ANNUAL APPRAISAL GUIDE
FOR
EMPLOYEES

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:

1. 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.

2. 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.

5. 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 and Criteria

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'

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 https://compo.dcpds.cpms.osd.mil/ Select '**Smart Card Log In**'. When prompted, select your email certificate.

2. Select "HR MyBiz + Navy

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

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

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

6. Select '**Annual Appraisal**' from the tab at the top of the page.

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

8. Scroll down and select '**Go to Next Performance Element**' for each performance element.
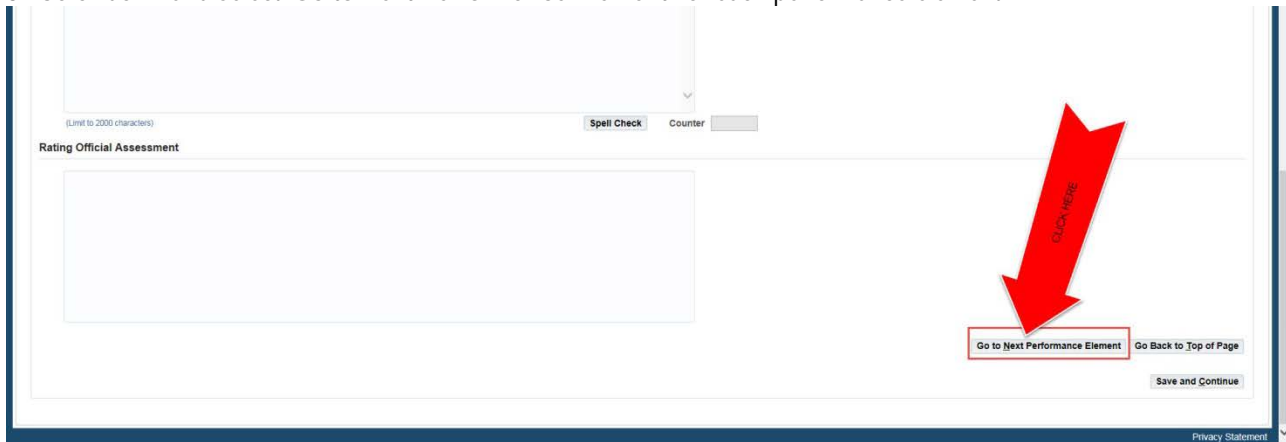

9. **Repeat** numbers 7 and 8 until you have entered your performance input for each element and then select '**Go Back to Top of Page**'

