



# DoD Performance Management Appraisal Program

## MyPerformance

### Rating Official (RO) – How to Create a Performance Plan

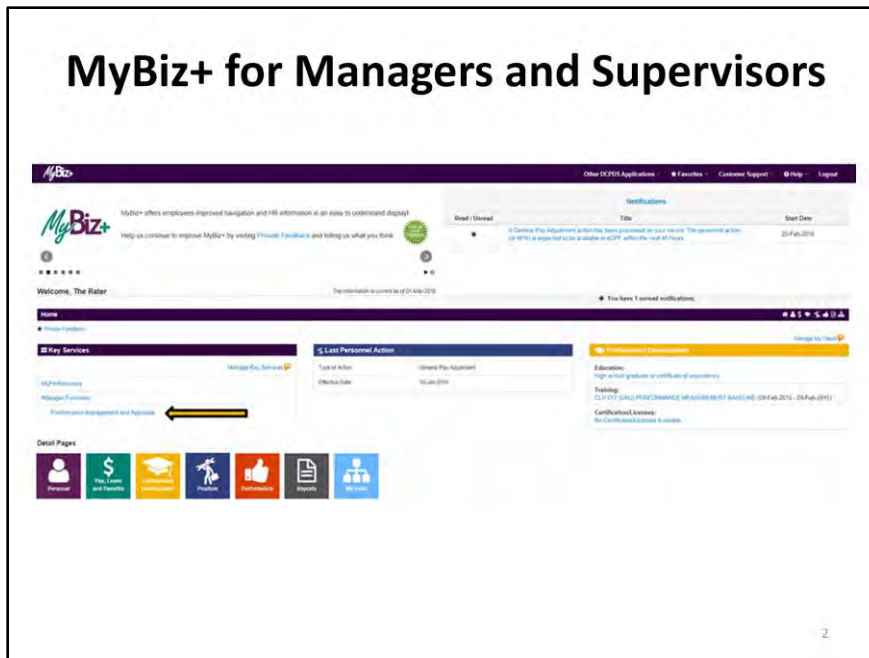
*All data contained within this simulation is fictional and does not represent any real person, position, or other record of any type.*

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Normally within 30 days of the beginning of each appraisal cycle, supervisors and employees should discuss performance goals for the upcoming cycle. Supervisors must allow employees the opportunity to provide input into their performance elements and standards. While employees have the opportunity to provide input into their performance plans, supervisors must develop and approve the performance elements and standards.

Supervisors must communicate each approved performance plan and how the performance expectations link to any organization goals with their employees. This also provides an opportunity for the supervisor and employee to achieve a common understanding of the performance required for mission success.

# MyBiz+ for Managers and Supervisors



From the MyBiz+ home page, select Performance Management and Appraisal link under Manage Functions in Key Services.

# MyPerformance Main Page

The screenshot displays the MyPerformance Main Page. At the top, there is a navigation bar with the MyPerformance logo and links for 'MyPerformance Main Page', 'Provide Guest Feedback', and 'My Account'. Below this, a warning message states: '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.' The main content area is titled 'MyPerformance Main Page' and includes instructions on how to create and track performance plans. A table with columns for 'Employee Name', 'Current Owner', 'Rating Official Name', 'Appraisal Year', 'Appraisal ID', 'Plan Appraisal Date', 'Type', 'Plan Status', 'Current Status', and 'Action' is shown. Below the table, there is a 'Create New Plan' section with a dropdown menu labeled 'Choose a Plan Type--' and a 'Go' button. The dropdown menu is open, showing three options: 'DoD Performance Management Appraisal Program', 'Defense Civilian Intelligence Personnel System', and 'National Guard (Title 32)'. A yellow arrow points to the 'Choose a Plan Type--' dropdown, and a red box highlights the 'Go' button.

The performance plan will clearly document for each employee how the expected outcomes and results are linked to the organization’s goals and objectives and how performance will be measured throughout the appraisal cycle.

