Progress Review Overview for Rating Official and Employee

Progress reviews are performance discussions that must be documented. A progress review can be done at any time during the rating cycle but must occur at least once. While the system allows for multiple progress reviews, the timing and number of progress reviews (at least one) is at your Component's or organization's discretion.

The employee is not given a performance narrative or performance element ratings at a progress review. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to review and convey:

- a. Organizational goals and priorities.
- b. Performance elements and standards, including ensuring the performance plan accurately reflects the work being evaluated.
- c. Supervisor's expectations.
- d. Employee's accomplishments and contributions.
- e. Employee's level of performance including any areas that need improvement.
- f. Barriers to success.
- g. Employee's developmental needs and career goals.

Who Participates in a Progress Review?

- A rating official (RO):
 - ✓ creates a progress review
 - \checkmark conducts the progress review with the employee
 - ✓ coordinates with the Higher Level Reviewer (HLR) if required by local policy
 - ✓ documents communication of the progress review to the employee
- An employee:
 - \checkmark may provide oral input
 - \checkmark acknowledge the progress review in MyPerformance

What are the steps in a Progress Review

The typical steps in the progress review process are as follows:

1. The RO creates the progress review.

2. The progress review is approved by the HLR, as appropriate, or the RO documents the HLR approval.¹

3. The RO documents communication to employee and transfers the progress review to the employee for acknowledgment.

5. The employee acknowledges the communication from the RO. (*If an employee is not available to acknowledge the progress review or refuses to acknowledge the progress review, the RO will need to document this information.*)

RO: Creating a Progress Review

1. On the *MyPerformance Main Page*, select the performance plan you want to create a progress review 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.

NOTE: The Current Status is Plan Approved.



Figure 1 - MyPerformance Main Page

2. When a RO has update capability (when **Action** column on *Main Page* reflects **Update**), the RO 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.

¹ As required by Component policy IAW DoDI 1400.25 V431

Confirmation		
	Supervisory Commitment Statement	
	I acknowledge my role as a supervisor is vital in fostiering a fair, credible, and transparent performance system. It is important that I ensure performance elements are linked to organizational performance goals; establish open communication; montor and evaluate employee performance; recognize and reward performance; and appropriately address deficient performance.	
		Acknowledge

Figure 2 - Supervisor Commitment Statement

3. The *Step 1: Plan Details* page is displayed as pictured below in Figure 3. Select the *Progress Reviews* tab to create the progress review. 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 correct 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 Heip?		
Appraisal Type Annual Appraisal - DoD Performance Pian Approval Date 25-Apr-2016 Date 18-Aug-2016 Date 19-Aug-2016 Date 19-Aug-2016 Created By EHRIS Caaohu, Crdqdd I Higher Level Reviewer EHRIS Caabhu, Crdqdd I		
		Save and Continue

Figure 3 - Plan>Step 1: Plan Details>Navigate to Progress Reviews Tab

4. The *Progress Reviews* page is displayed as pictured in Figure 4. Select the **Create Progress Review** button to create a progress review.

Plan Progress Reviews	Annual Appraisal	Narrative Statements	View/Print Form Manage Guest Participants					
							Choose an Action	Go
Employee Information								
Employee Name EHRIS By Show Employee Details	wraox, Wzhjkuw G							
								Need Help?
Progress reviews are conduct been approved, and view a co			ut the performance cycle. At least one progress	review is rec	uired and is typically conducted at the	mid-point of the cycle. From this screen yo	u can create a progress review, update a	progress review that has not
 To update a progress 	review, select the 'Up	Progress Review' button. date' button under the Acti t 'View History' button under						
STIP Progress Reviews are a	review of an employ	ee's performance which ty	pically occurs midway through the performance	cycle. (Note	: This does not pertain to the narrative	statements or annual appraisal.)		_
							Create Progress Revie	w 🔯 😂 🗔 🥸
Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date Ac	tion Delete
No results found.								

Figure 4 - Progress Reviews>Create Progress Review

5. The *Create/Update Progress Review* page is displayed. Select the *Approvals and Acknowledgements* tab to document the progress review discussion date.

IMPORTANT NOTE: Please disregard the Assessments tab as this does not apply to DPMAP, system modifications are pending.

If your Component requires Higher Level Review for Progress Reviews, continue along with this procedure. However, if your Component does not require Higher Level Review skip to Step 10 (page 6 of this guide).

In MyPerformance Steps 1 and 2 are Higher Level Review acknowlegments. Step 1 task has been opened for review or additional information, the following options are available:

Option A: Select Option A if the HLR needs to review and approve the progress review.

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

Option B: Select Option B if you are both the RO and HLR.

