DPMAP PERFORMANCE PLAN GUIDE

Performance feedback is the two-way, meaningful exchange of information between supervisors and employees regarding performance expected and performance exhibited.

It's NOT about the 365th day

Prepared by Judy King
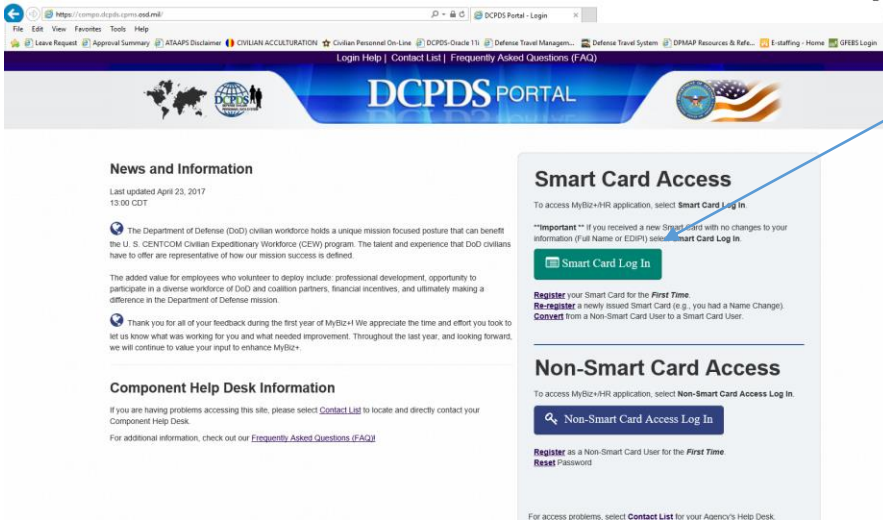Command Group Administrative Officer
27 Mar 18

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LOGGING INTO MY BIZ & MY PERFORMANCE TOOL

Click on this link to log into the My Performance tool:
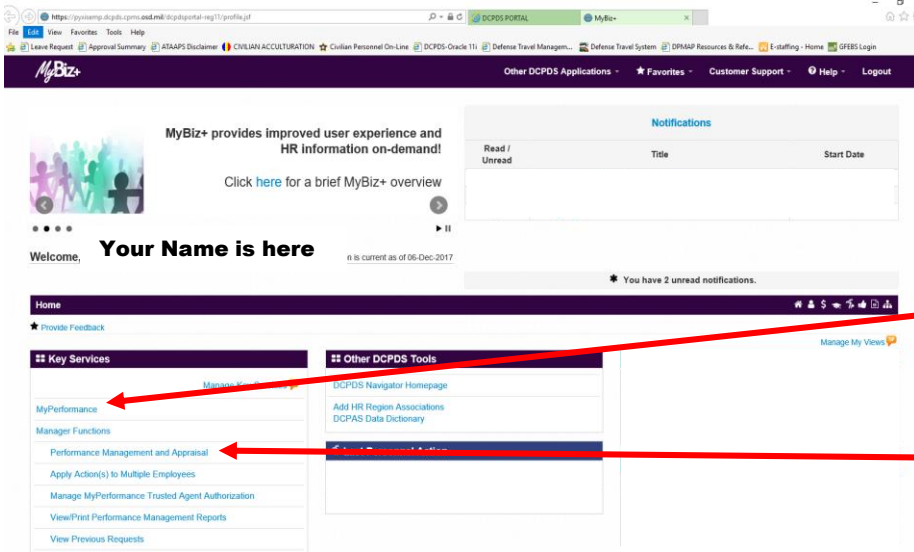
https://compo.dcpds.cpms.osd.mil/
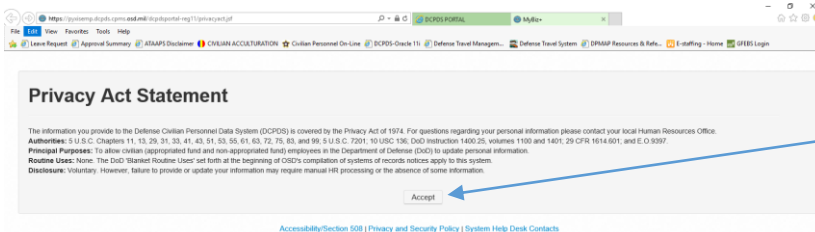
Click to Log into My Biz

Click the purple box to Choose your path

Click "Accept"

The Employee clicks on **"My Performance."**

The Rating Official/Supervisor clicks on "Manager Functions" and "Performance Management and Appraisal"

EMPLOYEE INITIATING PERFORMANCE PLAN

Click the Pull Down Menu and Select *"DoD Performance Management Appraisal Program"*

Then Select **"GO"**

MyPerformance

MyPerformance Main Page | Provide Guest Feedback | My Journal

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 an option from the Action column
• Select Appraisal Plan Type	• Select the 'Go' button
• Select the 'Go' button	

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

Appraisals of King, Judith H

Create New Plan --Choose a Plan Type-- [v] [Go]

Records Displayed 10 [v]

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action	
King, Judith H	King, Judith H	Holman, Victor	2018	6420	28-Jul-2017	DoD	Approved	Progress Review Completed	Update [v]	Go

Select the link to search for completed plans.
▶ Show Completed Plans/Appraisals

The default dates should be correct; however, please verify they are as annotated on this sample.

DoD Performance Management Appraisal Program

Create Performance Plan

Cancel and Return to Main Page

Need Help?

Employee Information

Employee Name King, Judith H
▶ Show Employee Details

Setup Details

* Indicates required field

Build New Plan | Copy from Existing Plan

* Appraisal Type Annual Appraisal - DoD [v]

☑ **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-2018
(dd-mmm-yyyy)

* Appraisal Period End Date 31-Mar-2019
(dd-mmm-yyyy)

Appraisal Effective Date 01-Jun-2019
(dd-mmm-yyyy)

* Rating Official Name Holman, Victor
* Higher Level Reviewer Name BENENATI MG, PAUL M

At this point you can choose to **Build New Plan** (start from scratch) **or Copy from Existing Plan** (begin with last year's plan as a starting point).

DoD Performance Management Appraisal Program

Copy Performance Plan

Return to Plan Setup

Need Help?

☑ **TIP** Rating Officials and employees can copy a performance plan from one year to the next. Rating Officials can copy a plan from one employee to another. Once copied, the performance plan can be altered accordingly.

Search

Note that the search is case insensitive

Please enter your search criteria and select the "Find" button to see the result.