From the MyPerformance Main Page, under Create New Plan, select the Choose a Plan Type from the drop-down arrow.

Select DoD Performance Management Appraisal Program and Go button.

# People in Hierarchy

People in Hierarchy

The MyPerformance tool is only available to employees and supervisors whose position is covered by the new GUC Management Policy contained in DUCI 1403.03 (version K02, dated August 5, 2015), and whose separation is scheduled for immediate transition to the new performance program.

Return to Main Page

Load Data

Search All | Collapse All

Person Name	Occupational Code	Position Name	Organization	Performance Plan
John, Dwight	(200)Budget Analyst (2000)	2000A.BUDGET ANLYST (200)2277.0000.0000	U.S. WPPY GARRESON FT STEWART HQ 4284403000A (0)	Create
Paul, Eugene	(210)Secretary (210)	2000A.SECRETARY (210)112200.0000.0000	U.S. WPPY GARRESON FT STEWART HQ 4284403000A (0)	Create

You will see all the employees in your hierarchy. From People in Hierarchy screen, find the employee you want to create a performance plan on and select Create button.

# Supervisory Commitment Statement

Confirmation

## Supervisory Commitment Statement

I acknowledge my role as a supervisor is vital in fostering a fair, credible, and transparent performance system. It is important that I ensure performance elements are linked to organizational performance goals, establish open communication, monitor and evaluate employee performance, recognize and reward performance, and appropriately address deficient performance.

**Acknowledge**

A Supervisory Commitment Statement will be received when you create or update an employee's performance plan/appraisal to acknowledge your role as a supervisor. Select Acknowledge button.

# Create Performance Plan

Copy Performance Plan

Cancel and Return to Main Page

Save Draft

**Employee Information**

Employee Name: Mike, Andrew

Show Employee Details

**Setup Details**

\* Indicates required field

Build New Plan

\* Appraisal Type: Annual Appraisal - DoD

\* TIP The Appraisal Period Start Date represents the start of the employee's performance evaluation period under this plan. Please review and change this date, if necessary.

\* Appraisal Period Start Date: 01-Apr-2016

\* Appraisal Period End Date: 31-Mar-2017

Appraisal Effective Date: 01-Jun-2017

\* Rating Official Name: Rater, The

\* Higher Level Reviewer Name: Reviewer, Higher Level

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Select Show Employee Details link for an overview of the employee's position and organization information. This link is available on every page within MyPerformance.

# Create Performance Plan

08/20/17 11:42 Logged Out

Create Performance Plan [Cancel and Return to Main Page](#)

**Employee Information** 08/20/2017

Employee Name: Thea, Thea  
Employee ID: 11212  
Organization: 0100-01000000000000000000  
Position: 34801A.0000027 ANALYST, 1217272 ASBA,APPL  
Organization: 0100-01000000000000000000  
Location: Fort Stewart, US  
Work Schedule: Full time  
Assignment Status: Active Appointment  
Employee Number: 0100112

**Setup Details**

\* Indicates required field [Build New Plan](#)

\* Appraisal Type: **Annual Appraisal - DUD**

\* Appraisal Period Start Date: 01-Apr-2018

\* Appraisal Period End Date: 31-Mar-2017

Appraisal Effective Date: 01-Jun-2017

\* Rating Official Name: Kater, Thea

\* Higher Level Reviewer Name: Reviewer, Higher Level

Select the Hide Employee Details link to hide the employee's position and organization information.

# Create Performance Plan

Create Performance Plan

Performance Information

Setup Details

Appraisal Year: Actual Appraisal - 2017

Appraisal Period Start Date: 01-Apr-2016

Appraisal Period End Date: 31-Mar-2017

Appraisal Cycle Date: 01-Apr-2017

Officer Name: Ralph, Mr

Higher Level Name: Brennan, Higher Level

Build New Plan

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The appraisal cycle for employees covered by the DoD Performance Management and Appraisal Program is April 1 through March 31 of each calendar year.