Assessments	Approvals and Acknowledgments		
'his screen pr	vides information regarding the status of your employee's progress review.		Need Help?
If the 'Start'	button is active, select it to complete the process.		
Select Sho	/ link to see approvals and acknowledgments information for each step.		
a 😂 🕞 i			
Show All Deta Details	Is Hide All Details Tasks	Status Action	
Jetails	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started Start	
-	orep 1. Realing Crinical - Request to Declinicity righter center remain (a required)		
	re are two options available to complete this step. If you are both the rating official and higher level reviewer, use A - Transfer to the Higher Level Reviewer	Option B to document the approval.	
opuo	A - Hansiel to the higher Level Keviewer		
	Name Title		
	EHRIS Caaohu, Crdqdd I Rating Official		
	EHRIS Cazfx, Duszaxwycpcok C Higher Level Reviewer TIP Please select new HLR from list of values, if required.		
	Change Higher Level Reviewer EHRIS Cazfx, Duszaxwycpcok C 🚽 🔍		
	essage to Higher Level Reviewer		
	issage to migner Lever Keviewer		
	his screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Progress /	Review. 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		
	0 0		
	Reviewer.		
	~		
	Spell Check		
	Spell Check		
	Spell Check	-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.	
1	Spell Check	-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 without E-mail Notification.	

Figure 5 - Approvals and Acknowledgments>Option A - Transfer to the HLR

6. The RO is navigated to *MyPerformance Main Page* after selecting to transfer to the HLR with email in **Option A**. The RO will receive a Confirmation message stating the Progress Review has been submitted to the HLR. The **Current Status** is now 'Progress Review Pending HLR Approval.'

IMPORTANT NOTE: On Steps 1 and 3, the RO will receive a warning message stating, 'Employee input is missing on one or more approved performance elements and standards and/or Rating Official assessments is missing on one or more approved performance elements and standards. Do you want to continue? No or Yes. Select Yes button. Please disregard the message as this does not apply to DPMAP, system modifications are pending.

Rain Official Higher Level Reviews Subclear Data and Subclear D	Performance Main Page Provide Guest Feedback Confirmation The appraisal has been submitted to the Higher Level Reviewer	
Weed Heig?	ating Official/Higher Level Reviewer	
Warning: This application is designed for sensitive undassified 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 exter update and view employee Performance Plans, change the Rating Official and the Higher Level Reviewer: view and print part or an enter plan after is created. close a plan, and tack the status of a plan. Correcte a Performance Plan: Complete Other actions described above:	MyPerformance Main Page	
Classified Information Is a violation of law and may lead to prosecution. From the Nair Page, you can create, update and view employee Performance Pairs, 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 Pairs/Apraisal Tek located at the location of this page. You can also search for completed plans by selecting the Show Completed Pairs/Apraisal Tek located at the location of this page. You can also search for Completed Pairs/Apraisal Tek located at the location of this page. You can also search for Completed Pairs/Apraisal Tek located at the location of this page. You can also search for Completed Pairs/Apraisal Tek located at the location of this page. You can also search for Completed Pairs. You for Pairs at the Columns. You for Pairs at the doel with the Columns. You for Pairs at the Columns. You for Pairs at the Columns. You for Pairs at the Columns. You for P	N N	Need Help?
You can also search for completed plans by selecting the Show Completed Plans/Appraisal's link located at the bottom of this page. To create a Performance Plan: To complete other actions described above: • Select Phone a Plan Type* • Select Anno the Action column • Select the 'Go' button • Select How Co' button Importants IP Drogess • Select How Co' button @ Through the Normal Select How Co' button • Select How Co' button @ Through the Normal Select How Co' button • Select How Co' button @ Through the Normal Select How Co' button • Select How Co' button @ Through the Normal Select How Co' button • Select How Co' button @ Through the Normal Select How Co' button • Select How Co' button @ Through the Normal Select How Co' button • Select How Co' button @ Through the Normal Select How Co' button • Select How Co' button @ Through the Normal Select How Co' button • Select How Co' button @ Through the Normal Select How Co' button • Select How Co' button @ Through the Normal Select How Co' button • Create New Plan @ Through the Normal Select How Co' button • Create New Plan @ Through the Normal Select How Co' button • Create Normal Select How Co' button @ Through the Normal Select How	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.	
To create a Performance Plan: Select Phones a Plan Type' Select Phones Plan Type' Select Phone Plan Type' Select Phon	om the Main Page, you can create, update and view employee Performance Plans; change the Rating Official andler 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.	
Select 10 rouge a Plan Type'	w can also search for completed plans by selecting the "Show Completed Plans/Appraisals" link located at the bottom of this page.	
	o create a Performance Plan: To complete other actions described above:	
Select the 'Co Dutton Select the 'Co D		
Important: To Bocome familiar with the columns, select the Need Help?/ Ink. PlantAppraisals In Progress © TIP Only Employees that have a plan in progress are listed below. Show Me All Appraisals ♥ Appraisal Year ALL ♥ Create New Plan Concode a Plan Type- © Ge Records Dashave (Tipe Only Plan Status Concode a Plan Type- EHRIS Casho, Duzzaovycpock C EHRIS Casho, Lotzadu I 2017 195 25-Apr-2016 DoD Approvad Det	Select the 'Go' button	
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Show Me Al Appraisal's V Apraisal Year ALL V Create New Plan Create New Plan Create New Plan Comparison of the stress of the st		
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Select the link to search for Completed Plans.		
	HRIS Baraox, Wizhikuw G EHRIS Cazte, Duszaxewycpcok C EHRIS Cazohu, Cródydd I 2017 195 25-Apr-2016 DoD Approved Progress Review Pending HLR Approval View	Go
Show Completed Plans/Appraisals		
	show Completed Plans/Appraisals	

Figure 6 - MyPerformance Main Page>Appraisal transferred to HLR Confirmation

7. **Option B:** Progress Reviews / Approvals and Acknowledgments tab and select **Start** button for *Step 1: RO – 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		
	thod of Review V Other Method	Cancel Save
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

Figure 7 - Option B - Document HLR has Taken Place

8. If the HLR has given the RO the authority to document the RO's decisions and the HLRs approval, the RO will select Option B. Option B also applies if the RO is the HLR or there is no HLR. Enter the **Date** the HLR reviewed the Progress Review and the **Communication Method** it was received – select from drop-down **Face-to-Face**, **Telephone**, or **Other**.

