

## **DoD Performance Management Appraisal Program**

## **Appraisal Process - Rating Official View**

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

Under Key Services, Manager Functions select Performance Management and Appraisal

II Key Services	
	Manage Key Services 🧭
MyPerformance	
Manager Functions	

#### 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/Hi	igher Level Reviewe	er									
					MyPerformance Main	Page					
	<b>Wa</b> info	rning: This application is de rmation is a violation of law a	signed for sensitive unc and may lead to prosec	classified personnel aution.	information only. Do NOT	enter classifi	ed information in	this system. Unauthorized rele	ease of classified	Need He	lp?
From the Main Page, you c	can create, update and view em	ployee Performance Plans; change th	e Rating Official and/or Higher	Level Reviewer; view and	I print part or an entire plan after it is	created; close a	a plan, and track the sta	atus of a plan.			
You can also search for cor	mpleted plans by selecting the	Show Completed Plans/Appraisals' lir	k located at the bottom of this	page.							
To create a Performance F	Plan: To compl	ete other actions described above:									
<ul> <li>Select "Choose a P</li> <li>Select "Appraisal Pi</li> </ul>	Plan Type' • Si Plan Type' • Si	elect an option from the Action column elect the 'Go' button									
<ul> <li>Select the 'Go' butt</li> </ul>	ton										
Important: To become fam	niliar with the columns, select th	e 'Need Help?' link.									
Plans/Appraisals In	n Progress										
GTIP Only Employees th	that have a plan in progress are	listed below.									
Show Me All Appraisals	ls V Appraisal	Year ALL V						Create New Plan	Choose a Plan Type	V	Go
Records Displayed 10	🖂 i 🐹 😂 🗔 🌞 🖷										
Employee Name	Current Owner	Rating Official Name	Appraisal Year 🛆	Appraisal ID 🗠	Plan Approval Date	Туре 🗠	Plan Status 🗠	Current Status	Action		4
1.1.	(		2019		02-Oct-2018	DoD	Approved	Progress Review Completed	Update	✓ Go	
K. 1	C 1		2019		01-May-2018	DoD	Approved	Progress Review Completed	View	✓ Go	
E			2019		23-Apr-2018	DoD	Approved	Progress Review Completed	View	¥ 60	



Acknowledge Supervisory Commitment Statement

	DoD Performance Management Appraisal Program	Help	E:	8	Logost	
Confirmation				Ack	nowledge	╊
	Supervisory Commitment Statement			-		1
	acknowledge my role as a supervisor is vital in lostering a fair, credible, and transparent performance system. It is important that I ensure performance elements are linked to organizational performance goals; establish open communication; m and evaluate employee performance; recognize and reversed performance, and appropriately address deficient performance.	onitor				

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

loyee Information				Choose an Action Choose an Action Choose Ratio Official or Lighter Level Reviewer Transfer to Engloyee Track Progress Return to Main Page
This screen allows y	rou to view or update your employee's performance element n owledgments' tab to complete the process.	ating, average score and rating of record. If you change	an assigned rating, the average score and rating of record will re-calculat	Need Help? e. Once you have completed your updates, select the
Appraisal Effect	IV "Approved" performance elements and standards are used isal Type: Annual Appraisal - DoD tive Date: 01-Jun-2017	Appraisal Period Start Date 01-Apr-201 Appraisal Period End Date 31-Mar-201	6 7	
Appraisal Effect	ly "Approved" performance elements and standards are used sal Type Annual Appraisal - DoD two Date 01-Jan-2017	Appraisal Period Start Date 01-Appraisal Period End Date 31-Mar-201	6 7	
Appraisal Effect Performance Elen Order	(y) "Approved" performance elements and standards are used sall Type Annual Appraisal - DoD the Date 01-Jun-2017 nent Ratings	Apprinsal Period Start Date 01-Appraisal Period End Date 01-Appraisal Period End Date 01-Appraisal Period End Date 01-Mar-201	6 7 Performance Element Type	Rating
Appraisal Effect Appraisal Effect Performance Elen Criter 1	Ny "Approved" performance elements and standards are used sall Type Annual Appraisal - DeD the Date 01-Jun-2017 Nent Ratings Performance Element Title Performance Element 1	Appraisal Period Start Date 01-Appraisal Period End Date 01-Appraisal Period End Date 31-Mar-201 Status Approved	6 7 Performance Element Type Critical	Rating 3 V
Appraisal Effect Performance Elen Corder 1 2	yr Vpcoredt performance elements and standards are used sal Type Annual Appraisan - DoD webbe 0-1-4-an-2017 ment Ratings Performance Element Title Performance Element 2	Approach Period Start Date 11-4pr-035 Approach Period Start Date 11-4pr-035 Approach Period Strid Date 11-4pr-035 Status Approved Approved	6 7 Performance Element Type Critical Critical	Rating 3 V 5 V
Important Note: Or Apprasal Effec Performance Elen Order 1 2 3	y "Approved" performance elements and standards are used sal Type Annual Appraisa - DoD tree Date 0 - Jun-2017  Performance Element Tate Performance Element 1 Performance Element 2 Performance Element 3	Appraisal Period Start Date 31-Apr-201 Appraisal Period End Date 31-Apr-201 Appraisal Period End Date 31-46a-201 Status Approved Approved Approved	Performance Element Type Ortical Ortical Ortical	Rating 3 V 5 V 3 V
Important Note: Or Apprasal Effec Performance Elen Order 1 2 3 Rating of Record	Ny "Approved" performance elements and standards are used sal Type Annual Appraisa - DoD We Date 0-1-Jun-2017 Performance Element Title Performance Element 1 Performance Element 2 Performance Element 3	Approved Approved	9 Performance Element Type Critical Critical Critical	Rating 3 V 5 V 3 V