Review the plan Setup Details information and make any necessary changes to the default values.

Select Build New Plan button to go to Step1: Plan Details.



# Step 1: Plan Details

**Plan** | Reports/Forms

Step 1: Plan Details | Step 2: Mission Goals | Step 3: Performance Elements and Standards | Step 4: Approvals and Acknowledgments

- Choose an Action - Go

**Employee Information**

Employee Name: One, Employee  
Show Employee Details

This screen allows you to view and change the details of your employee's performance plan.

Step 1: Plan Details

- Verify the appraisal dates and higher level reviewer name is correct, and, if applicable, make the necessary changes.
- Select Save and Continue button at the bottom right corner to move to Step 2: Mission Goals.

**TIP:** Choose an Action - located at the top right corner - allows for selection of other actions throughout the performance cycle.

For additional guidance, select [Need Help?](#)

\* Appraisal Type: Annual Appraisal - DoD  
\* Appraisal Period Start Date: 01 Apr 2016  
\* Appraisal Period End Date: 31 Mar 2017  
\* Appraisal Effective Date: 01 Jun 2017  
Rating Official Name: Rater, The  
Higher Level Reviewer: Reviewer, Higher Level

Performance Plan Approval Date: Plan Last Modified Date  
Created By: Rater, The

Save and Continue

- Choose an Action -  
Change Rating Official or Higher Level Reviewer  
Transfer to Employee  
Track Progress  
Return to Main Page

Go

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Choose an Action offers several options for the Rating Official to manage their employee's performance plan/appraisal: Change Rating Official and or Higher Level Reviewer, Transfer to Employee, Track Progress, and Return to Main Page.

The Choose an Action drop down is available for your use on every tab in MyPerformance.

# Step 1: Plan Details

Plan Reports/Forms

Step 1: Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards Step 4: Approvals and Acknowledgments

Choose an Action Go

**Employee Information**

Employee Name: One, Employee  
[Show Employee Details](#)

This screen allows you to view and change the details of your employee's performance plan.

Step 1: Plan Details

- Verify the appraisal dates and higher level reviewer name is correct, and, if applicable, make the necessary changes.
- Select Save and Continue button at the bottom right corner to move to Step 2: Mission Goals.

**TIP:** Choose an Action - located at the top right corner - allows for selection of other actions throughout the performance cycle.

For additional guidance, select [Need Help?](#)

\* Appraisal Type: Annual Appraisal - DoD

\* Appraisal Period Start Date: 01-Apr-2016

\* Appraisal Period End Date: 31-Mar-2017

\* Appraisal Effective Date: 01-Jun-2017

Rating Official Name: Rater, The  
Higher Level Reviewer: Reviewer, Higher Level

Performance Plan Appraisal Date: [ ]  
Plan Last Modified Date: [ ]  
Created By: Rater, The

**Save and Continue**

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This is the final review of the Setup Details, make necessary changes and select Save and Continue button to move to Step 2: Mission Goals

## Step 2: Mission Goals

Home > My Profile > My Performance > Step 2: Mission Goals

DoD Core Values: Leadership, Professionalism, and Technical Knowledge through dedication to duty, integrity, ethics, honor, courage, and loyalty.

Enter Mission Goals here (Limit to 1400 characters).

Spell Check Save and Go Back Save and Continue

In order to develop common awareness of and reinforce a high-performance culture, DoD core values will be discussed with employees at the beginning of the appraisal cycle and be annotated on all performance plans. Additionally, DoD components may include organizational values and mission statements or goals which apply to the employee's performance elements. This aids in developing a common awareness and to reinforcing the individual contribution to the overall success of both the DoD and organization's mission.

Enter mission goals in the text box (Limit to 1400 characters). Spell Check is available.