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**'.
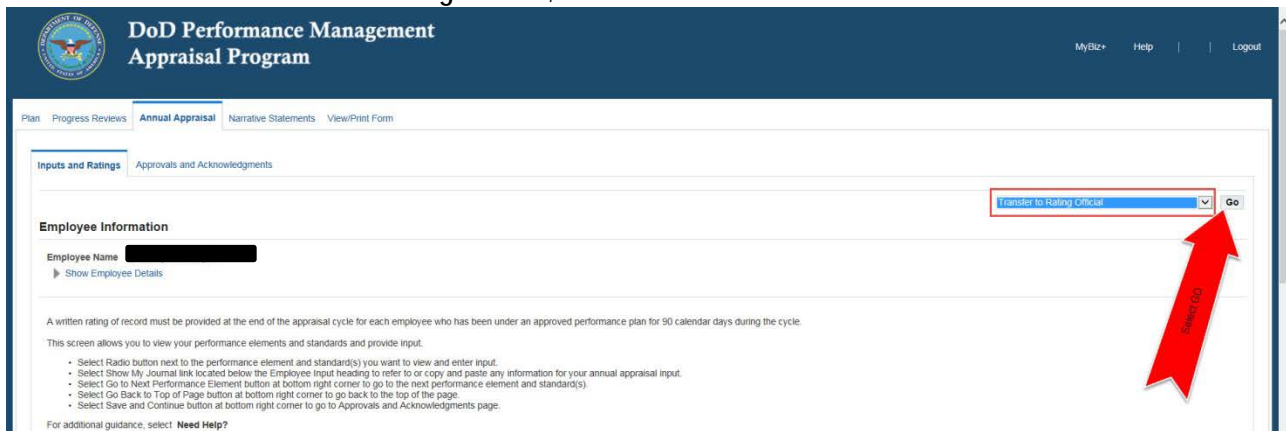
11. Select '**Transfer to Rating Official with E-mail Notification'** (or without).
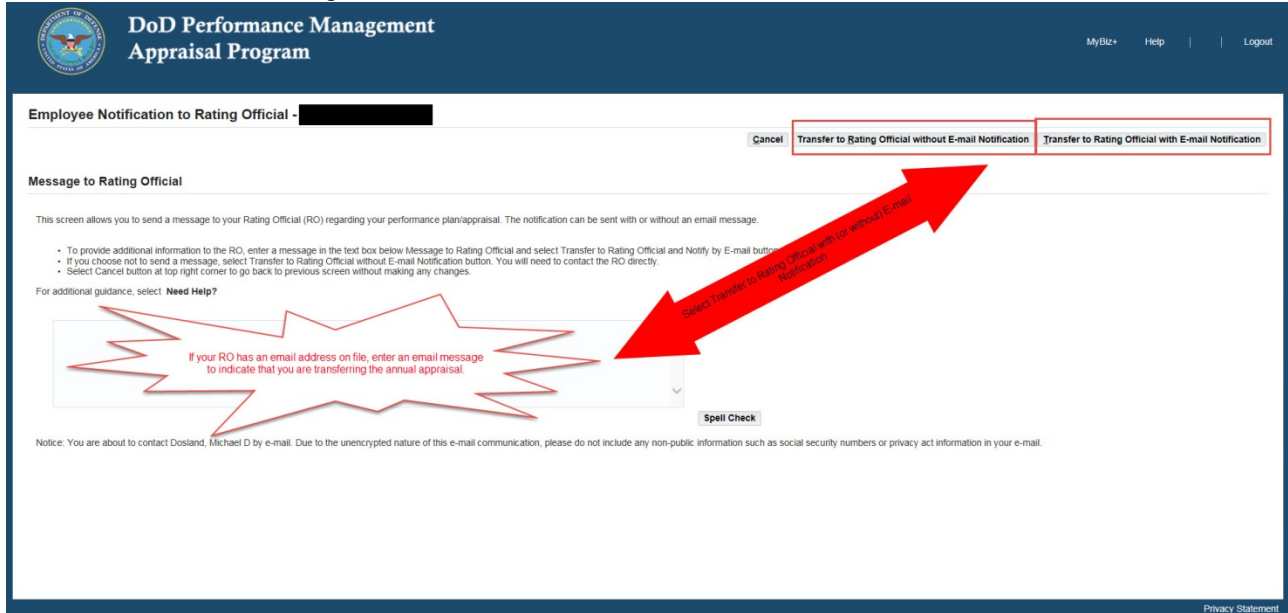
12. You will be navigated back to the *MyPerformance Main Page* and a confirmation message will be displayed at the top of the page stating that the appraisal has been submitted to the rating official.

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

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 https://compo.dcpds.cpms.osd.mil/ Select '**Smart Card Log In**'. When prompted, select your email certificate.

2. Select "HR MyBiz + Navy

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

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

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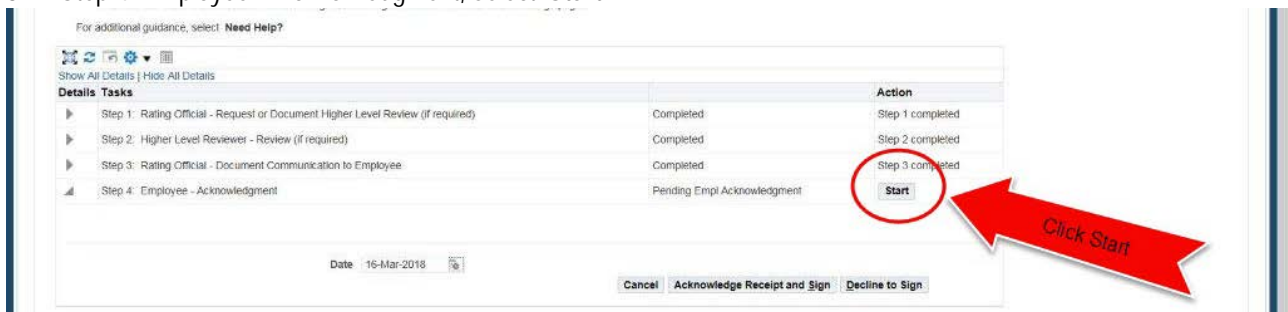