Select the "magnifying glass" for assistance in entering the employee name. You must enter a search criteria value in either employee name or appraisal effective date.
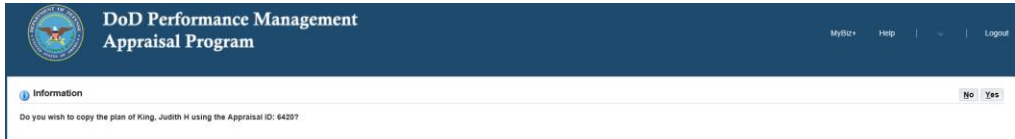
Employee Name King, Judith H
Appraisal Effective Date 01-Jun-2018
(dd-mmm-yyyy)

Find | Clear

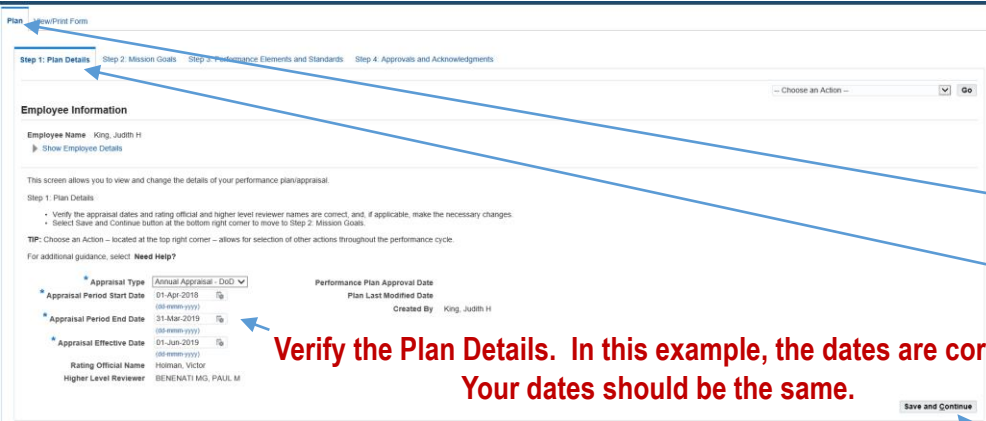| Appraisal ID	Employee Name	Employee Number	Appraisal Effective Date	Plan Approval Date	Appraisal Type	Plan Status	View	Copy
6420	King, Judith H	194057	01-Jun-2018	28-Jul-2017	Annual Appraisal - DoD	Approved		Copy

Enter the *Appraisal Effective Date* (it will search for plans) and click on **Find**.

The plan will appear as indicated in your search.
Click on **Copy**.

3

DoD Performance Management Appraisal Program

MyBiz+   Help | ∨ | Logout

ℹ Information   No   Yes

Do you wish to copy the plan of King, Judith H using the Appraisal ID: 6420?

Verify that you wish to copy your plan.
Click **Yes** or **No.**

In this example, **YES** was selected to copy the plan.

Plan   View/Print Form

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 King, Judith H
▶ Show Employee Details

This screen allows you to view and change the details of your performance plan/appraisal.

Step 1: Plan Details

- Verify the appraisal dates and rating official and higher level reviewer names are 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 ✔   Performance Plan Approval Date
* Appraisal Period Start Date 01-Apr-2018   Plan Last Modified Date
                               (dd-mmm-yyyy)   Created By   King, Judith H
* Appraisal Period End Date 31-Mar-2019
                             (dd-mmm-yyyy)
* Appraisal Effective Date 01-Jun-2019
                            (dd-mmm-yyyy)
  Rating Official Name Holman, Victor
  Higher Level Reviewer BENENATI MG, PAUL M

**Verify the Plan Details. In this example, the dates are correct.
Your dates should be the same.**

Save and Continue

Note the **TABS** across the top. You are now at the **Plan TAB** and the sub tab, **Step 1: Plan Details.**

If Plan Details are Correct, click **Save and Continue** to go to the next screen.

Plan   View/Print Form

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 King, Judith H
▶ Show Employee Details

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

This screen allows you to enter your Component organizational values, mission statements, or goals which apply to your performance elements and standards.

Step 2: Mission Goals

- Enter your Component's organizational values, mission statement, or goals directly in the text box or copy and paste from another document.
- Select Save and Continue button at the bottom right corner to move to Step 3: Performance Elements and Standards.
- Select Save and Go Back button at the bottom right corner to go back to Step 1: Plan Details.

For additional guidance, select **Need Help?**

The Secretary of the General Staff (SGS) enables TRADOC's mission by coordinating command group operations and is the key advisor for the command group administration. The SGS is an integral support element in the Commanding General's engagement activities and a critical link to the field for the dissemination of information. The SGS administers staff actions throughout the command and provides functional support in the areas of budget, manpower, logistics, information management, human resource management, and security for the Commanding General, Deputy Commanding General/Chief of Staff, Deputy Chief of Staff, and 250-300 personal and selected special staff employees. Strategic Goals: 1) Provide seamless mission support through a broad range of administrative and information management support services, and 2) Provide a responsive mission focused staff actions program delineating clear policy and guidance throughout the command.

(Limit to 1000 characters)   Spell Check   Counter 948

Save and Go Back   Save and Continue

Note that you are now on **Step 2: Mission Goals TAB**.

Make any changes to your organization's mission/goals.

When finished, click **Save and Continue**.

You are now at
Step 3: Performance Elements and Standards TAB.

Click the **Update** button to modify the Performance Elements.

Click the trash can to **delete** a Performance Element.

Click **Add Performance Element** to add a new Performance Element.

When finished updating all Performance Elements, click Save and Continue.

You are now at the **Approvals/Acknowledgements TAB.**

Click the **Choose an Action** pull-down menu and select **Transfer to Rating Official** then select **Go**.

After entering your e-mail contents, click the **Transfer to Rating Official with E-mail Notification** button.

If you choose to Transfer to Rating Official without E-mail Notification be sure to notify your supervisor separately.
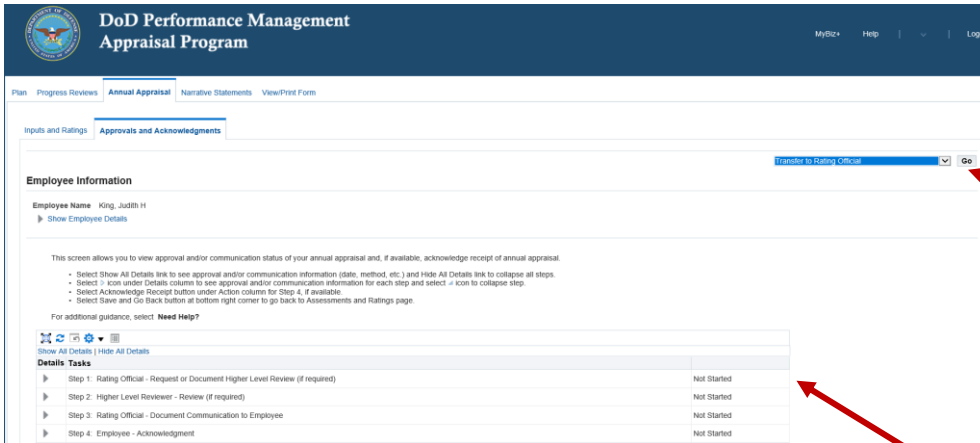
If you are finished with your input for ALL performance elements, click the pull down arrow and Choose *"Transfer to Rating Official"* to select **GO**.
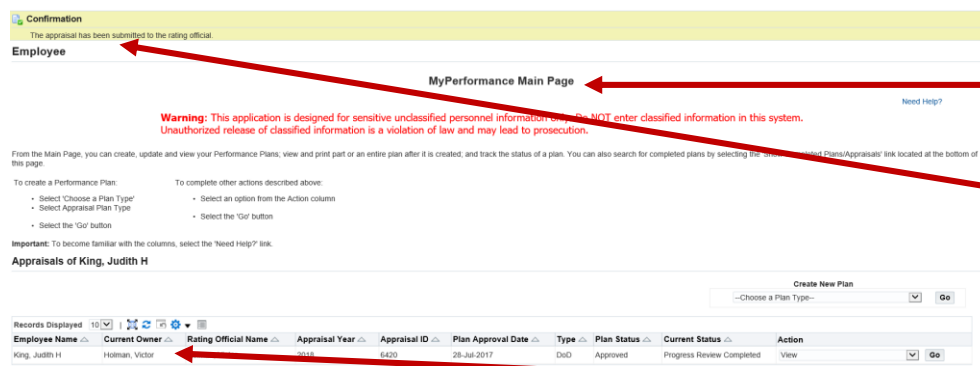
This section will be utilized by the Supervisor. No action by the EMPLOYEE is required until it is time for Employee Acknowledgement at the end of the appraisal process.
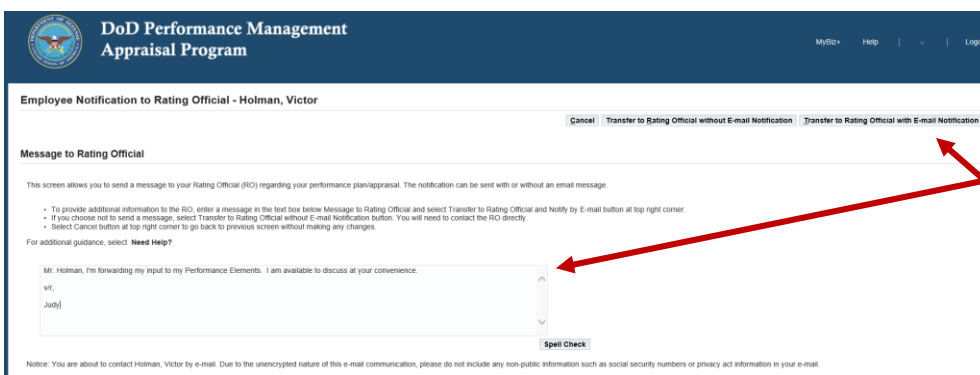
You enter your message to your supervisor here.

