

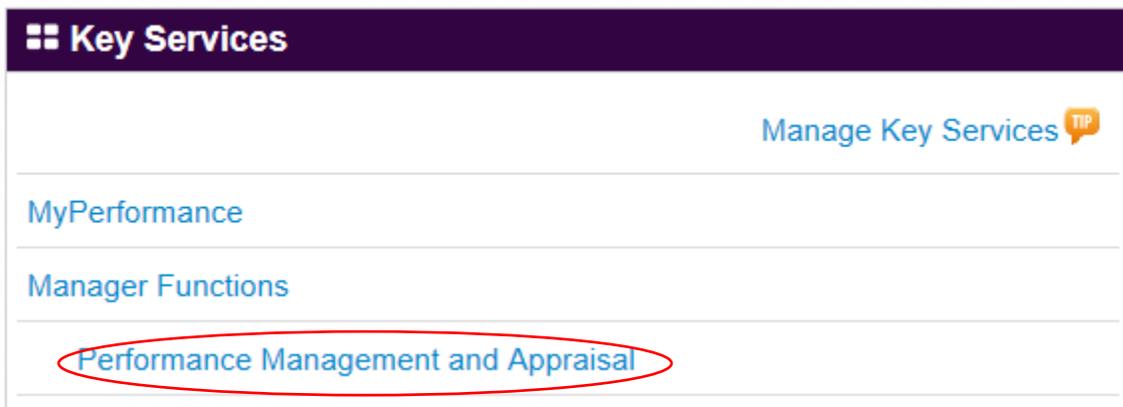


# DoD Performance Management Appraisal Program

## Appraisal Process - Rating Official View

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

Under Key Services, Manager Functions select Performance Management and Appraisal



Select an employee by pressing the Go button next to Update on that record

(If Action column says View, use drop down menu to select Retrieve)

You must have ownership of the approved performance plan to make any changes.

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.

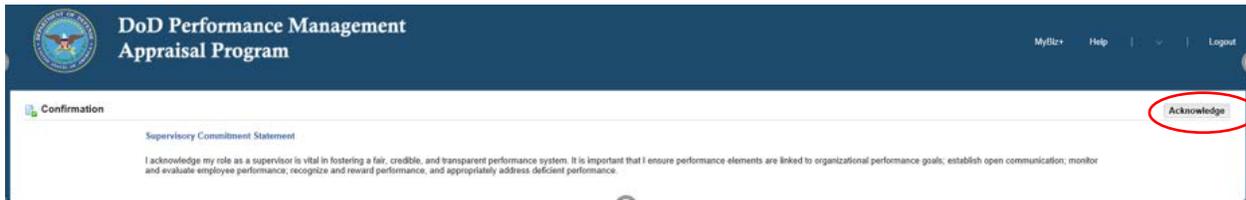
Show Me: All Appraisals | Appraisal Year: ALL

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

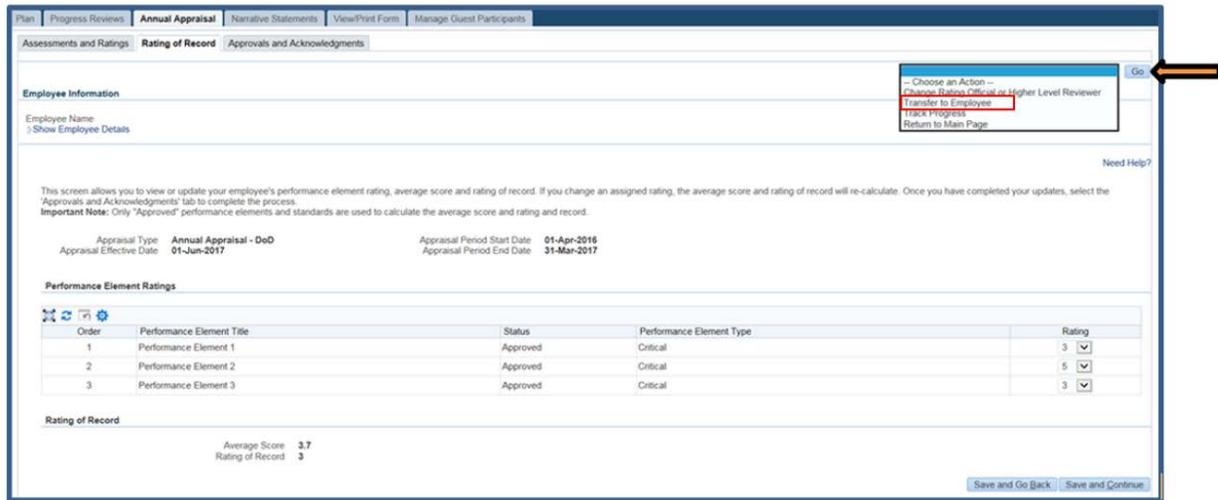
Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
			2019		02-Oct-2018	DoD	Approved	Progress Review Completed	Update   Go
			2019		01-May-2018	DoD	Approved	Progress Review Completed	View   Go
			2019		23-Apr-2018	DoD	Approved	Progress Review Completed	View   Go



## Acknowledge Supervisory Commitment Statement



To initiate Employee Input, use dropdown menu at the top of the screen to select Transfer to Employee then hit Go



Once Employee Input received (or if Employee chooses not to provide input)

Go to **Annual Appraisal** tab and **Narratives and Ratings** subtab



Review Employee input and draft narrative assessment in Rating Official Narrative box

Select element rating from the drop down menu next to *Element Rating* (5=Outstanding, 3=Fully Successful, 1=Unacceptable)

**Employee Input**

I AM AWESOME.