6. Select '**Annual Appraisal**' tab from at the top of the page.
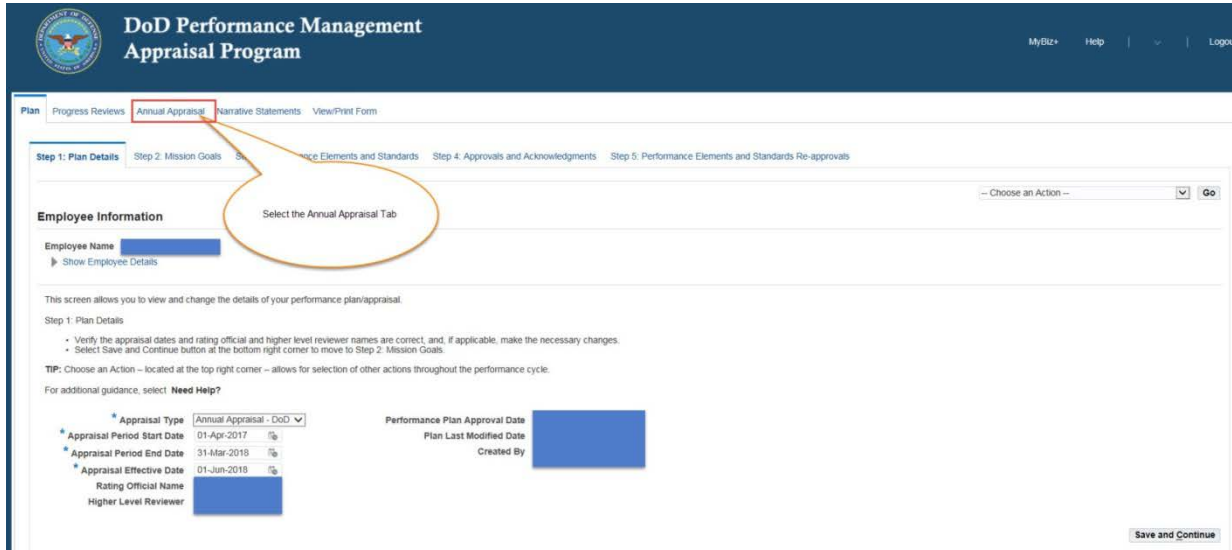
7. Select '**Approvals and Acknowledgments**'
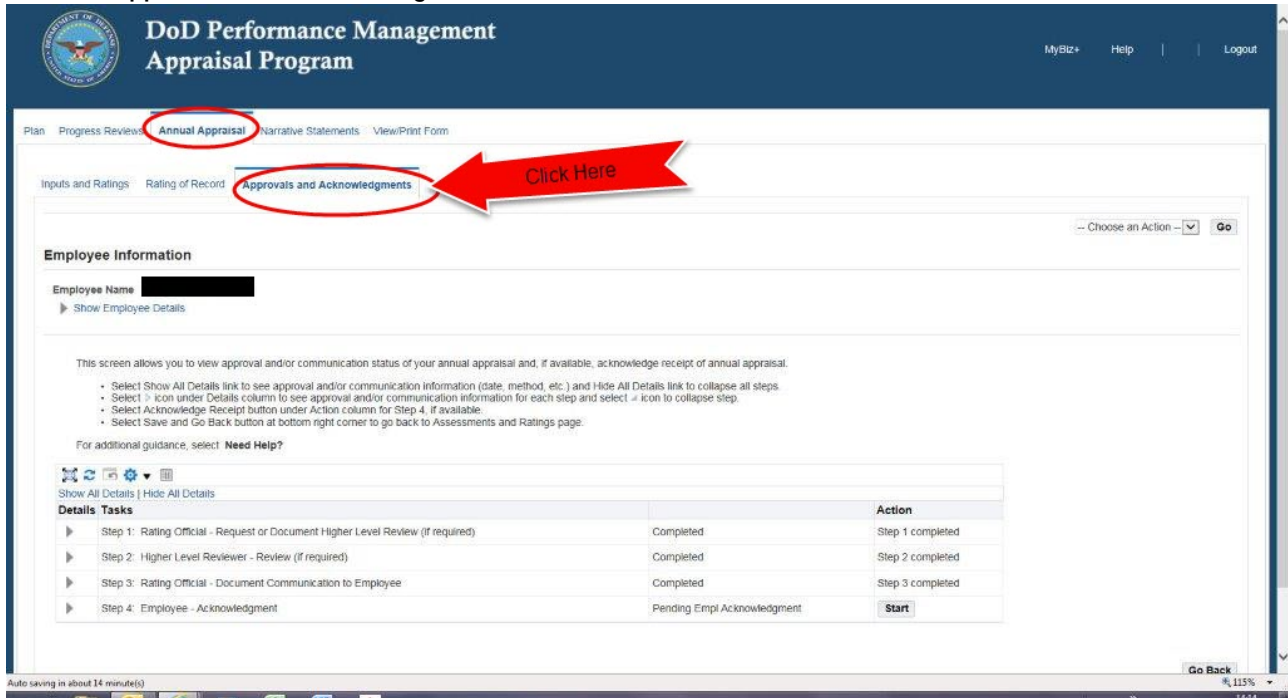
8. In Step 4: Employee – Acknowledgment, select '**Start**'.

