



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:

- 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.

Appraisals of Davis, Alisha E

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
Davis, Alisha E	Davis, Alisha E	Dalager, Darrel M	2018	31389	07-Aug-2017	DoD	Approved	Progress Review Completed	Update

The Current Status should reflect Plan Approved or Progress Review Completed.

Make sure the Action column says update, then click the GO button.

Click on the Annual Appraisal tab and scroll down to the bottom.

DoD Performance Management Appraisal Program

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

Inputs and Ratings Approvals and Acknowledgments

Employee Information

Employee Name: Davis, Alisha E
[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 performance elements and standards and provide input.

- Select Radio button next to the performance element and standard(s) you want to view and enter input.
- Select Show My Journal link located below the Employee Input heading to refer to or copy and paste any information for your annual appraisal input.
- 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 at bottom right corner to go to Approvals and Acknowledgments page.

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

Performance Elements

Order	Performance Element Title	Status	Performance Element Type
<input checked="" type="radio"/>	1 Technical Competency	Approved	Critical
<input type="radio"/>	2 Contribution to Mission	Approved	Critical
<input type="radio"/>	3 Customer Service/Teamwork	Approved	Critical

Performance Element and Standard(s)

Consistently maintains and demonstrates a broad and appropriate level of knowledge to perform responsibilities of the EMR, LMR position, including regulations, rules, policies, procedures, and technologies. Effectively presents technical results of studies, tasks, or projects. Applies knowledge from courses attended to day-to-day responsibilities and briefs the rest of CPS staff upon return. Seeks opportunities to obtain constructive feedback and seeks learning and development opportunities to address weaknesses. Seeks cross-organizational opportunities to apply expertise. Demonstrates technical ability required for the position. Builds skills in an area of expertise and applies relevant knowledge to assignments, and demonstrates a

The area for employee input is under the element narrative. You may expand the “Show My Journal” area if you have been using to record accomplishments. You can then copy and paste into the input area. If not, you can simply start typing.

The screenshot displays a performance review interface. At the top, there is a narrative section with text such as "As the senior Labor relations specialist you are the technical expert on the installation and responsible for overseeing, carrying out and advising management on the local labor relations program." Below this is the "Employee Input" section, which includes a "Show My Journal" button and a large text input area. A callout box titled "Employee Input" is overlaid on the right side, showing a "Hide My Journal" button and a text entry "Test entry for training". Below the input area are "Spell Check" and "Counter" buttons. The "Rating Official Assessment" section is located below the input area. At the bottom right, there are three buttons: "Go to Next Performance Element" (highlighted with a blue box), "Go Back to Top of Page", and "Save and Continue" (highlighted with a green box).

After completing your employee input, hit **“Go to Next Performance Element.”** Once you completed all entries, hit **“Save and Continue.”**

After completing your employee input, you'll need to transfer the plan to your rating official for them to enter their assessment and rating. Choose the drop down option and select "Transfer to Rating Official." Click GO.

DoD Performance Management Appraisal Program

MyBiz+ Help | Log

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

Inputs and Ratings **Approvals and Acknowledgments**

Employee Information

Employee Name Davis, Alisha E
▶ 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.

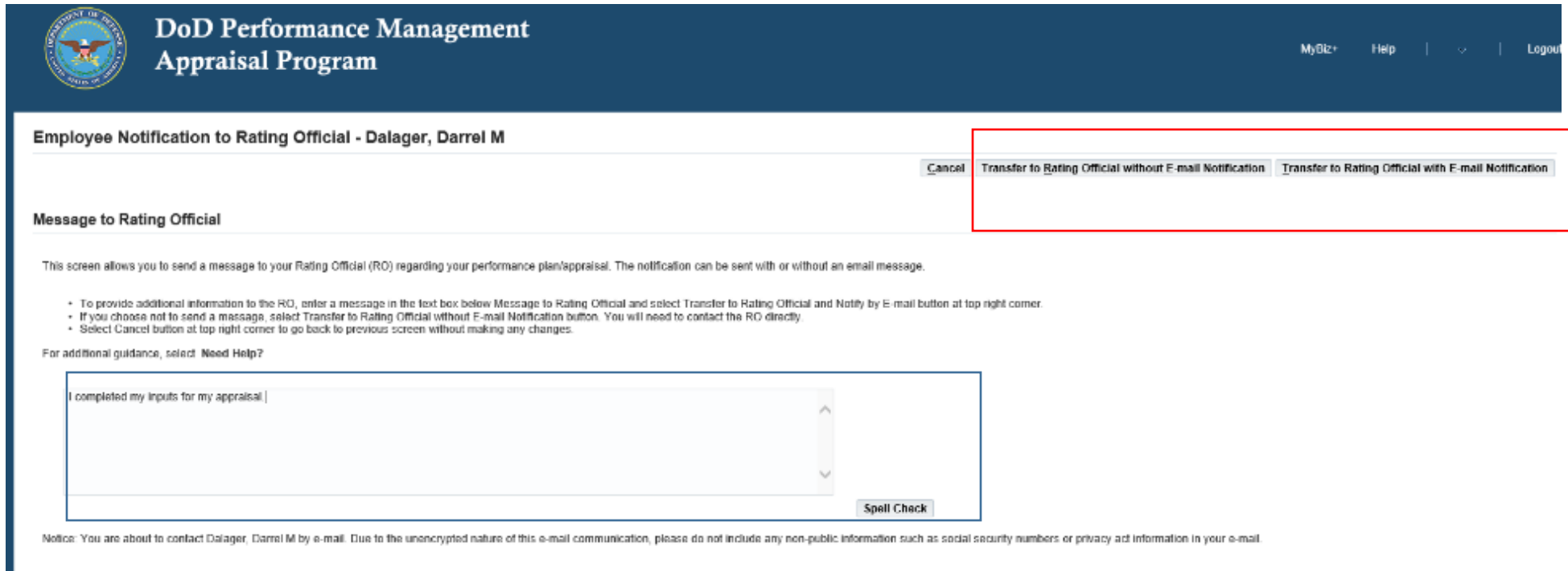
For additional guidance, select **Need Help?**

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 Back

You can choose to write a message to the rating official or leave it blank. Click on either “Transfer to Rating Official without Email Notification” or “Transfer to Rating Official with Email Notification”



The image shows a screenshot of the DoD Performance Management Appraisal Program interface. At the top left is the Department of Defense seal. The header text reads "DoD Performance Management Appraisal Program". On the top right, there are links for "MyBiz+", "Help", and "Logout". The main content area is titled "Employee Notification to Rating Official - Dalager, Darrel M". Below this title, there are three buttons: "Cancel", "Transfer to Rating Official without E-mail Notification", and "Transfer to Rating Official with E-mail Notification". The last two buttons are enclosed in a red rectangular box. Below the buttons is a section titled "Message to Rating Official". A paragraph of text explains that the screen allows sending a message to the Rating Official (RO) regarding the performance plan/appraisal, and that the notification can be sent with or without an email message. A bulleted list provides instructions: to provide additional information, enter a message in the text box below and select the "Transfer to Rating Official and Notify by E-mail" button; if choosing not to send a message, select the "Transfer to Rating Official without E-mail Notification" button; and to select the "Cancel" button to go back to the previous screen. Below this list, it says "For additional guidance, select Need Help?". A large text input area is shown with the placeholder text "I completed my inputs for my appraisal |". To the right of the input area is a "Spell Check" button. At the bottom, a notice states: "Notice: You are about to contact Dalager, Darrel M 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."