Then click "Transfer to Rating Official with E-mail Notification."
You may also choose to send without e-mail notification but you will still need to notify your supervisor to let them know you have submitted your input.

You are now back at the *My Performance Main Page*.

Note: Confirmation message that the appraisal was submitted to the Rating Official.

Also Note: The Current Owner is the Rating Official.

DPMAP PROGRESS REVIEW

Performance feedback is the two-way, meaningful exchange of information between supervisors and employees regarding performance expected and performance exhibited.
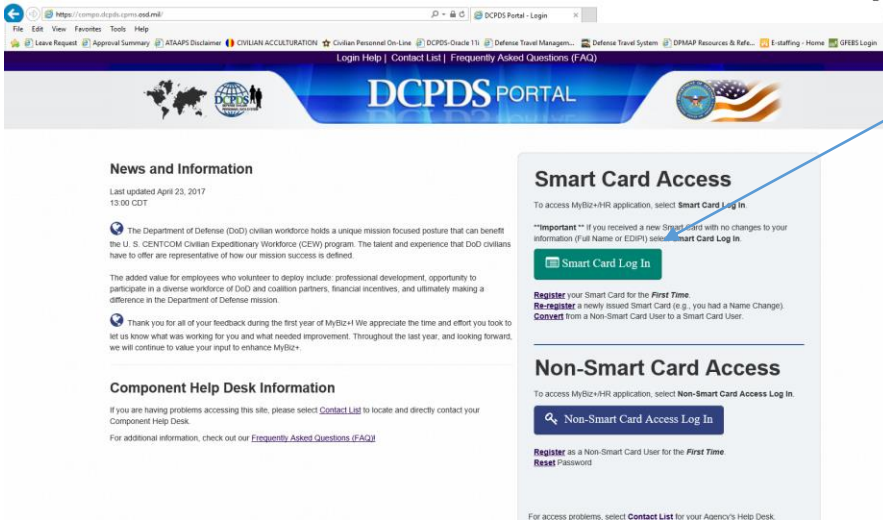

It's NOT about the 365th day

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LOGGING INTO MY BIZ & MY PERFORMANCE TOOL

Click on this link to log into the My Performance tool:

https://compo.dcpds.cpms.osd.mil/

Click to Log into My Biz

Click the purple box to Choose your path

Click "Accept"

As the Employee, you click under "My Performance"

INITIATING PROGRESS REVIEW

The employee should initiate the Progress Review—there is now the option for the employee to provide input on each element and to annotate their accomplishments thus far. Employees are not required to provide input however it is highly recommended they take an active part in this process.

The page should populate with your own approved performance plan. Under the Current Status column you should see "Plan Approved."

Determine who currently owns the performance plan. If you are NOT the owner of YOUR plan, you need to Retrieve it so that you can start the progress review. *If you are already the owner of the plan skip to page 4.*

Click the pull down menu under "Action" and select "Retrieve" and then GO

MyPerformance

MyPerformance Main Page | Provide Guest Feedback

Confirmation
The appraisal has been successfully retrieved.

Rating Official/Higher Level Reviewer

MyPerformance Main Page

Need Help?

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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

Records Displayed 10

Employee Name △	Current Owner △	Rating Official Name △	Appraisal Year △	Appraisal ID △	Plan Approval Date △	Type △	Plan Status △	Current Status △	Action		
Holmes, Pamela C	King, Judith H	King, Judith H	2018	51529	12-Dec-2017	DoD	Approved	Plan Approved	Update	v	Go
Carter, Jodi Lynn	Carter, Jodi Lynn	King, Judith H	2018	51527	12-Dec-2017	DoD	Approved	Plan Approved	View	v	Go

The yellow banner at the top of the page tells you the appraisal was successfully Retrieved.

Also, you verify the owner of the Plan.

Now that YOU (the employee) "owns" the plan you can now begin the Progress Review process.

MyPerformance

Click the pull down menu under "Action" and select "Update" and GO.

DoD Performance Management
Appraisal Program

MyBiz+   Help | ∨ | Logout

📄 Confirmation   Acknowledge

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.

Click the
Acknowledge
button

VERY IMPORTANT!!!!
PLEASE FOLLOW DIRECTIONS CLOSELY SO AS NOT TO CHANGE THE EMPLOYEE'S
PERFORMANCE PLAN—WE ARE DOING A PROGRESS REVIEW.

Click the Progress
Reviews TAB.

DoD Performance Management
Appraisal Program

MyBiz+   Help | ∨ | Logout

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

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   Holmes, Pamela C
▶ 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 ✔	Performance Plan Approval Date 12-Dec-2017
* Appraisal Period Start Date	01-Nov-2017	Plan Last Modified Date 14-Dec-2017
* Appraisal Period End Date	31-Mar-2018	Created By King, Judith H
* Appraisal Effective Date	01-Jun-2018	
Rating Official Name	King, Judith H	
Higher Level Reviewer	Holman, Victor	

Save and Continue

Note: We are
within the
Progress
Reviews TAB.

DoD Performance Management
Appraisal Program

MyBiz+   Help | ∨ | Logout

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

-- Choose an Action --   ▔
✔   Go

Employee Information

Employee Name   Holmes, Pamela C
▶ Show Employee Details

This screen allows you to create, update or view completed progress reviews. Progress Reviews are performance discussions that must be documented in the MyPerformance tool. Employees must have at least one documented progress review which typically occurs midway through the performance cycle.