Select Save and Continue to go to Step 3: Performance Elements and Standards

## Step 3: Performance Elements and Standards

The screenshot shows a web application interface for adding performance elements and standards. The page title is "Step 3: Performance Elements and Standards". A yellow arrow points to a "Need more information?" link. A red box highlights the "Add Performance Element" button. The interface includes a table with columns for "Details/Number", "Title", "Status", "Element Type", and "Actions". The table is currently empty. Navigation buttons "Save and Go Back" and "Save and Continue" are visible at the bottom right.

The performance standards should be written in the SMART criteria - Specific, Measurable, Achievable, Relevant, and Timely. Select Need more information? link to better understand the SMART criteria.

To add a performance element, select Add Performance Element button.

# Add Performance Element and Standards

**Add Performance Element and Standards**

This screen allows you to add Performance element and standard(s).

- Filter the Performance Element title and verify the Performance Element Start Date.
- Start your performance element and standard(s) in the top box or view and edit from another document.
- Select Save button of the right corner to periodically save your work.
- Select Save and Add Another Performance Element button to save and add a new performance element and standard(s).
- Select Return to Performance Elements button to go back to Step 2: Performance Elements and Standards.
- If you click Return to Performance Elements button without saving, a warning message will display.

For additional guidance, view [Need Help?](#)

Performance Element Number: 8

\* Performance Element Title:

\* Performance Element Start Date: 01-Apr-2016

Performance Element Status: Pending

Date Last Modified: 02-Apr-2016

\* Performance Element Type: Critical

Performance Element and Standard(s)

Enter Performance Element and Standard(s) here (Limit to 1000 characters).

Save and Add Another Performance Element | Go Back to Performance Elements

Spell Check

## Enter a Performance Element Title

All performance elements are critical and must contain at least one element with a maximum of ten elements.

Performance elements describe the expectations related to the work being performed. All performance elements must be critical elements and clearly align with organizational goals.

Performance standards describe how requirements and expectations provided in the performance elements are to be evaluated. Performance standards must be provided for each performance element and must be written at the 'Fully Successful' level.

Select Save button to periodically save your work, Save and Add Another Performance Element is just that, Go Back to Performance Elements will not save your work.

When finished adding performance elements and standards, select Save and Go Back to Performance Elements buttons.

# Step 3: Performance Elements and Standards

**Help** Reports/Forms

Step 1: Plan Details   Step 2: Mission Goals   **Step 3: Performance Elements and Standards**   Step 4: Approvals and Acknowledgments

Employee Information     

Employee Name: Ops, Employees  
 @Show Employee Details

This screen allows you to add or update a performance element and view approved performance elements for your employees. Performance elements should be written using the SMART criteria. Select [Need more information?](#) link to view the SMART criteria.

Step 3: Performance Elements and Standards

- Select Add Performance Element button to add a new performance element and standard(s).
- Select Update button under the Details Action column to update an unapproved performance element.
- Select view button under the Details Action column to view an approved performance element.
- Select Delete icon under the Details Delete column to delete a performance element.
- Select Save and Continue button at the bottom right corner to move to Step 4: Approvals and Acknowledgments.
- Select Save and Go Back button at the bottom right corner to go back to Step 2: Mission Goals.

For additional guidance, select [Need Help?](#)

Details Number	Title	Status	Element Type	Actions	Delete
1	Performance Element 1	Pending	Critical	Update	
2	Performance Element 2	Pending	Critical	Update	

Save and Go Back   **Save and Continue**

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Returning to Step 3 Performance Elements and Standards, the new performance element information displays on the detail line. From this page you can add, update or delete a performance element.

Select Save and Continue to go to Step 4: Approvals and Acknowledgments.

