an Action -- Go

Employee Information

Employee Name: **EHRIS Bwraox, Wzhjkuw G**
 > Show Employee Details

This screen provides information regarding the status of your Appraisal.

Need Help?

Select 'Show' to see detailed information about an approval (dates, method, etc.).

Show All Details | Hide All Details

Details | Tasks

> Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed
> Step 2: Higher Level Reviewer - Review (if required)	Completed
> Step 3: Rating Official - Document Communication to Employee	Completed
> Step 4: Employee - Acknowledgment	Completed

Print Appraisal Form

Print Appraisal Form

Go Back

Figure 34 - Annual Appraisal>Approvals and Acknowledgments>Print Appraisal Form

24. You can open or save the DD Form 2906, for this scenario, select **Save** button.

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

Assessments and Ratings | **Approvals and Acknowledgments**

Choose an Action -- Go

Employee Information

Employee Name: **EHRIS Bwraox, Wzhjkuw G**
 > Show Employee Details

This screen provides information regarding the status of your Appraisal.

Need Help?

Select 'Show' to see detailed information about an approval (dates, method, etc.).

Show All Details | Hide All Details

Details | Tasks

> Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed
> Step 2: Higher Level Reviewer - Review (if required)	Completed
> Step 3: Rating Official - Document Communication to Employee	Completed
> Step 4: Employee - Acknowledgment	Completed

Print Appraisal Form

Print Appraisal Form

Go Back

Do you want to open or save DoD Appraisal PDF from warlock.dcpds.cpmc.mil?

Open Save Cancel

Figure 35 - Print Appraisal Form>Open-Save-Cancel DD Form 2906

25. Once the DD Form 2906 download has completed, you can select **Open**, **Open folder**, or **View downloads** button. Select the **Open** button, form will open as a .pdf file.

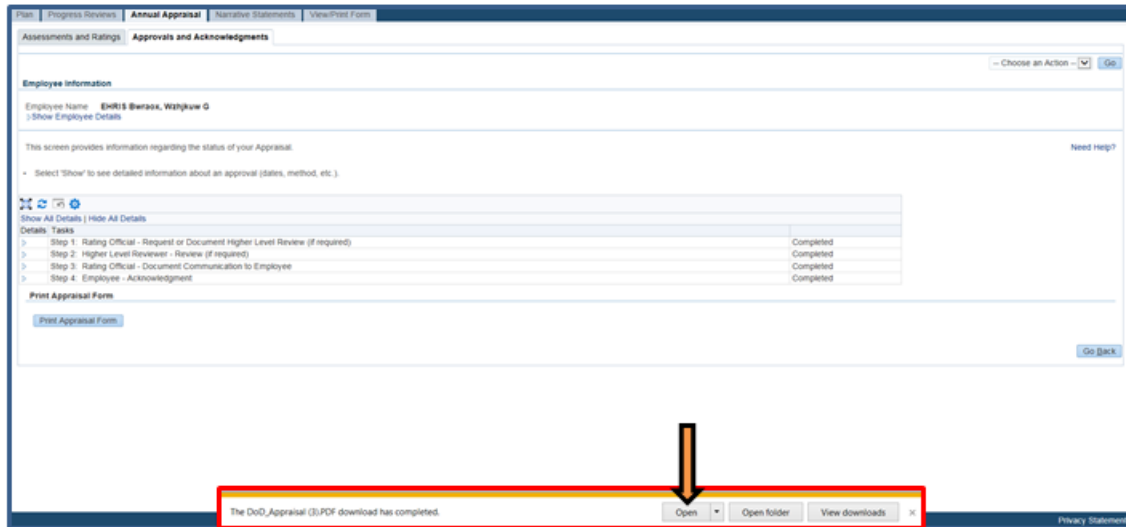


Figure 36 - DD Form 2906>Open-Open Folder-View downloads

26. Close DD Form 2906 and select **Choose an Action** LOV drop down arrow depicted in the red box below. The only actions that are available are **Change Rating Official or Higher Level Reviewer**, **Transfer to Employee**, **Track Progress** and **Return to Main Page**. To return to *MyPerformance Main Page*, select **Return to Main Page**. Lastly select the **Go** button to the right.