Rating Official Notification to Employee - EHRIS Bwraox, Wzhjkuw G

Cancel Transfer to Employee without E-mail Notification Transfer to Employee with E-mail Not

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

Go to Annual Appraisal tab and Narratives and Ratings subtab

Plan	Progress Reviews	Annual Appraisal	Narrative Statements	View/Print Form	Manage Guest Participants			
N	arratives and Rating	s Rating of Record	Approvals and Ackr	owledgments				
	2 B 2542					Choose an Action	V	Go
E	mployee Inform	nation						

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)



I AM AWESOME.			

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(Limit to 2000 characters)	Spell Check Counter 15
ormance Element Rating	
Element Rating	

## Go to next Performance Element and repeat

#### Performance Elements

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	Order	Performance Element Title	Status	Performance Element Type	Rating
0	1	ELEMENT 1+	Approved	Critical	
۲	2	ELEMENT 2	Approved	Critical	
0	3	ELEMENT 3	Approved	Critical	
0	4	ELEMENT 4	Approved	Critical	





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

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heck Counte	r 14				
Go to <u>N</u> ext F	Performa	nce Eleme	t Go Ba	ick to <u>T</u> op o	of Page
	Go to <u>N</u> ext F	Go to <u>N</u> ext Performa	Go to <u>N</u> ext Performance Elemen	Go to <u>N</u> ext Performance Element Go Ba	Go to Next Performance Element Go Back to Top o

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

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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





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

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

X 2	S Q ▼ III		
Show Al	I Details   Hide All Details		
Details	Tasks	1	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

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

ow All Details	I Hide Al Detais		1000
ails	Tasks		Action
	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start
STIP 1	There are two options available to complete this step. If you are both the rating official and hig	gher level reviewer, use	Option B to document the approval.
Opti	on A - Transfer to the Higher Level Reviewer		
	Name	Title	
	Name	Title Rating Official	
	Name	Title Rating Official ligher Level Reviewer	
	Name	Title Rating Official ligher Level Reviewer	
	Name H STIP Please select new HLR from list of values, if required. Change Higher Level Reviewer	Title Rating Official ligher Level Reviewer	
	Name	Title Rating Official ligher Level Reviewer	r Level Reviewer without E-mail Notification
	Name  Change Higher Level Reviewer  Change Higher Level Reviewer  Change Higher Level Reviewer  Cancel	Title Rating Official ligher Level Reviewer Transfer to Higher	r Level Reviewer without E-mail Notification
<b>*</b> орей	Name	Title Rating Official ligher Level Reviewer Transfer to Higher mation	r Level Reviewer without E-mail Notification
Coption	Name	Title Rating Official ligher Level Reviewer Transfer to Higher mation	r Level Reviewer without E-mail Notification

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

X 2	2 2 5 ☆ ▼ 80				
Show All Details   Hide All Details					
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		
•	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed		



				Te ne
Details	Tasks			Action
Þ.	Step 1: Rating Official - Request or Document Higher L	evel Review (if required)	Completed	Step 1 completed
▶	Step 2: Higher Level Reviewer - Review (if required)		Completed	Step 2 completed
4	Step 3: Rating Official - Document Communication to F	mplovee	Not Started	Start
	Communication Date	ii a		
A	Communication Date	(dd-mmm-yyyy)		
A	Communication Date Communication Method Other	(dd-mmm-yyyy)		
-	Communication Date Communication Method Other Rating Official Name	(dd-mmm-yyyy)	<u>⊿</u> Q	

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

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

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Show Al	Show All Details   Hide All Details				
Details	Tasks		Action		
Þ	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		
Þ	Step 4: Rating Official - Document Employee Acknowledgment	Pending Empl Acknowledgment	Start		

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

tail	5 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
1	Step 4: Rating Official - Document Employee Acknowledgment	Pending Empl Acknowledgment	Start
3	TIP These fields are auto-populated at the time of employee acknowledgment. If the enupdate this area accordingly.	mployee is not available or refuses to ac	knowledge, you may
3	TIP These fields are auto-populated at the time of employee acknewledgment. If the er update this area accordingly. Other Method Date (dd mmm.vvv)	mployee is not available or refuses to ac	knowledge, you may



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

Confirmation	No	Yes
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 of the MyPerformance Main Page. Select the 'Print Appraisal Form' button if you wish to print the form prior to exiting this appraisal.	on the b	ottom

Do you want to continue?

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

X 2	≝ 중 중 ▼ Ⅲ			
Show Al	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: Rating Official - Document Employee Acknowledgment	Completed		

#### WARNING NOTES:

Print Appraisal Form
Print Appraisal Form

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

No Yes

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



myPers.af.mil