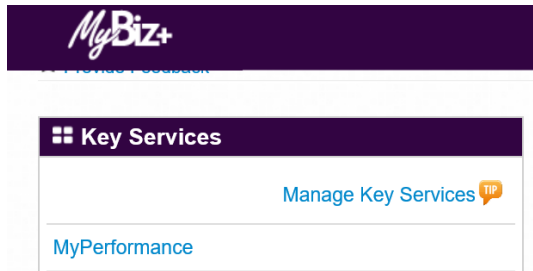




APPRAISAL PROCESS – EMPLOYEE VIEW

Log into MyBiz+ at: <https://compo.dcpds.cpms.osd.mil/>

Once logged in, under Key Services select *MyPerformance*



To access the performance plan the dropdown menu must say Update* then hit Go

(*If the dropdown menu says View, RO must transfer the plan to the employee to be able to update)

Employee

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 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/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.

Appraisals of

Create New Plan

--Choose a Plan Type--

Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
			2019		23-Apr-2018	DoD	Approved	Progress Review Completed	Update <input type="button" value="Go"/>

Go to the *Annual Appraisal* tab, then *Inputs and Ratings* subtab

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

Inputs and Ratings Approvals and Acknowledgments

Enter information in Employee Input box

Employee Input

► Show My Journal

(Limit to 2000 characters)

Spell Check Counter

You can view information recorded in My Journal by selecting Show My Journal. Information contained in My Journal cannot be viewed by the RO. Employee must provide all input in the Employee Input block for the RO to view. Once input is complete, select Go to Next Performance Element to continue.

Go to Next Performance Element Go Back to Top of Page

Once all Element Inputs are completed select Save and Continue

Go to Next Performance Element Go Back to Top of Page

Save and Continue

The tab under *Annual Appraisal* will move to *Approvals and Acknowledgements* (if not, select the *Approvals and Acknowledgements* subtab by clicking on it). Use the drop down menu at the top of screen to select Transfer to Rating Official and hit Go


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

Inputs and Ratings **Approvals and Acknowledgements**

Transfer to Rating Official Go

There will be an option to send with or without an e-mail. Once transferred a confirmation screen will appear.

MyPerformance Main Page Provide Guest Feedback My Journal

 **Confirmation**

The appraisal has been submitted to the rating official.

Employee

Process Complete.

AFPC/DP3FS/Feb2019