## Step 4: Approvals and Acknowledgments

The screenshot displays a web application interface for Step 4: Approvals and Acknowledgments. The interface includes a navigation bar with the following steps: Step 1: Plan Details, Step 2: Monitor Goals, Step 3: Performance Elements and Standards, and Step 4: Approvals and Acknowledgments. Below the navigation bar, there is a section for Employee Information, including fields for Employee Name and ID. A table lists the status of various tasks, such as 'Rating Official - Request or Document Higher Level Reviewer', 'Higher Level Reviewer - Review', 'Rating Official - Document Communication to Employee', and 'Rating Official - Document Employee Acknowledgment'. A dropdown menu is open, showing options: 'Choose an Action', 'Change Rating Official or Higher Level Reviewer', 'Transfer to Employee', 'Track Progress', and 'Return to Main Page'. A 'Go' button is visible next to the dropdown menu. A red arrow points from the 'Go' button to the dropdown menu, and a yellow arrow points to the 'Change Rating Official or Higher Level Reviewer' option. The 'Go' button is highlighted with a red box.

After the performance plan has been created by the rating official, it may require edits and further input from the employee. The plan could be routed to the employee as an empty shell awaiting input, final document ready for review, or work in progress requiring edits.

After creating the employee's plan, the manager or supervisor (known as Rating Official) will transfer to the employee to review and provide input.

To transfer to the employee for their review, select Choose an Action, Transfer to Employee, and Go button.

# Rating Official Notification to Employee

Rating Official Notification to Employee - OIG, Employee

WSPC - FAQ - Update

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

**Message to Employee**

This screen allows you to send a message to your employee regarding their performance plan/appraisal. This notification can be sent with or without an email message.

- To provide additional information to the employee, enter a message in the text box below Message to Employee and select Transfer to Employee with E-Mail Notification button at top right corner.
- If you choose not to send a message, select Transfer to Employee without E-mail Notification button. You will need to contact the employee directly.
- Select Cancel button at top right corner to go back to previous screen without making any changes.

For additional guidance, select [Read help?](#)

Please go to your Performance Management and Appraisal to view or update your performance plan.

**Enter message to Employee here.**

Spell Check

Notice: You are about to contact One, Employee by e-mail. Due to the unencrypted nature of the e-mail communication, please do not include any sensitive information such as social security numbers or privacy act information in your e-mail.

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At this point you have the option to transfer to the employee with or without e-mail notification. If you chose to enter comments in the Message to Employee area, your message is included in the e-mail.



# MyPerformance Main Page

**MyPerformance Main Page**

Confirmation  
The approval has been submitted to the approver.

Rating Official Name: [Name]

**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 this Main Page, you can create, update and view employee Performance Plans (change the Rating Official and/or higher Level Number), view and print out an entire year after it is created. Also, you can APPROVE the status of a plan. You can also search for completed plans by entering the "Show Completed Plans/Approvals" link located at the bottom of this page.

To create a Performance Plan:

- Select "Create a Plan" from the left sidebar.
- Select "Performance Plan" from the left sidebar.
- Select the "Plan Number".
- Select an option from the "Appraisal Column".
- Select the "Plan Number".

**Important:** To become familiar with the columns, select the "Need Help?" link.

**Plans/Approvals In Progress**

of ERP Only: Employees that have a plan in progress are listed below.

Show Me: [All Approvals] Appraisal Year: [2014]

Create New Plan

Choose a Plan Type

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Dns, Employee	Dns, Employee	Rabin, The	2014	101	3/4/14	Pending	Plan in Progress	Done	[Edit] [Delete]

Select the link to search for Completed Plans.

Show Completed Plans/Approvals

Upon transferring the plan to the employee, you will be returned to the MyPerformance Main Page. A Confirmation message will appear at the top of the page.

Your employee's performance plan information and status is displayed in the Appraisal Details table on the MyPerformance Main Page.