**Rating Official Narrative**

Add Input here.

(Limit to 2000 characters)

Spell Check

Counter

15

**Performance Element Rating**

Element Rating



Go to Next Performance Element

Go Back to Top of Page

Save and Continue

**Go to next Performance Element and repeat**

**Performance Elements**

	Order	Performance Element Title	Status	Performance Element Type	Rating
<input type="radio"/>	1	ELEMENT 1+	Approved	Critical	
<input checked="" type="radio"/>	2	ELEMENT 2	Approved	Critical	
<input type="radio"/>	3	ELEMENT 3	Approved	Critical	
<input type="radio"/>	4	ELEMENT 4	Approved	Critical	

### Enter narrative and rating for each element, then hit Save and Continue button

#### Rating Official Narrative

Add input here

(Limit to 2000 characters)

Spell Check Counter 14

#### Performance Element Rating

Element Rating 3 Fully Successful

Go to Next Performance Element Go Back to Top of Page

Save and Continue

Once all narratives and ratings have been entered screen will show the summary element ratings, the average score and the rating of record

#### Performance Element Ratings

Order	Performance Element Title	Status	Performance Element Type	Rating
1	ELEMENT 1+	Approved	Critical	5 Outstanding
2	ELEMENT 2	Approved	Critical	3 Fully Successful
3	ELEMENT 3	Approved	Critical	5 Outstanding
4	ELEMENT 4	Approved	Critical	3 Fully Successful

#### Rating of Record

Average Score 4.0  
Rating of Record 3 Fully Successful

Save and Go Back Save and Continue

### Select Approvals and Acknowledgements tab

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

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

-- Choose an Action -- Go

**Click Start button at Step 1 to request HLR approval**

**(This step is required IAW DoDI1400.25V431\_AFI36-1002, 2.5j)**

Details	Tasks		Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	<b>Start</b>
▶	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	<b>Start</b>
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

**Section option A to transfer to HLR or option B to document for the HLR**

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

**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**

<b>Name</b>	<b>Title</b>
<input type="text"/>	Rating Official
<input type="text"/>	Higher Level Reviewer

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

Change Higher Level Reviewer

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

Higher Level Reviewer <input type="text"/>	Method of Review <input type="text"/>
Review Date <input type="text"/>	Other Method <input type="text"/>
<small>(dd mmm-yyyy)</small>	

**Once HLR approval received – Select Start button at Step 3 to document communication to employee**

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	<b>Start</b>
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

**Fill in Communication date and method information, then transfer to employee to acknowledge**

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	<b>Start</b>

Communication Date  (dd-mmm-yyyy)

Communication Method

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
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**CRITICAL: The appraisal does not finalize or transfer to the employee’s record in DCPDS until the employee acknowledges receipt – follow up to ensure this step is accomplished as performance awards will reject if no appraisal is on file in the employee record in DCPDS. If employee is unavailable or unwilling to acknowledge follow the steps below.**

**If employee is unavailable or declines to sign, go to Step 4 to acknowledge on behalf of the employee**

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	Completed	Step 3 completed
▶	Step 4: Rating Official - Document Employee Acknowledgment	Pending Empl Acknowledgment	<b>Start</b>

**Acknowledgement options: unable to sign, other, no system access, or employee declined**

**TIP** These fields are auto-populated at the time of employee acknowledgment. If the employee is not available or refuses to acknowledge, you may update this area accordingly.

Acknowledgment

Other Method

Date  (dd-mmm-yyyy)

**Cancel** **Save**

### Once acknowledged on behalf of the employee this message will appear – select yes to finalize

 Confirmation

This appraisal will be removed from your Plans/Appraisals in Progress on the MyPerformance Main Page. An official copy will be placed under the 'Completed Plans/Appraisals' 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.

Do you want to continue?

### Once finalized you can print the form or exit

		
<a href="#">Show All Details</a>   <a href="#">Hide All Details</a>		
<b>Details Tasks</b>		
	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: Rating Official - Document Employee Acknowledgment	Completed

#### Print Appraisal Form

#### WARNING NOTES:

**Employees must have a minimum of 90 days under an approved plan to be eligible for a rating of record. If less than 90 days on an approved plan this error message will appear:**

 Confirmation

Annual reviews should occur after 90 days of the start of the appraisal period and after any progress reviews. Do you wish to continue? Yes or No