• Select Create Progress Review button to create a progress review.
• Select Update button under Action column to update a progress review.
• Select View History button under Action column to view a completed progress review.

For additional guidance, select **Need Help?**

Create Progress Review | 🔍 ⟳ ▭ ⚙ ▾ ▥

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
No results found.									

Verify you are
on the
Progress
Reviews TAB
and then click
"Create
Progress
Review"

5

Employee Information

Employee Name Holmes, Pamela C
▶ Show Employee Details

Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator King, Judith H
Progress Review Status Initiated

Progress Review Number 1

Assessments | Approvals and Acknowledgments

This screen allows you to view your employee's performance elements and standards and input and enter your assessments.

- Select Radio button next to the performance element and standard(s) you want to view and enter assessments.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select **Need Help?**

Performance Elements

	Order	Performance Element Title	Status	Performance Element Type
●	1	Human Resource Management - Military	Approved	Critical
○	2	Resource Management	Approved	Critical
○	3	Human Resource Management - Civilian	Approved	Critical

The Progress Review opens up and the Performance Elements are listed. On this example, note that Performance Element # 1 is selected. Scroll down for the Input Blocks.

Performance Element and Standard(s)

Manage key elements of military human resources . Update and maintain military portion of the TRADOC Rating Scheme and publish NLT 30th of every month; conduct in/out processing for military assigned to the Command Group, Personal, and selected Special Staff ensuring all key areas are updated within 72 hours of in/out processing (DTS, SharePoint Rosters, etc). Within 5 days of notification of incoming soldiers, input sponsorship letter into the Army Career Tracker notifying service member of his/her sponsor. Review and ensure accuracy of monthly recurring reports (162, UCFR, etc) and resolve discrepancies within suspenses. .

The Performance Element and Standard(s) are listed.

Employee Input

Employee should provide input in this block. What have you accomplished thus far?

Rating Official Assessment

Rating Official provides input here. Is the employee on track? This is where Raters should annotate how the employee is performing and if they need to make adjustments in their performance and/or focus.

Go to Next Performance Element | Go Back to Top of Page

When input is complete just click **Go to Next Performance Element** and you'll continue until you've addressed all elements.

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Go Back to Progress Reviews

Employee Information

Employee Name Holmes, Pamela C
▶ Show Employee Details

Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator King, Judith H
Progress Review Status Initiated

Progress Review Number 1

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- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select **Need Help?**

Performance Elements

	Order	Performance Element Title	Status	Performance Element Type
●	1	Human Resource Management - Military	Approved	Critical
○	2	Resource Management	Approved	Critical
○	3	Human Resource Management - Civilian	Approved	Critical

DoD Performance Management Appraisal Program

MyBiz+   Help | ∨ | Logout

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

-- Choose an Action -- ⌄ Go

Employee Information

Employee Name Holmes, Pamela C
▶ Show Employee Details

This screen allows you to create, update or view completed progress reviews. Progress Reviews are performance discussions that must be documented in the MyPerformance tool. Employees must have at least one documented progress review which typically occurs midway through the performance cycle.

- Select Create Progress Review button to create a progress review.
- Select Update button under Action column to update a progress review.
- Select View History button under Action column to view a completed progress review.

For additional guidance, select **Need Help?**

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	King, Judith H	26-Jul-2018		Initiated				Update	🗑

DoD Performance Management Appraisal Program

MyBiz+   Help | ∨ | Logout

Rating Official Notification to Employee - Holmes, Pamela C

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. The 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 **Need Help?**

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

Spell Check

Notice: You are about to contact Holmes, Pamela C 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.

The Rating Official would follow all the same steps except they would complete the Rating Official Input.

Instructions for routing the Progress Review to the HLR are at next page.

DoD Performance Management
Appraisal Program

MyBiz+   Help | v | Logout

Progress Reviews Information area

Go Back to Progress Reviews

Employee Information

Employee Name   Holmes, Pamela C
▶ Show Employee Details

Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator   King, Judith H
Progress Review Status   Initiated   Progress Review Number   1

Approvals and Acknowledgments

This screen allows you to start the approval and/or communication process or view status information of the employee's progress review.

- Select Show All Details link to see status information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select ▷ icon under Details column to see approval and/or communication information for each step and select ◁ icon to collapse step.
- Select Start button under Action column for Steps 1 (if required) or 3, if available.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select **Need Help?**

Show All Details | Hide All Details

Details	Tasks	Status	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	Not Started
▶	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

Let's get started with Step 1--Click "Start" to Request HLR Review. DO NOT SKIP STEPs.

Show All Details | Hide All Details

Details	Tasks	Status	Action
◁	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start

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

Name	Title
King, Judith H	Rating Official
Holman, Victor	Higher Level Reviewer

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

Change Higher Level Reviewer   Holman, Victor

Message to Higher Level Reviewer

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Progress Review. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

Spell Check

Notice: You are about to contact Holman, Victor 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.

Cancel   Transfer to Higher Level Reviewer without E-mail Notification   Transfer to Higher Level Reviewer with E-mail Notification

Scroll down your screen and you can choose to write something to the HLR in the block provided or just send.

Click "Transfer to Higher Level Reviewer with E-mail Notification"

Now, the Progress Review is with the HLR. The next few pages will document how the HLR completes the Progress Review and returns it to the supervisor.

HLR APPROVING PROGRESS REVIEW

My Performance Main Page

Need Help?

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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

Records Displayed 10

Employee Name △	Current Owner △	Rating Official Name △	Appraisal Year △	Appraisal ID △	Plan Approval Date △	Type △	Plan Status △	Current Status △	Action	
Wiggins, Jr, Charles Patton	Holman, Victor	Holman, Victor	2018	17947	15-Dec-2017	DoD	Modified	Plan Reviewed by HLR	Update	Go
Holmes, Pamela C	Holman, Victor	King, Judith H	2018	51529	12-Dec-2017	DoD	Approved	Progress Review Pending HLR Approval	Update	Go

The HLR logs into My Biz and the My Performance Tool the same way as the Supervisor.

Once logged in they will see a list of employees for whom they are the Supervisor and/or HLR.

Notice the status

Please note the "Current Owner" column. The HLR is the owner of the plans listed above.

My Performance Main Page

Need Help?

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- Select the 'Go' button

To complete other actions described above:
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- 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]

Records Displayed [10 ▼]

Employee Name △	Current Owner △	Rating Official Name △	Appraisal Year △	Appraisal ID △	Plan Approval Date △	Type △	Plan Status △	Current Status △	Action	
Wiggins, Jr, Charles Patton	Holman, Victor	Holman, Victor	2018	17947	15-Dec-2017	DoD	Modified	Plan Reviewed by HLR	Update [▼]	[Go]
Holmes, Pamela C	Holman, Victor	King, Judith H	2018	51529	12-Dec-2017	DoD	Approved	Progress Review Pending HLR Approval	Update [▼]	[Go]

To begin the HLR Approval Process, the HLR clicks the GO button.

DoD Performance Management Appraisal Program

MyBiz+   Help | ∨ | Logout

Confirmation   [Acknowledge]

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.