# MyPerformance Main Page

The screenshot displays the 'MyPerformance Main Page' interface. At the top, there is a navigation bar with 'MyPerformance Main Page' and 'Provide Constructive Feedback'. Below this, a warning message states: '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.' The main content area includes instructions on how to create and manage performance plans. A table titled 'Plans/Approvals in Progress' is shown, with columns for Employee Name, Current Owner, Rating Official Name, Appraisal Year, Appraisal ID, Plan Approval Date, Type, Plan Status, Current Status, and Action. A dropdown menu is open under the 'Action' column, listing options: View, Retrieve Reports/Forms, Change RO and/or HLR, and Track Progress. An arrow points from the 'View' option in the dropdown to the 'View' button in the table's Action column.

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
One Employee	One Employee	None	2019	111		Self	Working	Plan in Progress	View

From the Action column, you will notice that you can only view your performance plan and no longer have ownership of it.

At this point in the performance plan process, there are limited actions you can perform under the Action column. Available actions are: View, Retrieve (plan), Reports/Forms, Change Rating Official and/or Higher Level Reviewer and Track Progress.

The rating official can retrieve a performance plan/appraisal at any time during the appraisal lifecycle from the employee or higher level reviewer.

# MyPerformance Main Page

**MyPerformance Main Page**

**Warning:** This application is designed for unclassified personnel information only. Do NOT enter classified information in this system. Unintentional release of classified information is a violation of law and may lead to prosecution.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

**Plans Approvable to Progress**

Only Employees that have a plan in progress are listed below.

Search Dropdown	Employee Name	Current Status	Rating Official Name	Appraisal Year	Appraisal ID	Plan Appraisal Date	Type	Plan Status	Current Status	Action
	Oth. Employee	None, The	None, The	2015	10		000	In-Progress	Plan in Progress	Go

After the employee finishes reviewing and entering comments, the employee will transfer to the rating official to start the approval process for the performance plan.

Action column now reflects Update and rating official has ownership of the performance plan.

Select Go button to open the performance plan.

# Step 4: Approvals and Acknowledgments

Plan Reports/Forms

Step 1: Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards **Step 4: Approvals and Acknowledgments**

Employee Information

Employee Name: [redacted] Employee  
Show Employee Details

This screen provides information regarding the detailed status of your employee's performance plan.

- Select "Show" link to see approvals and acknowledgments information for each step.
- Select the "Start" button to complete a step.

Details/Name	Status	Action
Step 1: Rating Official - Request or Document Higher Level Review	Not Started	<b>Start</b>
Step 2: Rating Official - Higher Level Review - Review	Not Started	Step 1 must be completed
Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Save and Go Back

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To start the approval process, navigate to Plan/Step 4: Approvals and Acknowledgments. You can get there by using the navigation buttons or selecting Step 4: Approvals and Acknowledgments.

Select Start button for Step 1: Rating Official – Request or Document Higher Level Review

# Step 1: Rating Official – Request or Document Higher Level Review

## Option A – Transfer to the Higher Level Reviewer

Option A - Transfer to the Higher Level Reviewer ←

Name	Title
Rater, The	Rating Official
Reviewer, Higher Level	Higher Level Reviewer

or TIP Please select new HLR from list of values, if required.  
Change Higher Level Reviewer: Reviewer, Higher Level

Message to Higher Level Reviewer

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Performance Plan. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail notification' button to send the message.  
Please review the performance plan and take the appropriate action under the Approvals and Acknowledgments tab.

Spell Check

Notice: You are about to contact Reviewer, Higher Level by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

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There are two options under Step 1: Rating Official – Request or Document Higher Level Reviewer: Option A – Transfer to the Higher Level Reviewer. This option is used when the Higher Level Reviewer needs to approve the performance plan.

# Step 1: Rating Official – Request or Document Higher Level Review

## Option B - Document the higher level review has taken place

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

Higher Level Reviewer	Reviews, Higher Level	Method of Review	Face To Face	Cancel	Save
Review Date	20-Apr-2016	Other Method			

## Confirmation

Comments

I certify that the information in this performance plan accurately documents the Rating Official's decision and the Higher Level Reviewer's approval.