Select the Save button.

Optior	a B - Document the higher level review has taken place by entering the following information				
	Higher Level Basicener EHRIS Carle Depreservepcok C 30 Q	Method of Review Other Method Face to Face Telephone Other		Cancel Save	
	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	

Figure 8 - *Option B>Method of Review*

9. Certify the information in this progress review accurately documents the RO's decisions and the HLR's approval by selecting the **Yes** button.

Confirmation									
I certify that the information in this Progress Review accurat	ely documents the Rating O	ficial's decisions and	the Higher Level	Reviewer's ap	proval.				
									No Yes
		0.0				0.51			

Figure 9 - Confirmation Certification of Plan Accuracy

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

Create/Update Progress Review					Go Back to Progress Reviews
Employee Information					
Employee Name EHRIS Bwraox, Wzhjkuw G Show Employee Details					
Progress Review Information					
IP A progress review should acknowledge achievements to date an	nd suggested areas for improvement. It should f	facilitate meaningful dialogue and exchange of accom	plishments and areas for in	nprovement.	
Progress Revi Progress Rev	iew Initiator EHRIS Caaohu, Crdqdd I riew Status Initiated			Progress Review Number 1	
Assessments Approvals and Acknowledgments					
This screen provides information regarding the status of your employee's	s progress review.				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.				
X 2 6 ¢					
Show All Details Hide All Details					
Details Tasks	in the second second		Status	Action	
 Step 1: Rating Official - Request or Document Higher Level Residence Step 2: Higher Level Reviewer - Review (if required) 	view (it required)		Completed Completed	Step 1 completed Step 2 completed	
Step 3: Rating Official - Document Communication to Employee	0		Not Olaried	Start	
Step 4: Rating Official - Document Employee Acknowledgment			Not Started	Step 3 must be completed	

Figure 10 - Approvals and Acknowledgments> Step 3: RO - Document Communication to Employee

11. To document communication with employee has taken place; enter the **Date** the RO reviewed the Progress Review and the **Communication Method** – select from drop-down **Face-to-Face**, **Telephone**, or **Other**.

Create/Update Progress Review			
			Go Back to Progress Reviews
Employee Information			
Employee Name EHRIS Bwraox, Wzhjkuw G) Show Employee Details			
Progress Review Information			
STIP A progress review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogu	e and exchange of accomplishments and areas f	for improvement.	
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Progress Review Initiator Progress Review Status Initiated		Progress Review Number	1
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 Select Show link to see approvals and acknowledgments intormation for each step. 			
其 2 6 \$			
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	
Communication Date 05			
Communication Method			
Other Face to Face			
Other Telephone Other	Cancel Save and Transfer to Emp	lovee for Acknowledgment Save and go to Step 4	
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed	
P otep 4. Raing Oniver - Downless Englisher Associations	Not Started	orep o most de compréted	

Figure 11 - Approvals and Acknowledgments> Communication Date and Method

12. Once the Communication Date, Method and Other, if necessary, are completed, the RO can either:

- 1. select **Save and Transfer to Employee for Acknowledgment** (proceed to Step 19), or
- 2. select Save and go to Step 4. (see Figure 12 below)

Create/Update Progress Review			
· · · · ·			Go Back to Progress Reviews
Employee Information			
Employee Name EHRIS Bwraox, Wzbjkuw G Show Employee Details			
Progress Review Information			
GTIP A progress review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and	d exchange of accomplishments and area	s for improvement.	
Progress Review Initiator EHRIS Caaohu, Crdgdd I		Progress Review Number	
Progress Review Status Inklated		Progress Periet Relief	
Assessments Approvals and Acknowledgments			
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11 C 6 0			
Show All Details I 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	
A Step 3: Rating Official - Document Communication to Employee	Not Started	Start	
Communication Date 17-Aug-2016			
Communication Method Face to Face 🗸			
Other			
	Cancel Save and Transfer to Em	nployee for Acknowledgment Save and go to Step 4	
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed	

Figure 12 - Approvals and Acknowledgments>Save and Go to Step 4

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

Are you sure you want to go to Step 4? No Yes.	Confirmation	
No. Yes.	Are you sure you want to go to Step 4?	
		No Yes