Click the Acknowledge button

DoD Performance Management Appraisal Program

MyBiz+   Help | ∨ | Logout

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

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   Holmes, Pamela C
▶ Show Employee Details

This screen provides information about the employee's performance plan.

Step 1: Plan Details

- Select 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	Performance Plan Approval Date	12-Dec-2017
Appraisal Period Start Date	01-Nov-2017	Plan Last Modified Date	31-Jan-2018
Appraisal Period End Date	31-Mar-2018	Created By	King, Judith H
Appraisal Effective Date	01-Jun-2018		
Rating Official Name	King, Judith H		
Higher Level Reviewer	Holman, Victor		

[Continue]

Click the "Progress Reviews" TAB

Employee Name

DoD Performance Management Appraisal Program

MyBiz+   Help | ∨ | Logout

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

-- Choose an Action -- [▼] [Go]

Employee Information

Employee Name   Holmes, Pamela C
▶ Show Employee Details

This screen allows you to review and select return for change or approve or view a completed progress review. Progress Reviews are performance discussions that must be documented in the MyPerformance tool. Employees must have at least one documented progress review which typically occurs midway through the performance cycle.

- Select Update button under Action column to review employee's input and rating official assessments.
- Select View History button under Action column to view a completed progress review.

For additional guidance, select **Need Help?**

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action
1	King, Judith H	31-Jan-2018		Initiated				Update

The HLR clicks "Update"

Note the "Status" is Initiated (by the Supervisor)

9

Progress Reviews Information area

Employee Information

Employee Name   Holmes, Pamela C
▶ Show Employee Details

Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator   King, Judith H
Progress Review Status   Initiated   Progress Review Number   1

Approvals and Acknowledgments

This screen allows you to return for change or approve and/or view status information of the employee's progress review.

- Select Show All Details link to see status information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select ▷ icon under Details column to see approval and/or communication information for each step and select ◢ icon to collapse step.
- Select Approve or Return for Change button under Action column for Step 2, if available.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select   Need Help?

Show All Details | Hide All Details

Details	Tasks	Status	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)	Pending Approval	**Approve** or **Return for Change**
▶	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

HLR clicks "Approve" or "Return for Change"

DoD Performance Management Appraisal Program

MyBiz+   Help | ⌄ | Logout

Higher Level Reviewer Approval Notification to Rating Official - King, Judith H

Cancel   Approve and Notify Rating Official without E-mail   Approve and Notify Rating Official by E-mail

Message to Rating Official

This screen provides space for you to send a Rating Official a message regarding an employee's Progress Review. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message.
For additional guidance, select   **Need Help?**

Spell Check

Notice: You are about to contact King, Judith H 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.

HLR then can return the Progress Review to the Supervisor. HLR can choose to write a message for the e-mail or leave it blank.

"Click Approve and Notify Rating Official by E-mail."

DoD Performance Management Appraisal Program

MyBiz+   Help | ⌄ | Logout

⚠ Warning   No   Yes

Do you wish to approve the Progress Review for Holmes, Pamela C?

HLR receives a Warning to ensure he/she wants to Approve the Progress Review for the employee.

"Click Yes/No"

MyPerformance

MyBiz+   Help | ⌄ | Logout

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/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

Records Displayed   10 ⌄

Employee Name △	Current Owner △	Rating Official Name △	Appraisal Year △	Appraisal ID △	Plan Approval Date △	Type △	Plan Status △	Current Status △	Action
Holmes, Pamela C	King, Judith H	King, Judith H	2018	51529	12-Dec-2017	DoD	Approved	Progress Review Approved by HLR	View ⌄ Go

The system then returns HLR to the My Performance Main Page.

Note the "Current Owner" is now the Supervisor.

Note the "Current Status" indicates Progress Review Approved by HLR."

This concludes the HLR portion of the Progress Review for one employee.

SUPERVISOR COMMUNICATION WITH EMPLOYEE

The Supervisor now continues in the My Performance Tool to complete the Progress Review.

Supervisor clicks GO to open the Plan.

Click the Acknowledge button

Click the Progress Reviews TAB.

Click the "Update" button to proceed. Please note that at this point you should have already had a face-to-face discussion with the employee on the Progress Review.

Screenshot 1 annotations:

Let's move on to Step 3 to Document Communication to Employee--Click "Start." DO NOT SKIP STEPs.

Screenshot 1 content:

DoD Performance Management Appraisal Program

MyBiz Help | ˅ | Logout

Progress Reviews Information area

Go Back to Progress Reviews

Employee Information

Employee Name Holmes, Pamela C
▶ Show Employee Details

Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator King, Judith H
Progress Review Status Initiated

Progress Review Number 1

Approvals and Acknowledgments

This screen allows you to start the approval and/or communication process or view status information of the employee's progress review.

- Select Show All Details link to see status information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select ▷ icon under Details column to see approval and/or communication information for each step and select ◢ icon to collapse step.
- Select Start button under Action column for Steps 1 (if required) or 3, if available.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select Need Help?

Show All Details | Hide All Details

Details	Tasks	Status	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

---

Screenshot 2 annotations:

Scroll down your screen to this section.

Enter the Communication Date (the date you met with the employee) and Enter the Method which should be Face-to-Face.

Then click on "Save and Transfer to Employee for Acknowledgement"

DO NOT select Save and go to Step 4.

Screenshot 2 content:

Progress Reviews Information area

Go Back to Progress Reviews

Employee Information

Employee Name Holmes, Pamela C
▶ Show Employee Details

Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator King, Judith H
Progress Review Status Initiated

Progress Review Number 1

Approvals and Acknowledgments

This screen allows you to start the approval and/or communication process or view status information of the employee's progress review.

- Select Show All Details link to see status information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select ▷ icon under Details column to see approval and/or communication information for each step and select ◢ icon to collapse step.
- Select Start button under Action column for Steps 1 (if required) or 3, if available.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select Need Help?

Show All Details | Hide All Details

Details	Tasks	Status	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
Communication Method
Other

Cancel   Save and Transfer to Employee for Acknowledgment   Save and go to Step 4

Screenshot 3 annotations:

Supervisor clicks on "Transfer to Employee with E-mail Notification."

Please note that the text provides instructions for the Employee to Acknowledge their Progress Review.

Screenshot 3 content:

DoD Performance Management Appraisal Program

MyBiz Help | ˅ | Logout

Rating Official Notification to Employee - Holmes, Pamela C

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

Message to Employee

This screen provides space for you to send your employee a message regarding his or her Progress Review. After writing the message, select the 'Transfer to Employee with E-mail Notification' button to send the message. For additional guidance, select Need Help?

Please proceed to the Performance Management and Appraisal and select the Progress Reviews tab and then the Approvals and Acknowledgments tab and complete Step 4. Once you've acknowledged, a copy of the DD Form 2906 will be available in the Completed Plans and Appraisals area.

Spell Check

Notice: You are about to contact Holmes, Pamela C 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.

Once the employee Completes Step 4 (Approvals/Acknowledgements) and dates the Progress Review, this will conclude the Progress Review Steps.

DPMAP APPRAISAL GUIDE

Performance feedback is the two-way, meaningful exchange of information between supervisors and employees regarding performance expected and performance exhibited.