Option B – Document the higher level review has taken place by entering the following information. This option allows the rating official to certify the information in the performance plan accurately documents the higher level reviewer's approval.

For this scenario, the rating official completed Option B by entering Review Date and Method of Review from drop down and selecting Save button.

Rating Official will receive a Confirmation message and will have to select No or Yes button.

## Step 3: Rating Official – Document Communication to Employee

The screenshot displays a web application interface for performance management. At the top, a breadcrumb trail shows the current step: **Step 3: Rating Official – Document Communication to Employee**. Below this, the 'Employee Information' section shows the employee's name as 'One, Employee'. A progress table indicates the status of previous steps: Step 1 (Completed), Step 2 (Completed), and Step 3 (Not Started). The 'Start' button for Step 3 is highlighted with a red box. The main form area contains fields for 'Communication Date' (set to 02-Apr-2010), 'Communication Method' (set to 'Face to face'), and 'Other'. Two yellow arrows point to the date and method dropdown menus. At the bottom, there are buttons for 'Cancel', 'Save and Transfer to Employee for Acknowledgment', and 'Save and go to Step 4' (highlighted with a red box). A note at the bottom right states 'Step 3 must be completed'.

Step	Status	Action
Step 1: Rating Official – Request or Document Higher Level Review	Completed	Step 1 completed
Step 2: Higher Level Reviewer – Review	Completed	Step 2 completed
Step 3: Rating Official – Document Communication to Employee	Not Started	<b>Start</b>

Since the rating official documented the higher level reviewer's approval, Step 1: Rating Official – Request or Document Higher Level Review and Step 2: Higher Level Reviewer – Review have been completed.

The rating official still has ownership of the employee's performance plan.

Performance plans must be clearly communicated to employees and acknowledged by employees.

Select Start button for Step 3: Rating Official – Document Communication to Employee. The rating official will document the Communication Date, Communication Method, and Other, if required. There are two choices the rating official select– Save and Transfer to Employee for Acknowledgment or Save and go to Step 4.

For this scenario, the rating official will select Save and go to Step 4 button.

## Step 4: Rating Official Document Employee Acknowledgment

The screenshot shows a web application interface for Step 4: Rating Official Document Employee Acknowledgment. The interface includes a navigation bar with tabs for Progress Reviews, Annual Appraisal, Narrative Elements, Appraisal Items, and Performance Evaluation. Below the navigation bar, there is a section for Employee Information and a table of Public Links. The table has columns for Name, Status, and Action. The 'Start' button in the 'Action' column is highlighted with a red box. Below the table, there is a 'Save and Go Back' button. The date '03-Apr-2014' is displayed. There are yellow arrows pointing to the 'Start' button, the date, and the 'Save and Go Back' button.

Once the rating official documents communication to employee, the new tabs are available to complete in the appraisal lifecycle, i.e., Progress Reviews, Annual Appraisals, etc.

Select Start button for Step 4: Rating Official – Document Employee Acknowledgment.

The rating official can document employee acknowledgment due to the employee not being able to sign, other (reason in Other Method), no system access, and employee declined. Rating official will document acknowledgment and date and select Save button.



# Choose an Action – Track Progress

The screenshot displays a web application interface for performance management. At the top, a navigation bar includes links for 'Home', 'Reports/Forms', and a progress indicator for 'Step 4: Approvals and Acknowledgments'. Below this, the 'Employee Information' section shows the name 'Ous, Employee' and a 'Go' button. A table lists performance steps with their status and actions. A dropdown menu is open, showing options: '- Choose an Action -', 'Change Rating Official or Higher Level Reviewer', 'Transfer to Employee', 'Track Progress', and 'Return to Main Page'. A 'Go' button is highlighted next to the dropdown. A red arrow points from the 'Go' button in the top right to the 'Go' button in the dropdown. A yellow arrow points to the 'Track Progress' option in the dropdown.

