

COMPLETING THE ANNUAL APPRAISAL

SUPERVISOR STEPS:

1. NOTE: The Current Status may be Plan Approved, Progress Review Completed, Narrative Statement Completed, etc.
2. The supervisor must be the owner. Action shows Update.

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Eisele, Richard D	Davis, Anya C	Davis, Anya C	2020	84124	22-Nov-2019	DoD	Approved	Narrative Statement Completed	Update

3. Change to Update to Transfer to Employee and click **Go**.

Approved Narrative Statement Completed **Transfer to Employee** **Go**

4. Transfer with or without email notification.

Rating Official Notification to Employee -

Cancel Transfer to Employee without E-mail Notification Transfer to Employee with E-mail Notification

5. The owner is now the employee and supervisor's action button will show **View**.

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Eisele, Richard D	Eisele, Richard D	Davis, Anya C	2020	84124	22-Nov-2019	DoD	Approved	Narrative Statement Completed	View

EMPLOYEE STEPS:

1. Log into MyBiz. Click on **MyPerformance**.

Key Services

Manage Key Services **TIP**

MyPerformance

2. Action is **Update** click **Go**.

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Eisele, Richard D	Eisele, Richard D	Davis, Anya C	2020	84124	22-Nov-2019	DoD	Approved	Narrative Statement Completed	Update

3. Select the **Annual Appraisal** tab. The **Inputs and Ratings** tab should show on default.

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

Inputs and Ratings Approvals and Acknowledgments

- For each critical element, enter **Employee Input**. This is the employee's opportunity to tell the supervisor their opinion of how they performed in each critical element as well as some of the accomplishments during the appraisal period related to that critical element.

Employee Input

▶ Show My Journal

(Limit to 2000 characters)

Spell Check Counter

- After completing the employee input for each critical element, scroll down and select the option that pertains to how you need to navigate through the system.

Go to Next Performance Element Go Back to Top of Page

Save and Continue

- Once all Employee Input is complete and saved, scroll to top of page and in the right upper corner select the arrow to change option to **Transfer to Rating Official**, then click **Go**.

Transfer to Rating Official

Go

- Transfer with or without email notification.

Rating Official Notification to Employee - Eisele, Richard D

Cancel Transfer to Employee without E-mail Notification Transfer to Employee with E-mail Notification

SUPERVISOR STEPS:

- The supervisor must be the owner. Action shows Update. Click **Go**.

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Eisele, Richard D	Davis, Anya C	Davis, Anya C	2020	84124	22-Nov-2019	DoD	Approved	Narrative Statement Completed	Update Go

- Select the **Annual Appraisal** tab. The **Narratives and Ratings** tab should show on default.

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

Narratives and Ratings Rating of Record Approvals and Acknowledgments

- For each critical element, enter **Rating Official Narrative**. This is where the supervisor explains how the employee performed in each critical element during the appraisal period. When the narrative is complete, select an **Element Rating** from drop down menu (5=Outstanding, 3=Fully Successful, 1=Unacceptable).

Rating Official Narrative

(Limit to 2000 characters)

Spell Check Counter

Performance Element Rating

Element Rating

- After completing the rating official narrative and selecting a rating for each critical element, scroll down and select the option that pertains to how you need to navigate through the system.

Go to Next Performance Element Go Back to Top of Page

Save and Continue

- After all critical elements have been rated. Scroll to the top of the page and select the **Rating of Record** tab.

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

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

- There should be a rating for each critical element. The **Average Score/Rating of Record** will show at the bottom. When this area is complete, select **Save and Continue**.

Performance Element Ratings

Order	Performance Element Title	Status	Performance Element Type	Rating
1	Customer Service	Approved	Critical	
2	Technical and Administrative Management	Approved	Critical	
3	Teamwork	Approved	Critical	
4	New Employee Orientation	Approved	Critical	
5	Program Management, Primary- OWCP/MCPA	Approved	Critical	
6	Program Management, Alternate - Retirement	Approved	Critical	
7	Safety and EEO	Approved	Critical	

Rating of Record

Average Score
Rating of Record

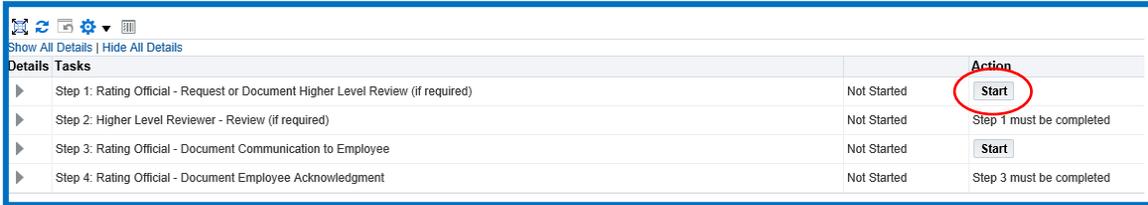
Save and Go Back Save and Continue

- The tab at the top of the page will automatically transfer to **Approvals and Acknowledgments**.