Figure 13 - Confirmation to Go to Step 4

14. The **Start** button is available for Step 4: RO – Document Employee Acknowledgment. Select **Start** button.

	date Progress Review				
					Go Back to Progress Reviews
Employee	Information				
Employee	Name EHRIS Bwraox, Wzhjkuw G mployee Details				
Progress	Review Information				
@TIP A	rogress review should acknowledge achievements to date and suggested areas for improveme	nt. It should facilitate meaningful o	lialogue and exchange of accomplishments and area	as for improvement.	
	Progress Review Initiator EHRIS Caeohu Progress Review Status Pending Empl	, Crdqdd I Acknowledgment		Progress Review Number 1	
Assessme	Approvals and Acknowledgments				
This second	provides information regarding the status of your employee's progress review.				Need Helo?
	provides information regarding the status of your employee's progress review.				Need help?
If the 'St	rt' button is active, select it to complete the process.				
If the 'St Select 'S	In button is active, select it to complete the process, how link to see approvals and acknowledgments information for each step.				
Select 'S	how' link to see approvals and acknowledgments information for each step.				
Select S	how' link to see approvals and acknowledgments information for each step.				
Select 'S	how' link to see approvals and acknowledgments information for each step.		Status	Action	
Select S	Invol Tink to see approvals and acknowledgments information for each step.		Status Completed	Action Skip 1 completed	
Select 'S	tow link to see approvals and acknowledgments information for each step.		Completed Completed	Step 1 completed Step 2 completed	
Select S	Invol Tink to see approvals and acknowledgments information for each step.		Completed	Step 1 completed	
Select 'S	tow link to see approvals and acknowledgments information for each step.		Completed Completed	Step 1 completed Step 2 completed	
Select 'S	tow link to see approvals and acknowledgments information for each step.		Completed Completed Completed	Step 1 completed Step 2 completed Step 3 completed	
Select 'S Show All D Details Details	tow link to see approvals and acknowledgments information for each step.	t audable or off-see to artymologi	Completed Completed Completed Pending Empl Acknowledgment	Step 1 completed Step 2 completed Step 3 completed	
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Select 'S Show All D Details Details	tow link to see approvals and acknowledgments information for each step.	t available or refuses to acknowled	Completed Completed Completed Pending Empl Acknowledgment	Step 1 completed Step 2 completed Step 3 completed	
Select 'S Show All D Details Details	tow link to see approvals and acknowledgments information for each step. task task I Hick AID Details Task See 1: Rating Official - Request or Document Higher Level Review (f required) See 2: Higher Level Reviewer - Review (f required) See 3: Rating Official - Document Communication to Employee See 4: Rating Official - Document Employee Acknowledgment ese fields are auto-populated at the time of employee acknowledgment. If the employee is no Acknowledgment Other Method	Y	Completed Completed Completed Pending Empl Acknowledgment	Step 1 completed Step 2 completed Step 3 completed	
Select 'S Show All D Details Details	tow link to see approvals and acknowledgments information for each step.		Completed Completed Completed Pending Empl Acknowledgment	Step 1 completed Step 2 completed Step 3 completed	

Figure 14 - Approvals and Acknowledgments>Step 4: RO - Document Employee Acknowledgment

15. To document employee acknowledgment, select **Unable to Sign**, **No System Access** or **Employee Declined** from the Acknowledgment drop-down list, enter **Date**, and select **Save**.

Create/U	pdate Progress Review				
				Go	Back to Progress Reviews
Employee	Information .				
Employee	n Name EHRIS Bwraox, Wzhjkuw G mployee Details				
Progress	Review Information				
⊘ TIP A	progress review should acknowledge achievements to date and suggested areas for improv	ement. It should facilitate meaningful dialogu	e and exchange of accomplishment	s and areas for improvement.	
	Progress Review Initiator EHRIS Ceao Progress Review Status Pending Em	hu, Crdqdd I pl Acknowledgment		Progress Review Number 1	
Assessme	Approvals and Acknowledgments				
This screen	a provides information regarding the status of your employee's progress review.				Need Help
· If the 'St	art' button is active, select it to complete the process.			Unable to Sign Other	
 Select 5 	show' link to see approvals and acknowledgments information for each step.			No System Access	
a e 5	5 0			Employee Declined	
	Details Hide All Details				
Details	Tasks	Status	Action		
Þ	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed		
D.	Step 2: Higher Level Reviewer - Review (if required)	Completed	Step 2 completed		
D	Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed		
4	Step 4: Rating Official - Document Employee Acknowledgment	Pending Empl Acknowledgment	Start		
COTIN T	hese fields are auto-populated at the time of employee acknowledgment. If the employee is		. man conducto their area accordingly.		
O He I		s no evaluable or reruses to acknowledge, yo	u may update this area accordingly.		
	Acknowledgment				
	Date 01-SEP-2016				
	Date 01-5CP-2016 00		Cancel Save		
			Sandar Santo		

Figure 15 - Step 4: RO - Document Employee Acknowledgment> Acknowledgment and Date

16. Step 4 has been completed; select Go Back to Progress Review button.

Create/Update Progress Review	•	Go Back to Progress Reviews
Employee Information		
Employee Name EHRIS Biwraox, Wzhikuw G Show Employee Details		
Progress Review Information		
(gTIP A progress review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.		
Progress Review Initiator EHRIS Casohu, Crdqdd I Progress Review Status Completed	Progress Review Number 1	
Assessments Approvals and Acknowledgments		
This screen provides information regarding the detailed status of your employee's progress review. Select 'Show' link to see approvals and acknowledgments information for each step.		Need Help
X 2 6 4		
Show All Details Hide All Details		
Details Tasks	Status	
Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	
Step 2: Higher Level Reviewer - Review (if required)	Completed	
Step 3: Ratio Official - Document Communication to Employee	Completed	
Step 4: Rating Official - Document Employee Acknowledgment	Completed	

