ANNUAL APPRAISAL GUIDE FOR EMPLOYEES

ANNUAL APPRAISAL PROCESS SUMMARY	2
Employee	
Initiate Annual Appraisal & Enter Performance Input Transfer Appraisal for Rating Official Review & Approval	
Acknowledge Rating of Record.	
View/Print Completed Plans/Appraisals	
QUESTIONS & ADDITIONAL RESOURCES.	



Annual Appraisal Process Summary

An Annual Appraisal, and rating of record, is required when you have performed under an approved performance plan for at least 90 calendar days and <u>fewer</u> than 90 calendar days left in the appraisal cycle. Your Rating Official (RO) will evaluate your performance by assessing your performance against the elements and standards in your approved performance plan and assign a rating of record based on work you performed during the appraisal cycle. Your performance input, while not mandatory, is highly encouraged and valuable for end of the appraisal cycle. Your RO will assign an individual performance element rating of 5, 3, or 1 to each critical element. A rating of record is final after your Higher Level Reviewer (HLR) has reviewed and approved the rating. All performance element ratings are averaged to calculate the rating of record, which reflects your overall job performance during the appraisal cycle based on the rating criteria outlined in the table below.

Annual Appraisal Process Summary:

- An annual appraisal may be initiated by you or your supervisor (Rating Official). After providing you with a reasonable amount of time to provide your performance input (self-assessment), your RO will complete a written assessment and rate each performance element and standard.
 - NOTE: While not mandatory, your input is highly encouraged and valuable for end of the appraisal cycle.
- Once complete, your RO will forward the annual appraisal to your HLR for approval. -NOTE: Should circumstances warrant, you may edit your performance input before your RO transfers the annual appraisal to your HLR.
- 3. Your HLR will review, return for change or approve the performance element ratings and rating of record. Once approved, your HLR will transfer the appraisal to your RO who will then communicate your of the rating of record to you.
- 4. After your RO documents communicating your rating to you, he or she will transfer the annual appraisal to you for acknowledgment.
- You will review the annual appraisal and acknowledge that it was communicated to you by your RO. If you are unable or refuse to acknowledge receipt of the appraisal, your RO may document acknowledgement on your behalf.

Rating Level	Rating Criteria
Level 5 - Outstanding	The average score of all critical element performance ratings is 4.3 or greater, with no critical element being rated a '1' (Unacceptable), resulting in a rating of record that is a '5'
Level 3 – Fully Successful	The average score of all critical element performance ratings is less than 4.3, with no critical element being rated a '1' (Unacceptable), resulting in a rating of record that is a '3'
Level 1 – Unacceptable	Any critical element rated as '1'

Rating Level and Criteria

EMPLOYEE: Initiate Annual Appraisal & Enter Performance Input

PERFORMANCE PLAN STATUS: Approved | CURRENT APPRAISAL STATUS: Progress Review Completed or Plan Approved

To initiate an annual appraisal:

1. Login to *MyBiz+* at <u>https://compo.dcpds.cpms.osd.mil/</u> Select 'Smart Card Log In'. When prompted, select your email certificate.

Login Help Contact List Frequently Asked	Questions (FAQ)
	RTAL
News and Information Last updated January 04, 2018 13 00 CDT Announcing DCPDS / CMIS / CRM / MyBix + / MyBix + for Managers and Supervisors Downtime - DCPDS will be unavailable for a limited period during the processing of the 2018 Pay Adjustments. Components and Agencies will begin their end of year processing starting Pricessing, DCPDS, CMIS, CRM, MyBite and MyBit+ for Managers and Supervisors may operate under restricted access. Full access will be restored immediately upon completion of civilian pay adjustment processing. DCPDS, CMIS, CRM, MyBite and MyBit+ for Managers and Supervisors may operate under restricted access. Full access will be restored immediately upon completion of civilian pay adjustment processing. DCPDS, CMIS, CRM, MyBite and MyBit+ for Managers (DoD) civilian verkforce holds a unique mission focused posture that can benefit the S CENTCOM Columa Expeditionary Workforce (CEW) program. The talent and experience that DoD civilians have to offer are representative of how our mission success is defined. The added value for employees who volkriter to deploy include: professional development, opportunity to participate in a diverse workforce of DoD and coalidion partners, financial incentives, and utimately making a difference in the Department of Definese mession.	Smart Card Log Cirk on "Smart Card Log If" Turber of Wildsze/HR application, solicet smart Cirk on "Smart Card Log If" "Imposed of Hammore DEPIPS solicet smart On In "Imposed of Hammore DEPIPS solicet smart On In "Imposed Tard Log If" On In "Imposed Tard Card Log If" On In "Imposed Tard Tard Tard If Of If Tard Tard On In "Imposed Tard Tard Tard If Of If Tard Tard On In Tard Tard Tard Tard User to a Smart Card User. Smart Card User "Imposed Tard Tard Tard If Of If Tard Tard Tard Tard Tard Tard Tard Tard
Thank you for all of your feedback during the first year of MyBiz+I We appreciate the time and effort you took to let us know what was working for you and what needed improvement. Throughout the last year, and looking forward, we will continue to value your input to enhance MyBiz+. Component Help Desk Information	Access Log In Register as a Non-Smart Card User for the First Time. Reset Password
If you are having problems accessing this site, please select Contact List to locate and directly contact your	