It's NOT about the 365th day

Prepared by Judy King
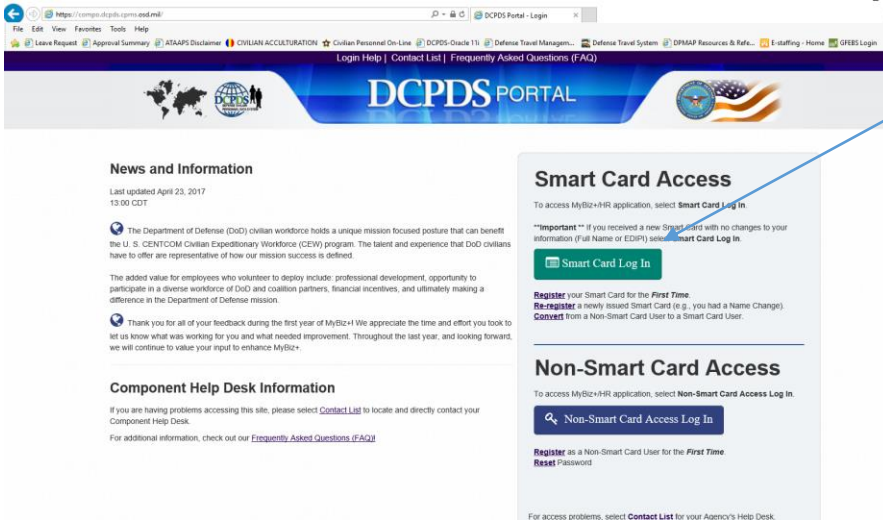*Command Group Administrative Officer*
27 Mar 18

Table of Contents

Note: The items marked TBD will be forwarded soon.

LOGGING INTO MY BIZ & MY PERFORMANCE TOOL

Click on this link to log into the My Performance tool:

https://compo.dcpds.cpms.osd.mil/

Click to Log into My Biz

Click the purple box to Choose your path

Click "Accept"

The Employee clicks on **"My Performance."**

The Rating Official/Supervisor clicks on "Manager Functions" and "Performance Management and Appraisal"

Your Plan should now be listed.

Please note that the "Current Owner" should be YOU (the employee).

If you are NOT the owner, click the pull down menu and choose "Retrieve Plan" and GO.

If you ARE the owner, and the "Action" says "Update", click GO to begin the Appraisal Process.

EMPLOYEE INITIATING ANNUAL APPRAISAL

Your Plan Details are now on the screen and all the various TABS of the entire appraisal process.

Please double check that your **Appraisal Effective Date** is: **01 Jun 2018**

Click on the "Annual Appraisal" TAB.

Note your Performance Elements are here.

The selected Performance Element and the description of the Performance Element and Standards.

This is where the Employee enters their input. Tell how well you accomplished your element/standards in 2000 characters or less.

Employee Input

▶ Show My Journal

Here's my chance to tell my Rater (with proof) how well I did my job. Did I do what was expected (which is a "3") or did I go above and beyond? What was the impact?

(Limit to 2000 characters)   Spell Check   Counter 0

Rating Official Assessment

Go to **N**ext Performance Element   Go Back to **T**op of Page

Save and **C**ontinue

Complete Employee Input and go to the next Performance Element by Clicking on "Go to Next Performance Element."

If you click "Save and Continue" it will take you to the Approvals/Acknowledgements page. Therefore, DO NOT click this until you are finished with all your input for EACH element.

DoD Performance Management Appraisal Program

MyBiz+   Help | ~ | Logout

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

Inputs and Ratings   **Approvals and Acknowledgments**

– Choose an Action –   [∨] Go

Employee Information

Employee Name King, Judith H
▶ Show Employee Details

This screen allows you to view approval and/or communication status of your annual appraisal and, if available, acknowledge receipt of annual appraisal.

- Select Show All Details link to see approval and/or communication information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select ▷ icon under Details column to see approval and/or communication information for each step and select ◿ icon to collapse step.
- Select Acknowledge Receipt button under Action column for Step 4, if available.
- Select Save and Go Back button at bottom right corner to go back to Assessments and Ratings page.

For additional guidance, select **Need Help?**

Show All Details | Hide All Details
Details Tasks

▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started
▶	Step 2: Higher Level Reviewer - Review (if required)	Not Started
▶	Step 3: Rating Official - Document Communication to Employee	Not Started
▶	Step 4: Employee - Acknowledgment	Not Started

Save and Go **B**ack

Once you've completed the "Employee Input" for **each** of your Performance Elements click the "Save and Continue" and you will then be at the Approvals/Acknowledgements TAB.

DoD Performance Management Appraisal Program

MyBiz+   Help | ⌄ | Logout

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

Inputs and Ratings   **Approvals and Acknowledgments**

Transfer to Rating Official ⌄   Go

Employee Information

Employee Name   King, Judith H
▶ Show Employee Details

This screen allows you to view approval and/or communication status of your annual appraisal and, if available, acknowledge receipt of annual appraisal.
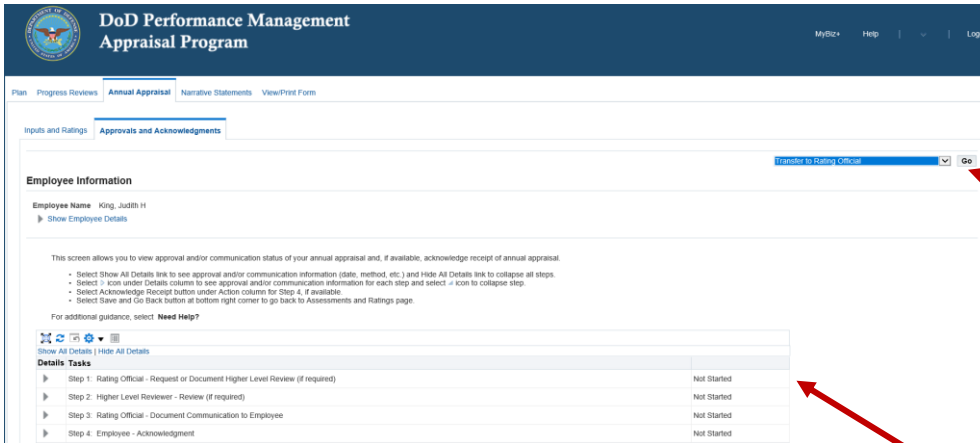
- Select Show All Details link to see approval and/or communication information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select ▷ icon under Details column to see approval and/or communication information for each step and select ◢ icon to collapse step.
- Select Acknowledge Receipt button under Action column for Step 4, if available.
- Select Save and Go Back button at bottom right corner to go back to Assessments and Ratings page.