Figure 16 - Go Back to Progress Reviews

17. The progress review has been completed, from the **Choose an Action** drop-down menu select **Return to Main Menu** and select **Go** button.

mployee Na	Information ame EHRIS Bwraox, Wzhjkuw G loyee Details							- Choose an Action - Change Rating Official or High Transfer to Employee Track Progress Return to Main Page	er Level Reviewer	Go
									Need He	elp?
rogress rev	iews are conducted to assess employ progress review.	ee's performance throughout	the performance cycle. At least one progre	iss review is required and	I is typically conducted at the mid-p	point of the cycle. From this screen you ca	n create a progress review, update	a progress review that has not be	en approved, and vie	ew.
• To cr	eate a progress review, select 'Create pdate a progress review, select the 'Up	date' button under the Action	column.							
• To cr	eate a progress review, select 'Create date a progress review, select the 'Up ew a completed progress review, selec	date' button under the Action	column. the Action column.							
• Tocr • Tour • Tour	pdate a progress review, select the 'Ug ew a completed progress review, select	date [*] button under the Action t "View History' button under	column. the Action column. ally occurs midway through the performan	nce cycle. (Note: This doe	is not pertain to the narrative state	ements or annual appraisal.)				
• To cr • To up • To vi	pdate a progress review, select the 'Ug ew a completed progress review, select	date [*] button under the Action t "View History' button under	the Action column.	nce cycle. (Note: This doe	is not pertain to the narrative state	ements or annual appraisal.)		Create Progress Review 1	X 2 6 4	
• To cr • To up • To vi	pdate a progress review, select the 'Ug ew a completed progress review, select	date [*] button under the Action t "View History' button under	the Action column.	nce cycle. (Note: This doe Status	s not pertain to the narrative state	ements or annual appraisal.) Communication Method	Employee Ack Date	Create Progress Review 1 Action	2 🕫 🛱 Delete	

Figure 17 - Progress Reviews>Choose an Option>Return to Main Page

18. The **Current Status** is **Progress Review Completed** and the RO still has ownership of the performance plan.

			MyPorf	ormance Main Pag	0						
			wyren	ormanice main ray	C						
	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.								Need H	elp?	
From the Main Page, you can create, up	late and view employee Performance Plans; change the Ratin	J Official and/or Higher Lev	vel Reviewer; view and	f print part or an entire plan al	ter it is created;	, close a plan, and t	rack the status of a pla	in.			
You can also search for completed plans	by selecting the 'Show Completed Plans/Appraisals' link locate	d at the bottom of this pag	je.								
To create a Performance Plan:	To complete other actions described above:										
Select 'Choose a Plan Type' Select 'Appraisal Plan Type'	Select an option from the Action column Select the 'Go' button										
Select the 'Go' button	Select the 'Go' button										
Important: To become familiar with the	olumns, select the 'Need Help?' link.										
Plans/Appraisals In Progress											
TIP Only Employees that have a pla	n in progress are listed below.								Create New Plan		
	Appraisal Year ALL							Choose	e a Plan Type		Go
Show Me All Appraisals											
	60										
Records Displayed 10 1	irrent Owner A Rating Official Name A	Appraisal Year 🛆	Appraisal ID 🗠	Plan Approval Date 🛆	Туре	Plan Status 🛆	Current Status		Action	Go	

Figure 18 - MyPerformance Main Page>Program Review Completed

19. For this scenario, the RO selects the **Save and Transfer to Employee for Acknowledgment** button.

			Go Back to Progress Reviews
Employee Information			
Employee Name EHRIS Bwraox, Wzhjkuw G Show Employee Details			
Progress Review Information			
TIP A progress review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and ex	xchange of accomplishments and areas	for improvement.	
Progress Review Initiator EHRIS Caaohu, Crdqdd I Progress Review Status Initiated		Progress Review Number 1	
Assessments Approvals and Acknowledgments			
			Need He
This screen provides information regarding the status of your employee's progress review.			Need He
If the 'Start' button is active, select it to complete the process. Select 'Show' link to see approvals and acknowledgments information for each step.			
 Select 'Show' link to see approvals and acknowledgments information for each step. 			
Select 'Show' link to see approvals and acknowledgments information for each step. (C) C) C			
- Select 'Show' link to see approvals and acknowledgments information for each step. 했 값 경 중 형 Show All Details Hide All Details Details Tasks	Status	Action	
Select Show' link to see approvals and acknowledgments information for each step.	Completed	Step 1 completed	
Select 'Show' link to see approvals and acknowledgments information for each step. Comparison of the set of	Completed Completed	Step 1 completed Step 2 completed	
Select Show' link to see approvals and acknowledgments information for each step.	Completed	Step 1 completed	
Select 'Show' link to see approvals and ackinoeledgments information for each step. Stow All Details Hole All Details Details Tasks Step 1: Rating Official - Request or Document Higher Level Review (If required) Step 2: Rating Official - Document Communication to Employee Step 3: Rating Official - Document Communication to Employee	Completed Completed	Step 1 completed Step 2 completed	
Select Show' link to see approvals and ackinoeledgments information for each step.	Completed Completed	Step 1 completed Step 2 completed	
Select Show link to see approvals and ackinoeledgments information for each step. Stor Al Detahl Hote Al Detahls Stor Al Detahls Hote Al Detahls Detahls Tasks Step 1: Rating Official - Request or Document Higher Level Review (frequired) Step 2: Rating Official - Document Communication to Employee Communication Date 17-Aug 2016 Communication Date 17-Aug 2016 Communication Method Exact Date X	Completed Completed	Step 1 completed Step 2 completed	
Select Show' link to see approvals and ackinoeledgments information for each step.	Completed Completed Not Started	Step 1 completed Step 2 completed	