2. Select "HR MyBiz + Navy DCPDS PORTAL
My Application/Database Add Additional Application/Databases
Select the applicable HR MyBiz+ tile to access your Agency's database. If your Agency's tile is not displayed, select the Add Additional Application/Databases link above to complete your MyBiz+/HR application registration.
Choose your Path

3. Read the Privacy Act Statement, select 'Accept'.

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5. At the MyPerformance Main Page, select 'Update' from the Action column drop-down menu. Select 'Go'.

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	Warning: This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Uni release of classified information is a violation of law and may lead to prosecution.	authorized			
the Main Page, you can create, upda	te 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 i	Plans/Appraisals' link	located at t	he hollow of this re-	
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6. Select 'Annual Appraisal' from the tab at the top of the page.

DoD Performance Management Appraisal Program	MyBiz+	Help w Logot
Plan Progress Reviews Annual Appraise Namative Statements Vew/Pixel Form Step 1: Plan Details Step 2: Mission Goals Step 4: Approvals and Acknowledgments Step 5: Performance Elements and Standards		
Employee Information Employee Name Stow Employee Details	- Choose an Action	V Go
This screen allows you to view and change the details of your performance plan/appraisal.		
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		Save and Continue

7. Select the 'Radio Button' next to the performance element and enter your performance input (self-assessment) into the 'Employee Input' box.

			Choose an Action	✓ Go
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Show Employee Details				
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8. Scroll down and select 'Go to Next Performance Element' for each performance element.

(Limit to 2000 characters)	Spell Check Counter	
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		Go to Next Performance Element Go Back to Top of Page

9. Repeat numbers 7 and 8 until you have entered your performance input for each element and then select 'Go Back to Top of Page'

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	8
	Go to Next Performance Element Go Back to Top of Pa

10. Transfer input to your RO by selecting the 'Choose an Action' drop down arrow in the upper right hand corner of the screen and select 'Transfer to Rating Official', then select 'Go'.

DoD Performance Management Appraisal Program	Myßliz+ Help Logout
Plan Progress Reviews Annual Appraisal Narralive Statements ViewPhint Form	
Inputs and Ratings Approvals and Acknowledgments	
Employee Information Employee Name Show Employee Details	Ge Ge
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 standards you want to view and enter input. • Select Radio button next to the Employee input heards to view and enter input. • Select Radio button the transferred match and standards you want to view and enter input. • Select Go Back to Top of Page button at bottom right comer to go back to the top of the page. • Select Go Back to Top of Page button at bottom right comer to go back to the top of the page.	
For additional guidance, select Need Help?	

DoD Performance Management Appraisal Program		MyBiz+ Help Logout
Employee Notification to Rating Official -	Transfer to Rating Official without E-mail Notification	Transfer to Rating Official with E-mail Notification
This screen allows you to send a message to your Rating Official (RO) regarding your performance planiappraisal. The notification can be sent with or without an email message. To provide additional information to the RO, enter a message in the teot tox below Message to Rating Official and select Transfer to Rating Official and Notify by E-mail but without an email message. Select Clance but on all on sessage. select Transfer to Rating Official and select Transfer to Rating Official and Notify by E-mail but without an email message. Select Clance but on all on pith come to go back to previous screen without making any change. To provide additional guidance, select Need Heip? If your RO has an email address on file, enter an email message to indicate that you are transferring the annual appraisal. Notice: You are about to contact Dosland, Michael D by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as soci	ial security numbers or privacy act information in your e-ma	a.
		Privacy Statemen

11. Select 'Transfer to Rating Official with E-mail Notification' (or without).

12. You will be navigated back to the *MyPerformance Main Page* and a confirmation message will be displayed at the top of the page stating that the appraisal has been submitted to the rating official.