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

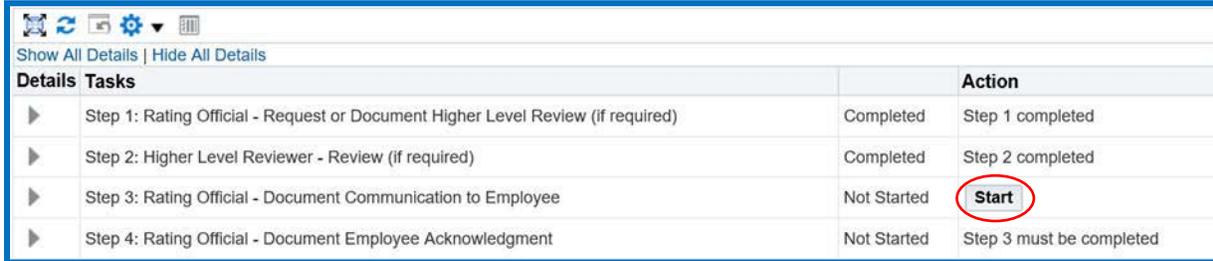
Narratives and Ratings Rating of Record **Approvals and Acknowledgments**

8. Select **Start** button at Step 1 to request HLR approval.



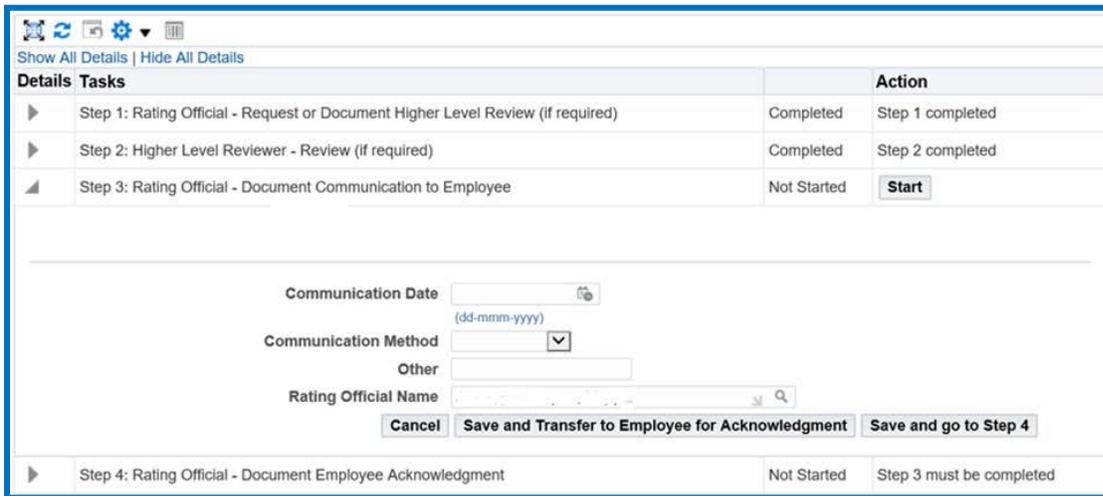
Details	Tasks		Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start
▶	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Step 1 must be completed
▶	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

9. Once HLR approval is received – select **Start** 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	Start
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

10. Enter communication date and method information, then *Save and Transfer to Employee for Acknowledgment*.



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

Communication Date (dd-mmm-yyyy)

Communication Method

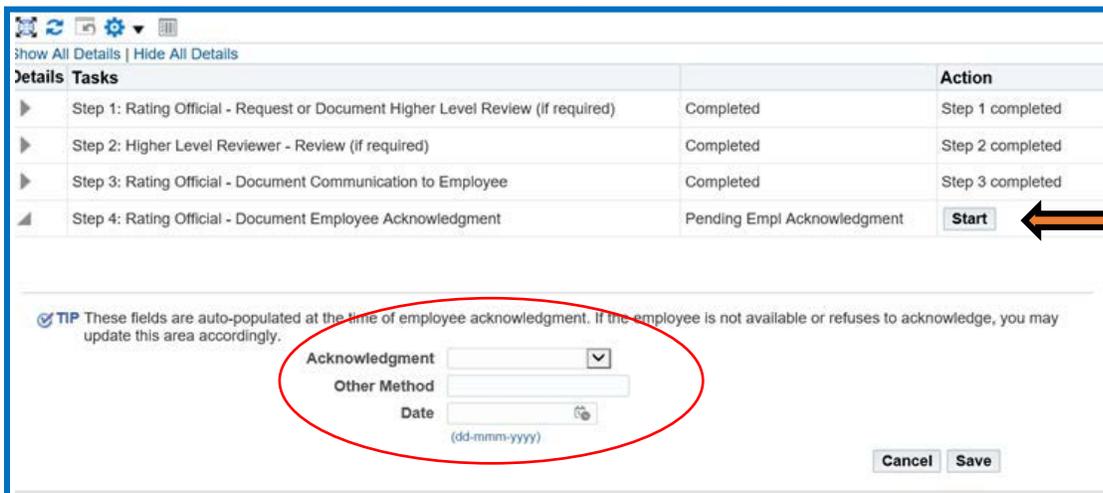
Other

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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11. **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. If the employee is unavailable or unwilling to acknowledge, follow the steps below.



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	Start

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**

12. Once acknowledged on behalf of employee, 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?