Figure 19 - Approvals and Acknowledgments>Save and Transfer to Employee for Acknowledgment

20. The RO can send the employee a message regarding the progress review 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			
	<u>Cancel</u>	Transfer to Employee without E-mail Notification	Iransfer 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 Progress Review. After writing the message, select the Transfer to Employee with E-mail Notification' button to send For additional guidance, select Need Help? Please proceed to the Performance Management and Appraisal and select the Progress Reviews tab and then the Approvals and Acknowledgments tab and complete Step 4. Once you've acknowledged, a copy of the DD Form 2006 will be available in the Completed Plans and Appraisal areas. Enter message to employee	the messag	96	
Spell Check			
Notice: You are about to contact EHRIS Bwraox, Withjiuw 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 manual s	mbers or pr	ivacy act information in your e-mail.	

Figure 20 - RO Notification to Employee

21. The RO is navigated to *MyPerformance Main Page*. The RO will receive a **Confirmation** message stating the plan/appraisal has been submitted to the employee. The employee will need to acknowledge receipt of their progress review.

syrenomiance main rage	Provide Guest Feedback										
Confirmation The appraisal has been sub	mitted to the employee.										
Rating Official/Higher Leve	al Reviewer	·									
				MyPe	rformance Main P	age					
										Need He	p?
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 cre	ate, update and view employee Perf	formance Plans; change the Ratin	g Official and/or Higher L	evel Reviewer; view	and print part or an entire pla	in after it is cre	ated; close a plan, a	and track the status of a plan.			
You can also search for complete	ed plans by selecting the 'Show Com	pleted Plans/Appraisals' link locat	ed at the bottom of this p	age.							
To create a Performance Plan:	To complete other ac	ctions described above:									
Select 'Choose a Plan Ty		tion from the Action column									
 Select 'Appraisal Plan Type 	rpe' Select the 'Go	o' button									
 Select the 'Go' button 											
important: To become familiar w	vith the columns, select the 'Need He	Ip? link.									
Plans/Appraisals In Progress											
MTIP Only Employees that ha	ve a plan in progress are listed below	N.									
•									Create New Plan		
Show Me All Appraisals	Appraisal Year ALL	~						CI	hoose a Plan Type	~	Go
Records Displayed 10 V	1 1 2 5 G										
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	2017	195	25-Apr-2016	DoD	Approved	Progress Review Approved by HL	LR View	▼ Go	
EHRIS Bwraox, Wzhjkuw G											
EHRIS Bwraox, Wzhjkuw G											
	sleted Plans.										

Figure 21 - MyPerformance Main Page>Appraisal submitted to Employee Confirmation

Employee Acknowledging Receipt of Progress Review

After the RO has documented communication, he or she will transfer the progress review to the employee for acknowledgement. Acknowledgement does not mean the employee agrees with the RO; it is merely acknowledging communication between the employee and RO.

Employee Steps to Acknowledge Receipt of Progress Review

1. At the *MyPerformance Main Page*, select the performance plan/appraisal that needs to have the progress review acknowledged, make sure **Action** column reflects **Update** and select the **Go** button. You must have ownership of the performance plan to make any changes.

NOTE: The Current Status is Progress Review in Progress.

			N	AyPerforman	ce Main Page					
										Need Help?
	Warning: This application classified information is a				n only. Do NOT enter	r classified	information in	this system. Unauthorized	release of	
From the Main Page, you can create, up	date and view your Performance Plans; view	w and print part or an entire plan a	after it is created; and tra	ick the status of a pla	n. You can also search for c	completed plan	is by selecting the	Show Completed Plans/Appraisals' I	ink located at the bottor	m of this page.
To create a Performance Plan:	To complete other actions describe	d above:								
 Select 'Choose a Plan Type' 	 Select an option from the Ad 	tion column								
 Select Appraisal Plan Type 	 Select the 'Go' button 									
 Select the 'Go' button 										
important: To become familiar with the	columns, select the 'Need Help?' link.									
Appraisals of EHRIS Aejqjsvqzt, Did	pypuggpz N									
									Create New Plan	
								-Choose a Pla	in Type	✓ Go
Records Displayed 10 V 1	: IS Q									
Records Displayed 10♥ 12€ 5	Current Owner A	Rating Official Name 스	Appraisal Year 스	Appraisal ID 🛆	Plan Approval Date 🛆	Туре	Plan Status 🛆	Current Status A	Action	

Figure 22 - MyPerformance Main Page

2. The *Plan Details* page is displayed as shown in Figure 23, select *Progress Review* tab to acknowledge receipt of your progress review.