13. Select 'Logout' in the upper right hand corner of the screen.

DoD Performance Management Appraisal Program	MyBiz+ Help Coport
Plan Progress Reviews Annual Appraisal Narrative Statements View/Print Form	Start Land
Inputs and Ratings Approvals and Acknowledgments	

EMPLOYEE: Acknowledgment of Rating of Record

After the Rating Official (RO) communicates your rating of record, please acknowledge receipt of your annual appraisal

PERFORMANCE PLAN STATUS: Approved | CURRENT APPRAISAL STATUS: Pending Employee Acknowledgement

To acknowledge your annual appraisal and rating of record:

1. Login to *MyBiz+* at <u>https://compo.dcpds.cpms.osd.mil/</u> Select 'Smart Card Log In'. When prompted, select your email certificate.

Login Help Contact List Frequently Asked	Questions (FAQ)
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News and Information Last updated January 04, 2018 300 CT Instruction DCPDS / CHIST CRMI MyRits / MyRits + for Managers and Supervisors Downline - DCPDS will be unavailable for a limited period during the processing straining Friday, 05 January 2018 and working through Thursday, 11 January 2018. To optimize pay adjustment processing of the straining Priod Supervisors Components and Will Supervisor of DCPDS / CHIST CRMI MyRits + MyRits + for Managers and Supervisors Constraints + Total Will Supervisors and Supervisors may operare unduring reacting Friday, 05 January 2018 and working through Thursday, 11 January 2018. To optimize pay adjustment processing straining Friday, 05 January 2018 and working through Thursday, 11 January 2018. To optimize pay adjustment processing for your Component/Agency. Thank you for your patience. Image: The Department of Defense (DoD) civilian workforce holds a unique mission focused posture that can banefit the U. S. CENTCOM Civilian Expeditionary Workforce (CEW) program. The talent and experience that DoD civilians have to offer are representative of how our mission success is defined. The devise workforce of DoD and coalision partners, financial incentives, and ultimately making a difference in the Department of Defense mission. Imark you for all of your feedback during the first year of MyRitz-I We appreciate the time and effort you took to be us know what was working for you and what needed improvement. Throughout the last year, and looking forward, we will continue to value your input to enhance MyRitz-I.	Smart Card Access Log In Cardensi MyBitz-HIR application, select Normal Card Log In Cardensi MyBitz-HIR application, select Normal Cardensi MyBitz-HIR application, select Normal Card User to a Smart Card User to Smart Card User to a Smart Card User to Cardensi MyBitz-HIR application, select Norm-Smart Card Access Log In Cardensi MyBitz-HIR application for the First Time
Component Help Desk Information	Reset Password

2. Select "HR MyBiz + Navy



3. Read the Privacy Act Statement, select 'Accept'.



4. Select 'MyPerformance' from the Key Services Menu.

, ,			Other Di	CPDS Applications ~	★ Favorites -	Customer Support -	0 Help -	Logout
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5. At the MyPerformance Main Page, select 'Update' from the Action column drop-down menu. Select 'Go'.

mployee			
	MyPerformance Main Page		
			Need Help?
	Warning: This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this sy release of classified information is a violation of law and may lead to prosecution.	ystem. Unauthorized	
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6. Select 'Annual Appraisal' tab from at the top of the page.

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		of other actions throughout the performance cycle.		
For additional guidance, select Need	d Help?			
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* Appraisal Period End Date		Created By		
* Appraisal Effective Date Rating Official Name Higher Level Reviewer	01-Jun-2018 🏀			
				Save and Continue

7. Select 'Approvals and Acknowledgments'

	Appraisal Program				
Progre	ss Reviews Annual Appraisal Narrative Statements View Print Form				
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mple	vee Information			- Choose an Action -	Go
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The	s screen allows you to view approval and/or communication status of your annual appraisal and, if av-	allable, acknowledge receipt of annual appraisal.			
	s screen allows you to view approval and/or communication status of your annual appraisal and, if av • Select Show All Details link to see approval and/or communication information (sate, method, etc • Select 2 icon under Details column to see approval and/or communication information for each s • Select Achnowledge Receipt button under Action column for Step 4. If available. • Select Save and Go Back button at bottom nght corner to go back to Assessments and Ratings p	:) and Hide All Details link to collapse all steps tep and select = icon to collapse step.			
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8. In Step 4: Employee – Acknowledgment, select 'Start'.

