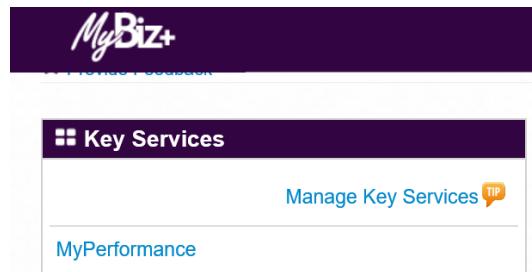




APPRAISAL PROCESS – EMPLOYEE VIEW

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:

To complete other actions described above:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button
- 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								
<input style="width: 100px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px; margin-right: 10px;" type="button" value="Choose a Plan Type--"/> <input style="width: 30px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px;" type="button" value="Go"/>								
Records Displayed <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px; margin-right: 10px;" type="button" value="10"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px; margin-right: 10px;" type="button" value="100"/> <input style="width: 20px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px; margin-right: 10px;" type="button" value="All"/>								
Name ▲ Current Owner ▲ Rating Official Name ▲ Appraisal Year ▲ Appraisal ID ▲ Plan Approval Date ▲ Type ▲ Plan Status ▲ Current Status ▲ Action								
1			2019	23-Apr-2018	DoD	Approved	Progress Review Completed	Update <input style="width: 30px; height: 20px; border: 1px solid black; border-radius: 5px; padding: 2px;" type="button" value="Go"/>

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

A screenshot of the 'Annual Appraisal' subtab under the 'Inputs and Ratings' tab. The top navigation bar includes tabs for 'Plan', 'Progress Reviews', 'Annual Appraisal' (which is highlighted in blue), 'Narrative Statements', and 'View/Print Form'. Below this, there are two main buttons: 'Inputs and Ratings' (highlighted in blue) and 'Approvals and Acknowledgments'. The 'Inputs and Ratings' button has a sub-menu with the same two options.

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

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