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

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).

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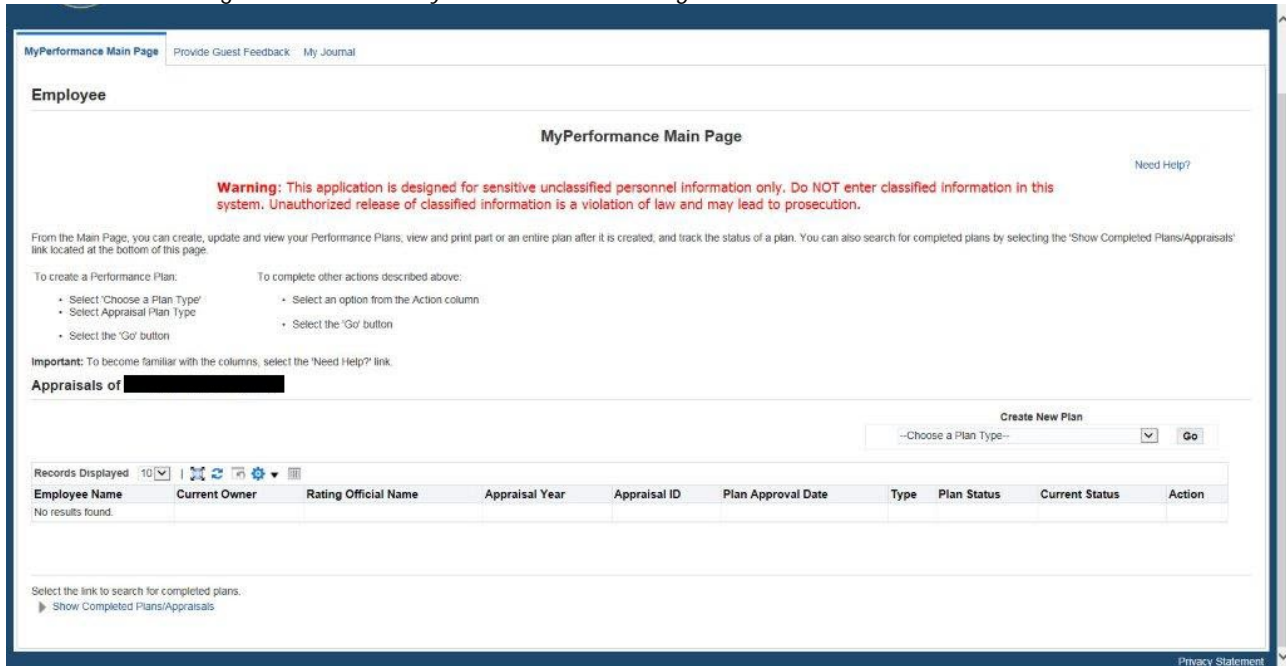
12. You will be navigated back to the *MyPerformance Main Page.*

13. Select '**Logout**' in the upper right hand corner of the screen.
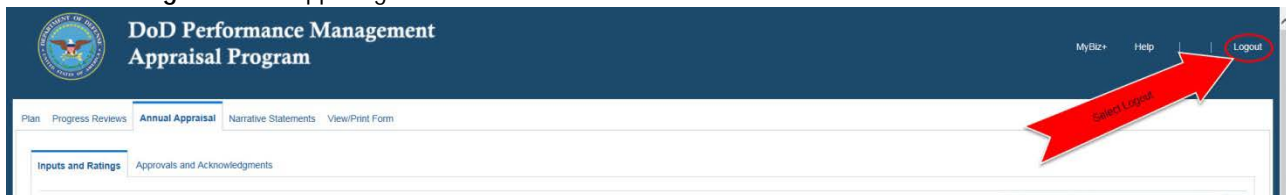
EMPLOYEE: View/Print Completed Plans/Appraisals