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w All Details Hide All Details		
alis Tasks		Action
Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed
Step 2. Higher Level Reviewer - Review (if required)	Completed	Step 2 completed
Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed
Step 4: Employee - Acknowledgment	Pending Empl Acknowledgment	Start
Date 16-Mar-2018		Click Sta

9. Enter the date you acknowledged the annual appraisal by selecting the 'calendar' icon or entering date (DD-MMM-YYYY).

Detail	s Tasks		Action	
Þ.	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed	
Þ.	Step 2. Higher Level Reviewer - Review (if required)	Completed	Step 2 completed	
₽.	Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed	
4	Step 4: Employee - Acknowledgment	Pending Empl Acknowledgment	Start	
	Enter date of acknowledgment	Cancel Acknowledge Receipt and Sign	Decline to Sign	
_				

10. Select 'Acknowledge Receipt and Sign' button. Note: Acknowledging the annual appraisal means that you received your plan. Should you select 'Decline to Sign', there is no change to the rating (it remains final).

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etalis Tasks	Action
Step 1 Rating Official - Request or Document Higher Level Review (if required)	Completed
Step 2: Higher Level Reviewer - Review (if required)	Completed
Step 3: Rating Official - Document Communication to Employee	Completed of a
Step 4' Employee - Acknowledgment	Pending Empl Acknowledge
Date 16-Mar-2018	Cancel Acknowledge Receipt and Sign Decline to Sign

11. You will receive a confirmation message verifying that your appraisal will be removed from your '**Plans/Appraisals**' section on your *MyPerformance Main Page*. An official copy is placed under the '**Completed Plans/Appraisals**' section at the bottom of your *MyPerformace Main Page* (see the next section). If you want to print a copy of your appraisal form prior to exiting your appraisal, select '**Yes**'.



12. You will be navigated back to the *MyPerformance Main Page*.

Employee									
			MyPer	formance Main	Page				
									Need Help?
		: This application is designe nauthorized release of class					ed information i	n this	
from the Main Page, you can cre	eate, update and vie page.	w your Performance Plans, view and	print part or an entire plan aft	er it is created, and track	the status of a plan. You can als	so search for co	mpleted plans by sel	ecting the 'Show Compl	leted Plans/Apprais
nk located at the bottom of this									
And the State of Stat	Toc	omplete other actions described abo	ve:						
ink located at the bottom of this i To create a Performance Plan: • Select 'Choose a Plan Ty • Select Appraisal Plan Ty	ype,),be,	Select an option from the Action of							
To create a Performance Plan:	ype,)/be,								
To create a Performance Plan: • Select 'Choose a Plan Ty • Select Appraisal Plan Ty • Select the 'Go' button	ype, Jobe,	Select an option from the Action c Setect the 'Go' button							
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To create a Performance Plan: Select 'Choose a Plan Ty Select Appraisal Plan Ty Select the 'Go' button mportant: To become familiar w Appraisals of	ype' rpe with the columns, set	Select an option from the Action of Select the 'Go' button ect the 'Need Help?' link.				Cho		ste New Plan	✓ Co
To create a Performance Plan: • Select 'Choose a Plan Ty • Select Appraisal Plan Ty • Select the 'Go' button mportant: To become familiar w Appraisals of Records Displayed 10 v	ype' rpe with the columns, set	Select an option from the Action of Select the 'Go' button ect the 'Need Help?' link.		Appraisal ID	Plan Approval Date	Cho		te New Plan	Co Action

13. Select 'Logout' in the upper right hand corner of the screen.

DoD Performance Management Appraisal Program	MyBlz+ Hep Logod
Plan Progress Reviews Annual Appraisal Narrative Statements View/Print Form	Starting
Inputs and Ratings Approvals and Acknowledgments	

EMPLOYEE: View/Print Completed Plans/Appraisals

After acknowledging receipt of your annual appraisal, a copy of your official plan is placed under the 'Completed Plans/Appraisals' section at the bottom of your MyPerformace Main Page.