For additional guidance, select **Need Help?**

Show All Details | Hide All Details
Details   Tasks
▶   Step 1: Rating Official - Request or Document Higher Level Review (if required)   Not Started
▶   Step 2: Higher Level Reviewer - Review (if required)   Not Started
▶   Step 3: Rating Official - Document Communication to Employee   Not Started
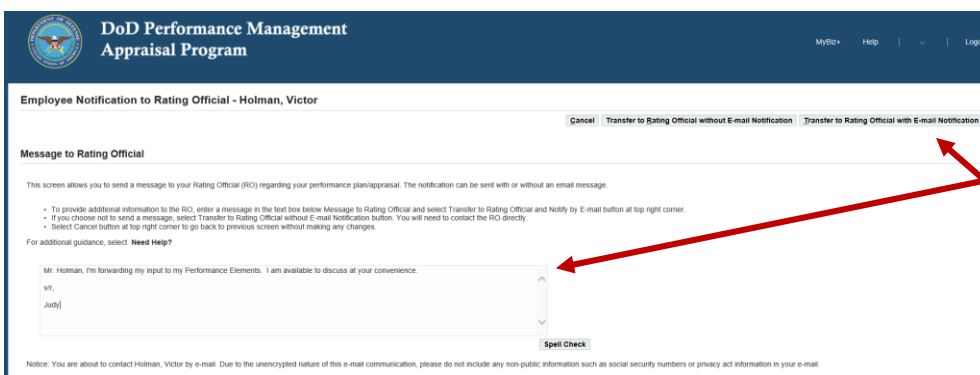▶   Step 4: Employee - Acknowledgment   Not Started

If you are finished with your input for ALL performance elements, click the pull down arrow and Choose *"Transfer to Rating Official"* to select **GO**.
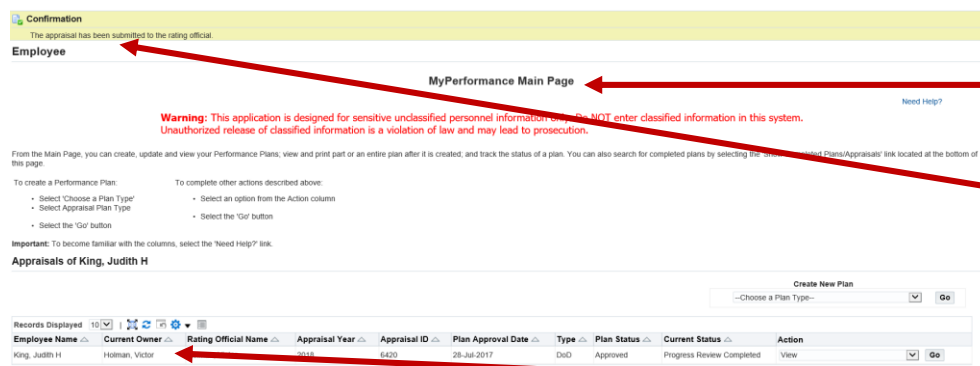
This section will be utilized by the Supervisor. No action by the EMPLOYEE is required until it is time for Employee Acknowledgement at the end of the appraisal process.

DoD Performance Management Appraisal Program

MyBiz+   Help | ⌄ | Logout

Employee Notification to Rating Official - Holman, Victor

Cancel   Transfer to Rating Official without E-mail Notification   Transfer to Rating Official with E-mail Notification

Message to Rating Official

This screen allows you to send a message to your Rating Official (RO) regarding your performance plan/appraisal. The notification can be sent with or without an email message.

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

For additional guidance, select **Need Help?**

Mr. Holman, I'm forwarding my input to my Performance Elements. I am available to discuss at your convenience.
v/r,
Judy

Spell Check

Notice: You are about to contact Holman, Victor 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.

You enter your message to your supervisor here.

Then click "Transfer to Rating Official with E-mail Notification."
You may also choose to send without e-mail notification but you will still need to notify your supervisor to let them know you have submitted your input.

Confirmation
The appraisal has been submitted to the rating official.

Employee

MyPerformance Main Page

Need Help?

Warning: This application is designed for sensitive unclassified personnel information. 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 an option from the Action column
- Select Appraisal Plan Type   - Select the 'Go' button
- Select the 'Go' button

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

Appraisals of King, Judith H

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

Records Displayed 10 ⌄
Employee Name △	Current Owner △	Rating Official Name △	Appraisal Year △	Appraisal ID △	Plan Approval Date △	Type △	Plan Status △	Current Status △	Action	
King, Judith H	Holman, Victor		2018	6420	28-Jul-2017	DoD	Approved	Progress Review Completed	View	⌄ Go

You are now back at the *My Performance Main Page*.

Note: Confirmation message that the appraisal was submitted to the Rating Official.

Also Note: The Current Owner is the Rating Official.

5

RATING OFFICIAL COMPLETION OF EMPLOYEE ANNUAL APPRAISALS

Log in Instructions are on Page 1 & 2

Once you are logged in, you will be at the My Performance Main Page

Your Employees will be listed here.

If the employee completed their input and transferred the plan, **YOU** (Rating Official/Supervisor) should be the **Current Owner.**

To begin the Appraisal process, make sure **Update** is selected under **Action** and then click **GO**

DoD Performance Management Appraisal Program

MyBiz+   Help | ⌄ | Logout

Confirmation   Acknowledge

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.

Click the **Acknowledge** button confirming your role as Supervisor.

DoD Performance Management Appraisal Program

MyBiz+   Help | ⌄ | Logout

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

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 Holmes, Pamela C
▶ 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 ☑   Performance Plan Approval Date   12-Dec-2017
* Appraisal Period Start Date 01-Nov-2017
* Appraisal Period End Date 31-Mar-2018   Created By   King, Judith H
* Appraisal Effective Date 01-Jun-2018
  Rating Official Name   King, Judith H
  Higher Level Reviewer   Holman, Victor

Save and Continue

Notice that you are at the **Plan** TAB.

Verify the Appraisal Effective Date is 1 Jun 2018. If not, please change it.

Note: This employee transitioned into DPMAP on 1 Nov 17. Employees may have different dates based on their transition or start date.

EVERYONE should have **31 Mar 2018** as the **Appraisal Period End Date** unless a special circumstance occurred (please call your HR/Admin POC if this date is different than 31 Mar 2018.)

Click on the **Annual Appraisal** TAB.

DoD Performance Management Appraisal Program

MyBiz+   Help | ⌄ | Logout

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

Narratives and Ratings   Rating of Record   Approvals and Acknowledgments
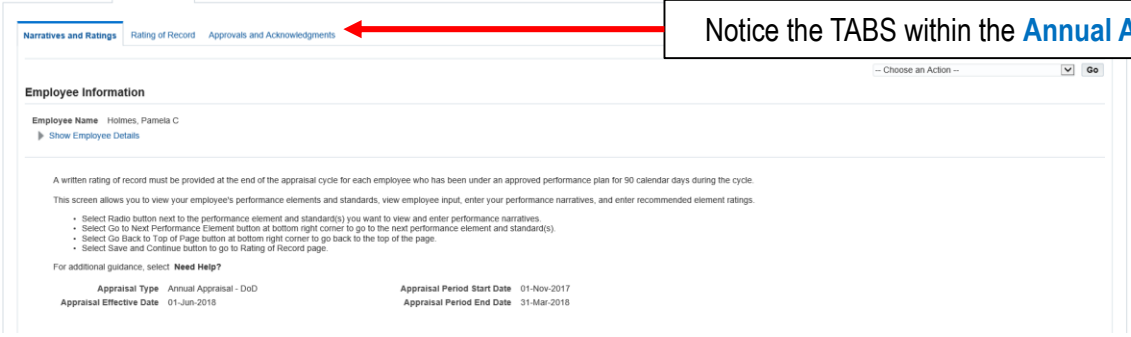
Notice the TABS within the **Annual Appraisal** TAB.