Details/Tasks	Status	Action
1) 2009 Step 1: Rating Official - Request or Document Higher Level Review	Not Started	Start
2) 2009 Step 2: Higher Level Reviewer - Review	Not Started	Step 1 must be completed
3) 2009 Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
4) 2009 Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

To track progress of the performance plan/appraisal, select –Choose an Action– dropdown, Track Progress and Go button.

# Track Progress

Track Progress Milton - ICJ My Job - ICJ MyPerformance - FAQ - Logout

[Go Back](#) [Print](#)

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**Employee Information**

Employee Name: Oms, Employee  
[View Employee Detail](#)

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This screen provides information regarding the status of the performance plan/appraisal throughout the performance cycle.

- Review the performance plan/appraisal status and select Go Back button at the right corner when finished.
- A Print button is located at the top right corner, if you would like to print Track Progress.

Plan	Date	User	
Drafted	01-Apr-2016	Raber, The	✓
Reviewed by Higher Level Reviewer	20-Apr-2016	Raber, The	✓
Approved	21-Apr-2016	Raber, The	✓
Communicated to Employee by Rating Official	29-Apr-2016	Raber, The	✓
Acknowledged by Employee			

Progress Review	
Employee Draft	01/04/2016
Rating Official - Assessment	20/04/2016
Reviewed by Higher Level Approver - If Required	21/04/2016
Communicated to Employee by Rating Official	29/04/2016
Acknowledged by Employee	

Appraisal	
Employee Draft	01/04/2016
Rating Official - Assessment	20/04/2016
Higher Level Reviewer Approval	21/04/2016
Communicated to Employee by Rating Official	29/04/2016

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Track Progress provides the date and user who performed the action and status of the performance plan/appraisal throughout the performance cycle. Select Go Back to return to the previous page – Step 4: Approvals and Acknowledgments or Print to print a copy of Track Progress.

# Choose an Action – Return to Main Page

The screenshot displays a web application interface for performance management. At the top, there is a navigation bar with tabs for 'Main', 'Reports/Forms', and a progress indicator showing 'Step 1: Phase Details', 'Step 2: Mission Goals', 'Step 3: Performance Elements and Standards', and 'Step 4: Approvals and Acknowledgments'. Below this, there is a section for 'Employee Information' with fields for 'Employee Name' and 'One, Employee'. A table titled 'Details Tasks' lists various tasks with their status and actions. A dropdown menu is open, showing options: '- Choose an Action -', 'Change Rating Official or Higher Level Reviewer', 'Transfer to Employee', 'Track Progress', and 'Return to Main Page'. A red arrow points from the 'Go' button in the top right to the dropdown menu. A yellow arrow points from the left to the 'Return to Main Page' option. A red box highlights the 'Go' button.

Details Tasks	Status	Action
1) 2000 Step 1: Rating Official - Request or Document Higher Level Review	Not Started	Start
2) 2000 Step 2: Higher Level Reviewer - Review	Not Started	Step 1 must be completed
3) 2000 Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
4) 2000 Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

To return to MyPerformance Main Page, select –Choose an Action– dropdown, Return to Main Page, and Go button.

# MyPerformance Main Page

MyPerformance Main Page | Provide Guest Feedback  
 Rating Official/Higher Level Reviewer

## 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 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/Approvals" link located at the bottom of this page.

To create a Performance Plan:

- Select "Choose a Plan Type"
- Select "Approved 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/Approvals In Progress

\*TEP Only Employees that have a plan in progress are listed below.

Show Me:  Appraisal Year:

Create New Plan:

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Mr. Employee	Robert, The	Robert, The	2017	53	29-Apr-2016	DOC	Approved	Plan Approved	<input type="button" value="Update"/> <input type="button" value="Go"/>

Select the link to search for Completed Plans:  
[Show Completed Plans/Approvals](#)

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The Appraisal Details table shows that the Plan Approval Date is April 29, 2016, and the Current Status is Plan Approved. The rating official still has ownership of the employee's performance plan.