PERFORMANCE PLAN STATUS: Approved | CURRENT APPRAISAL STATUS: Completed

To view or print your completed plan:

1. Begin at *MyPerformance Main Page*. Select 'Show Completed Plans/Appraisals' link at the bottom left hand corner of the page.

MyPe	rtormance	MyBiz+	Help		Logo
Performance Main Page Provide Gu	st Feedback My Journal				
mployee					
	MyPerformance Main Page				
				Need Help?	
	Warning: This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Una release of classified information is a violation of law and may lead to prosecution.	uthorized			
om the Main Page, you can create, upd	te 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 P	lans/Appraisals' lin	k located at	t the bottom of t	this page.
create a Performance Plan:	To complete other actions described above:				
 Select 'Choose a Plan Type' Select Appraisal Plan Type 	Select an option from the Action column				
Select the 'Go' button	Select the 'Go' button				
portant: To become familiar with the co ppraisals of	units, select the Need Help r link.				
	Choose a Plan	reate New Plan		⊻ Go	
		Jbc-			-
elect the link to search for completed pla					
Show Completed Plans/Appraisals					
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2. Enter the ending appraisal year in 'Appraisal Year' and select 'DoD Annual Appraisal' from the list of values for the 'Event' to limit your search.

Completed Plans/Appraisais							
 Begin with entering search criteria. The 2. Select the Find button. Your results will 	following fields can be entered in any combination: a) ab be based on your search criteria. If there is no search of A	criteria entered, your results	will be all Completed	nt. Piansi/Appraisais.			
Records Displayed 10 💌 💢 🎅 🛛	8 * • III						
Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms		

3. Select 'Find'.

Hide Completed Plans/Appraisals								
Completed Plans/Appraisals								
I. Begin with entering search criteria. The fo	flowing fields can be entered in any combination: a)	Appraisal Year only or b) Ap	praisal Year and Ever	nt				
Select the Find button. Your results will be	e based on your search criteria. If there is no search	criteria entered, your results	will be all Completed	Plans/Appraisals.				
	A	Appraisal Year 2018						
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		Find	lear					
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praisal Year	Appraisal ID	Туре	Event	Event Completion Date	Reports/Forms			
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4. Select the 'Printer Icon' under the Reports/Forms column. You can open, save or cancel the PDF file. Select 'Open' button.

ollowing fields can be entered in a te based on your search criteria. If	Appraisal Year	2018	alsals	
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Appraisal ID	Туре 🛆	Event 🛆	Event Completion Date	orts/Forms
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	Appraisal ID	Appraisal Year Event Appraisal ID Type △	Appraisal Year 2018 ♥ Event DoD Performance Plan ♥ find Clear Appraisal ID Type △ Event △	Event DoD Performance Plan Find Clear Appraisal ID Type △ Event △ Event Completion Date △

5. Review the appraisal and select red 'X' at the top right hand corner to close or select 'Logout' link in upper right hand corner to end session.

Questions & Additional Resources

Questions?

Please direct any Performance Management questions to CNO HRO, Labor and Employee Relations:

Kim Sweeney

Labor and Employee Relations HR Specialist Chief of Naval Operations- Human Resources Office (CNO HRO) kimberly.sweeney@navy.mil 703-693-1589

OR

Jeff Carpenter Labor and Employee Relations HR Specialist Chief of Naval Operations- Human Resources Office (CNO HRO) Jeff.Carpenter@navy.mil 703-835-5281

MyPerformance system inquires only:

Tara Davis HR Specialist Chief of Naval Operations- Human Resources Office (CNO HRO) Tara.a.davis@navy.mil 703-693-1580

Additional Resources

DOD DPMAP Resources and References:

https://www.cpms.osd.mil/Subpage/NewBeginnings/ResourcesReferences/

Employee Input Factsheet:

https://dodhrinfo.cpms.osd.mil/Directorates/HROPS/Labor-and-Employee-Relations/Performance-Management/Documents/EmployeeInputWorksheet.pdf

Employee Input and Appraisal Comparison Fact Sheet:

https://dodhrinfo.cpms.osd.mil/Directorates/HROPS/Labor-and-Employee-Relations/Performance-Management/Documents/EmployeeInputandAppraisalComparisonFactSheet.pdf