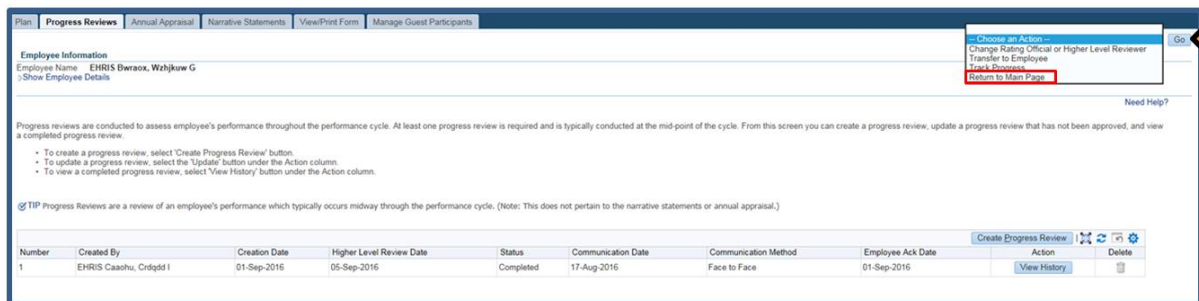


Figure 37 - Choose an Action>Return to Main Page

27. The completed Annual Appraisal has been removed from the **Plans/Appraisals in Progress** area. An official copy of the DD Form 2906 was placed in **Completed Plans/Appraisals** found on the bottom of the *MyPerformance Main Page*. Select **Completed Plans/Appraisals** link.

MyPerformance Main Page | Provide Guest Feedback

Rating Official/Higher Level Reviewer

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

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals in Progress

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

Show Me: All Appraisals | Appraisal Year: ALL

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

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
CPMS Czajkowski, Courtney W	EHRIS Yzgloztz, Nvmuyezct Z	EHRIS Yzgloztz, Nvmuyezct Z	2017	345		DoD	Pending	Plan in Progress	Update
EHRIS Klautmuxe, layvft	EHRIS Yzgloztz, Nvmuyezct Z	EHRIS Yzgloztz, Nvmuyezct Z	2017	299		DoD	Pending	Plan in Progress	Update
CPMS Lacosse, Addie R	EHRIS Yzgloztz, Nvmuyezct Z	EHRIS Yzgloztz, Nvmuyezct Z	2017	354		DoD	Pending	Plan in Progress	Update

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

Figure 38 - MyPerformance Main Page>Completed Plans/Appraisals

28. You can enter Employee Name, Appraisal Year and/or Event. Select Event down arrow to select the appropriate event you want displayed. For DoD Performance Management Appraisal Program, you will need to select **DoD Performance Plan**, **DoD Narrative Statement**, **DoD Annual Appraisal**, **DoD Progress Review**, or **DoD Performance Plan – Modified**. To Find Employee's 2017 DoD Annual Appraisal, fill out information and select **Find** button.

Select the link to search for Completed Plans. | Hide Completed Plans/Appraisals

Completed Plans/Appraisals

1. Begin with entering search criteria. The following fields can be entered in any combination, e.g., Employee Name only, Employee Name and Appraisal Year, etc. Select the search icon for assistance in entering the Employee Name.
2. Select the 'Find' button. Your results will be based on your search criteria.

Employee Name: EHRIS Bwraox, Wzjykyu | Appraisal Year: 2017 | Event: [Dropdown] | Find | Clear

Records Displayed: 10 | [Icons]

Employee Name	Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
No search conducted.						

DoD Performance Plan
DoD Narrative Statement
DoD Annual Appraisal
DoD Progress Review
DoD Performance Plan - Modified
DCIPS Performance Plan
DCIPS Closeout Evaluation
DCIPS Performance Evaluation
DCIPS Midpoint Review
DCIPS Performance Plan - Modified
NG Performance Plan
NG Closeout Assessment
NG Performance Evaluation
NG Interim Review
NG Performance Plan - Modified


Figure 39 - MyPerformance Main Page>Completed Plans/Appraisals


29. Select the Printer icon to open or save the DD Form 2906.


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



Completed Plans/Appraisals




1. Begin with entering search criteria. The following fields can be entered in any combination; e.g., Employee Name only, Employee Name and Appraisal Year, etc. Select the search icon for assistance in entering the Employee Name.
 2. Select the 'Find' button. Your results will be based on your search criteria.

Employee Name: EHRIS Bwraox, Wzhjkuw G 

Appraisal Year: 2017 

Event: DoD Annual Appraisal 

Records Displayed: 10   



Employee Name	Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
EHRIS Bwraox, Wzhjkuw G	2017	180	DoD	DoD Annual Appraisal	31-Mar-2017	 

Figure 40 - MyPerformance Main Page>Completed Plans/Appraisals>Reports/Forms

30. Select **Open** or **Save** button. The **Save** button will Save, Save as, or Save and Open.





Do you want to open or save **DoD_Appraisal.PDF** from **warlock.dcpds.cpmc.osd.mil**?    

Figure 41 - Do you want to open or save DoD_Appraisal.PDF?