Plan Pilogress Reviews Annual Appraisal Narrative Statements Report/Forms		
Step 1: Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards Step 4: Approvals and Acknowledgments		
	- Choose an Action -	✓ Go
Employee Information	- STRANE BITHERE	
Engloyen Namo EHRIS Aeigigevgat, Didovpougget N >Show Employen Details		
This screen allows you to view and change the details of your performance planlappraisal.		
Step 1. Plan Details		
 Verify the appraisal dates and rating efficial and higher level reviewer names are correct, and, if applicable, make the necessary changes. Select Save and Continue buttom at the bottom right correct 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 Performance Plan Approval Date Plan Last Modified Date Plan La		
		Save and <u>Continue</u>

Figure 23 - Plan / Step 1 Plan Details Page

3. The *Progress Reviews* page is displayed as pictured in Figure 24. Select the **Update** button under the **Action** column.

							- Choose an Actio	- n	× (
Employee	Information								
mployee N Show Emp	ame EHRIS Aejqjevqzt, Didpvpuqgpz N loyee Details								
									Need Help?
rooress rev	inter an enabled to press your adversar	ce throughout the performa	nce cycle. At least one progress revie	w is required. From this screen you can create	a progress review, update a progre	ss review that has not been approved	I, and view a completed progress revi	ew.	
• To c	reate a progress review, select 'Create Progres pdate a progress review, select the 'Update' bu	ss Review' button. tton under the Action colum	m,						
• To c • To u • To v	reate a progress review, select 'Create Progres pdate a progress review, select the 'Update' bu ew a completed progress review, select 'View	ss Review' button. uton under the Action colum History' button under the Ar	nn. ction column.						
• To c • To u • To u	reate a progress review, select 'Create Progres pdate a progress review, select the 'Update' bu ew a completed progress review, select 'View	ss Review' button. uton under the Action colum History' button under the Ar	nn. ction column.	e cycle. (Note: This does not pertain to the na	rrative statements or annual apprais	al.)			
• To ci • To u • To v	reate a progress review, select "Create Progre- pdate a progress review, select the "Update" by ew a completed progress review, select "View ress reviews are a review of an employee's per	ss Review' button. uton under the Action colum History' button under the Ar	nn. ction column.		rrative statements or annual apprais	al.)			
• To c • To u • To u • To v • To v	eate a progress review, select 'Create Progre pdate a progress review, select the 'Update' bu ew a completed progress review, select 'View ess reviews are a review of an employeet's per	is Review' button. .tton under the Action colur History' button under the A formance which typically or	nn, clion column. ccurs midway through the performanc	ce cycle. (Note: This does not pertain to the na					
• To ci • To u • To v	reate a progress review, select "Create Progre- pdate a progress review, select the "Update" by ew a completed progress review, select "View ress reviews are a review of an employee's per	ss Review' button. uton under the Action colum History' button under the Ar	nn. ction column.		communication Date	al.) Communication Method	Employee Ack Date	Action	ete

Figure 24 - Progress Review Page

4. Select *Approvals and Acknowledgments* tab to acknowledge receipt of the progress review. *Step 4: Employee – Acknowledgment* under Details / Tasks shows pending employee acknowledgment and the **Acknowledge Receipt** button is available. Select **Acknowledge Receipt** button.

Create/Update Progress Review			
			Go Back to Progress Reviews
			No back to Progress Reviews
Employee Information			
Employee Name EHRIS Aejqjavqzt, Dldpvpuqgpz N Show Employee Details			
Progress Review Information			
GIP A progress review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue a	and exchange of accomplishments and areas for improven	sent.	
Progress Review Initiator EHRIS Aejgjavozt, Didgvpunggiz N Progress Review Status Pending Empl Acknowledgment		Progress Review Number 1	
Progress Review Status Pending Empl Acknowledgment			
Assessments Approvals and Acknowledgments			
Assessments approvels and Acknowledgments			
This screen provides information regarding the detailed status of your progress review.			Need Help?
Select 'Show' link to see approvals and acknowledgments information for each step. Select the 'Acknowledge Receipt' button, if available.			
X 2 5 0			
Show All Details Hide All Details			
Shok Ali Detalis (hole Ali Detalis Detalis Tasks	Status	Action	
Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not requested	Not requested	
Step 2 Higher Level Reviewer - Review (f required)	Not requested	Not requested	
Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed	
Step 4. Employee - Acknowledgment	Pending Empl Acknowledgment	Acknowledge Receipt	

Figure 25 - Progress Review / Approvals and Acknowledgments Tab

5. When you select **Acknowledge Receipt** a Date box is available. You can manually enter the **Date** or use the calendar icon. Enter the date you are acknowledging and select the **Save** button.