-- Choose an Action --   ☑   Go

Employee Information

Employee Name Holmes, Pamela C
▶ Show Employee Details

A written rating of record must be provided at the end of the appraisal cycle for each employee who has been under an approved performance plan for 90 calendar days during the cycle.

This screen allows you to view your employee's performance elements and standards, view employee input, enter your performance narratives, and enter recommended element ratings.

- Select Radio button next to the performance element and standard(s) you want to view and enter performance narratives.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Save and Continue button to go to Rating of Record page.

For additional guidance, select **Need Help?**

Appraisal Type Annual Appraisal - DoD   Appraisal Period Start Date   01-Nov-2017
Appraisal Effective Date 01-Jun-2018   Appraisal Period End Date   31-Mar-2018

Performance Elements

Click the radio button next to each element to see each element's description as well as the Employee Input for each one.

	Order	Performance Element Title	Status	Performance Element Type	Rating
⦿	1	Human Resource Management - Military	Approved	Critical	
○	2	Resource Management	Approved	Critical	
○	3	Human Resource Management - Civilian	Approved	Critical	

Performance Element and Standard(s)

This is the Performance Element description and applicable standards

Employee Input

This is where the employee provided their input on how well they met or exceeded this objective. They should provide examples of challenges and how they overcame them as well as the impact.

Rating Official Assessment

(Limit to 2000 characters)   Spell Check   Counter

Performance Element Rating

Element Rating ⌄ ⓘ

Go to Next Performance Element   Go Back to Top of Page

Save and Continue

Keep scrolling down to the **Rating Official Assessment**. The Rating Official will complete the Assessment *(2,000 characters or less).* You may want to **DRAFT** it in Microsoft Word then copy/paste when complete.

The Rating Official will then provide the Element Rating (1, 3, or 5). Remember, if you rate a Performance Element a "1" the employee will receive a "1" on the entire evaluation.

When you are finished with the Assessment on one **Performance Element** and want to move to the next, click on **Go to Next Performance Element**. When finished with all Performance Elements, click **Save and Continue**—this will take you to the **Approvals and Acknowledgements** TAB.

It's a good idea to always double check which **TAB** you are on just to make sure the gremlins haven't put you over on the wrong **TAB**.
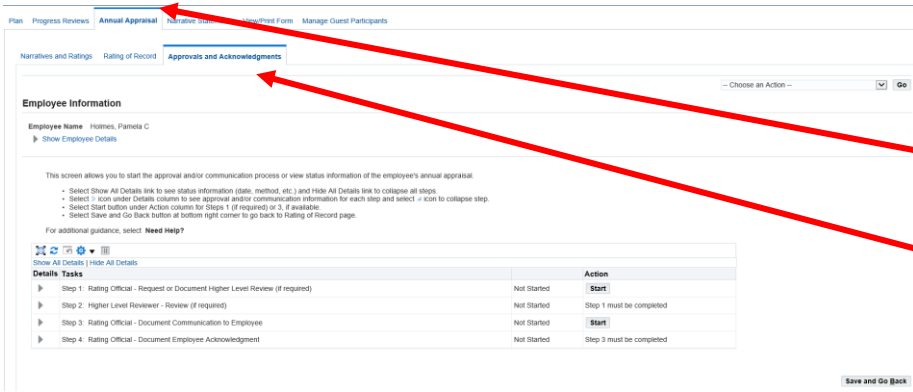
Assuming you are finished with Rating Official Assessments for each Performance Element, you should be on the **Annual Appraisal-- Approvals and Acknowledgements TAB.**
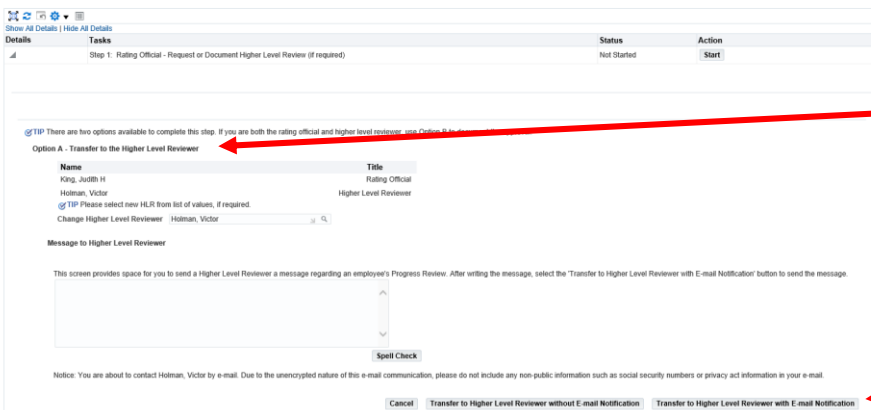
If this is not where you intended to be, click on **Save and Go Back** and you can select the Performance Element Assessment you need to complete and Rate.

ALWAYS START WITH **STEP 1**—**DO NOT SKIP STEPS**.

HLR is **NOT** Optional for Performance Plans or Appraisals
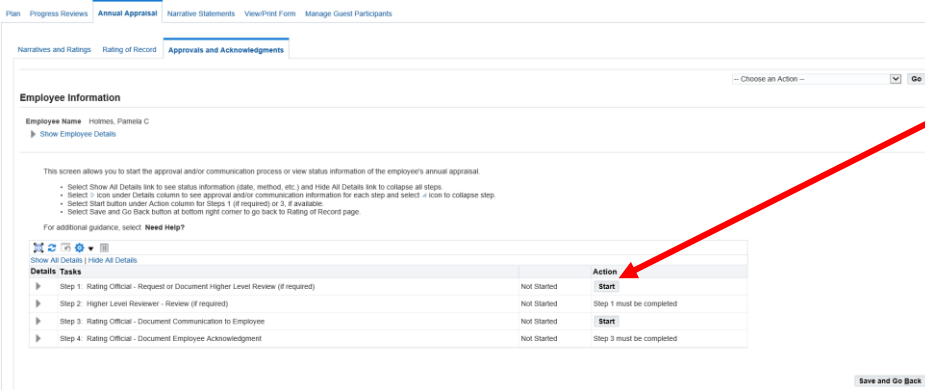
To route the Annual Appraisal to the HLR, click on **Step 1, Start.**

Always choose *Option A* to Transfer to HLR.

You would type the contents of your e-mail (always Spell Check) and then click **Transfer to Higher Level Reviewer with E-mail Notification.**

COMING SOON!

THE HIGHER LEVEL REVIEWER APPROVAL PROCESS

SUPERVISOR COMMUNICATION TO EMPLOYEE

EMPLOYEE ACKNOWLEDGEMENT

<u>Quick Guide for Printing Completed Appraisals</u>

1) Log into My Biz +
2) On the My Performance Main Page, click on **<u>Show Completed Plans/Appraisals</u>**

3) Search for the Appraisal you want to find. Select **<u>2020</u>** for the Appraisal Year and click **<u>Find</u>**.

4) A list will display of all the Progress Reviews and the Appraisals for either yourself or if you are the Supervisor you will see all the people you Rate. You can also click on **<u>Event</u>** and choose **<u>DoD Annual Appraisal</u>**.

   Click the **<u>printer</u>** icon for the **<u>Appraisal</u>**. It will open in PDF. Click File/SAVE AS and save as PDF.

Make sure you are printing the Appraisal to receive a copy of the final approved Appraisal.