Create/Update Progress Review			
			Go Back to Progress Reviews
Employee Information			
Employee Name EHRIS Aejgivvqzt, Dłdpvpuqgpz N)Show Employee Detalis			
Progress Review Information			
TIP A progress review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful d	alonse and exchange of accorrolishments and areas fo	r improvement.	
Progress Review Initiator EHRIS Aejąjsvązt, Dłdpvpuągpz N Progress Review Status Pending Empl Acknowledgment		Progress Review Number	1
Assessments Approvals and Acknowledgments			
This screen provides information regarding the detailed status of your progress review,			Need Help?
This screen provides information regarding the detailed stants of your progress review,			Need Hegy
 Select 'Show' link to see approvals and acknowledgments information for each step. 			
 Select the 'Acknowledge Receipt' button, if available. 			
X 2 5 0			
Show All Details Hide All Details			
Details Tasks	Status	Action	
Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not requested	Not requested	
Step 2: Higher Level Reviewer - Review (if required)	Not requested	Not requested	
Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed	
A Step 4: Employee - Acknowledgment	Pending Empl Acknowledgment	Acknowledge Receipt	
Date 05			
		Cancel Save (

Figure 26 - Progress Review / Approvals and Acknowledgments Tab

6. *Step 4: Employee – Acknowledgment* under Details / Tasks is completed. You have just successfully acknowledged receipt of your progress review. Select **Go Back to Progress Reviews** button to go back to *Progress Reviews* tab.

Create/Update Progress Review		Go Back to Progress Reviews
Employee Information		go back to Progress Reviews
Employee Name EHRIS Aejejevqut, Didprpuqgpz N SStow Engloyee Details		
Progress Raview Information		
TIP A progress review should advowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.		
Progress Review Initiator EHBIS Anigievent, DMpvpvegger N Progress Review Status Completed	Progress Review Number	1
Assessments Approvals and Acknowledgments		
This screen provides information regarding the detailed status of your progress review. Select 'Show' link to see approvals and acknowledgments information for each step.		Need Help?
1 1 2 1 6 0		
Shore M Details 11/de Al Details		_
Steals Teals Step 1: Radrog Official - Request or Document Higher Lavel Review (# required) Step 2: Higher Lavel Reviewer - Review (# required) Step 3: Radrog Dickiu - Document Communication to Employee	Status Not requested Not requested Completed	
Step 4: Employee - Acknowledgment	Completed	

Figure 27 - Approvals and Acknowledgments / Acknowledge Receipt Completed

7. Since the progress review was acknowledged, the Progress Review is complete and the Action reflects View History. To return to the *MyPerformance Main Page*, first select Choose an Action LOV drop down arrow depicted in the red box below. Second, select Return to Main Page. Lastly select the Go button to the right.

Employee	Information						Char	ope Rating Official or Higher Li eller to Rating Official	evel Reviewer		
Employee N Show Emp	nginiyan Kume EMBIS Angigiwegat, Didiperpenggar N Inno Englityan Detala								Ratum to Main Page		
									Noed Help?		
							Accession and sold the commenter of				
Progress rev	lews are conducted to assess your performance	throughout the performance of	cla. At least one progress review is requ	and From this screen y	you can create a progress review	update a progress review that has not	been approved, and verw a completed	programs revens.			
• To er	www.are conducted to assess your performance wate a progress review, select 'Create Progress date a progress review, select the 'Update' butto ev a completed progress review, select 'Vew Hill	Review button. In under the Action column.		red. From this screen y	rou can treate a progress review	update a progress revers that has not	been approved, and vere a competed	propries invensi			
• Tour • Tour • Tour	wate a progress review, select 'Create Progress I state a progress review, select the Undate India	Review' button. In under the Action column. Idory' button under the Action o	auma				been approved, and vere a competed	popent even.			
• Tour • Tour • Tour	wate a program review, select 'Create Program date a program review, select the 'Update' butto ew a completed program review, select 'New Ho	Review' button. In under the Action column. Idory' button under the Action o	auma					ante <u>Progress</u> Review 122	2 (R 0		
• Tour • Tour • Tour	wate a program review, select 'Create Program date a program review, select the 'Update' butto ew a completed program review, select 'New Ho	Review' button. In under the Action column. Idory' button under the Action o	auma						C To O Delate		

Figure 28 - Progress Review / View History

9. At the *MyPerformance Main Page*, the Current Status reflects Progress Review Completed. Employee still has ownership of the performance plan/appraisal.

Freedom		MyPerformance Main Page Provide Guest Feetback: My Journal										
Employee												
MyPerformance Main Page											elp?	
	Warning: This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.											
From the Main Page, you can create, update and view your Performance Plans, view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the Show Completed Plans/Appraisabil link located at the bottom of this page.												
To create a Performance Plan:	To complete other actions described at	bove										
Select "Choose a Plan Type" Select an option from the Action column Select Appraival Plan Type												
Select the 'Go' button	 Select the 'Go' button 											
Important: To become familiar with the columns	s, select the 'Need Help?' link.											
Appraisals of EHRIS Aejąjsvązt, Didpvpuąg	pz N											
								-Choose a Plan	reate New Plan n Type	>	Go	
Records Displayed 10 11 12 C G G												
Employee Name 🛆 🛛 Cur	rrent Owner 🗠	Rating Official Name 🛆	Appraisal Year 🛆	Appraisal ID 🗠	Plan Approval Date 🗠	Туре	Plan Status 🛆	Current Status	Action			
EHRIS Aejąjsvązt, Didpvpuągpz N EH	RIS Aejąjsvązt, Didpvpuągpz N	EHRIS Caaohu, Crdqdd I	2017	189	21-Apr-2016	DoD	Approved	Progress Review Completed	Update	✓ G		

Figure 29 - MyPerformance Main Page