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.
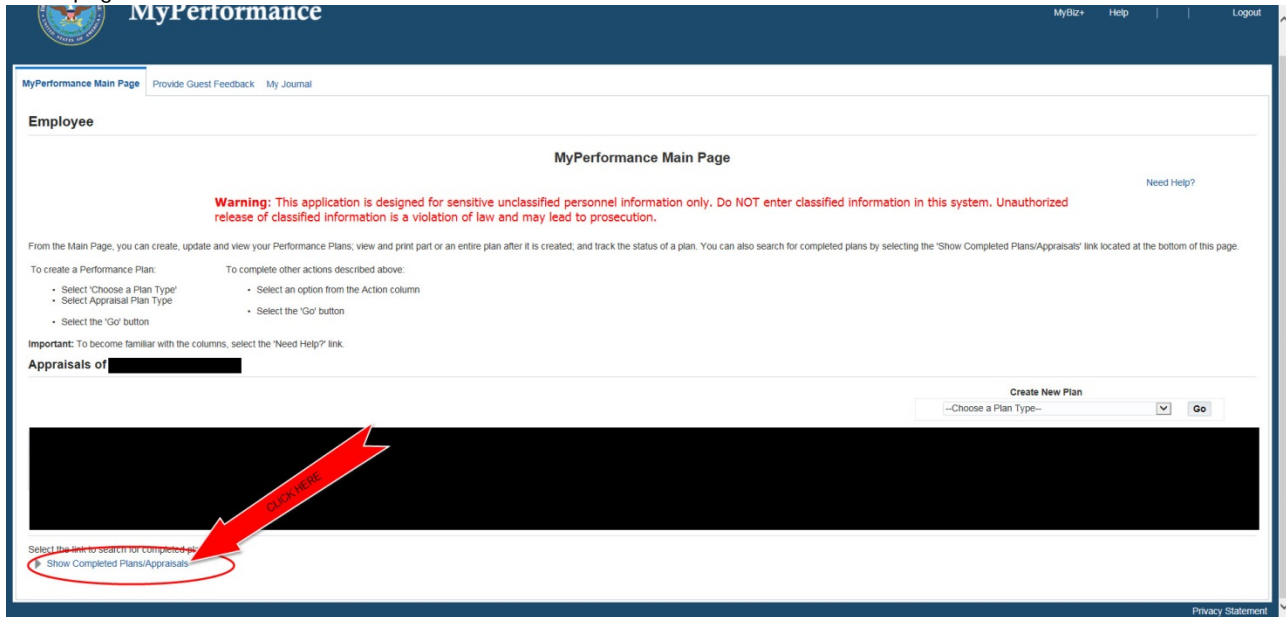
2. Enter the ending appraisal year in '**Appraisal Year**' and select '**DoD Annual Appraisal**' from the list of values for the '**Event**' to limit your search.
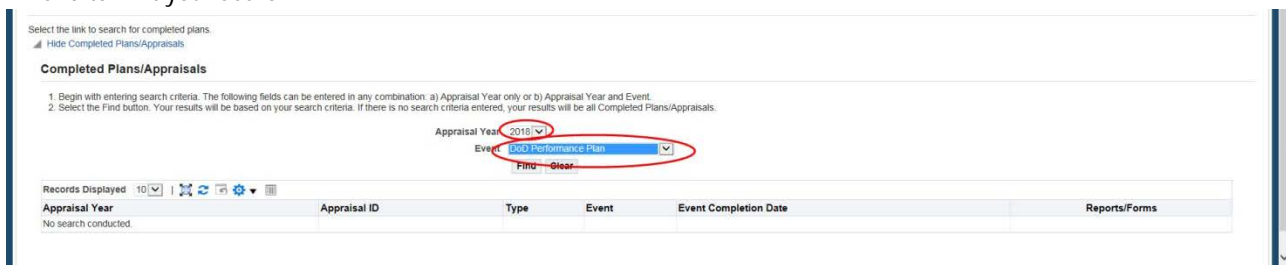
3. Select '**Find**'.
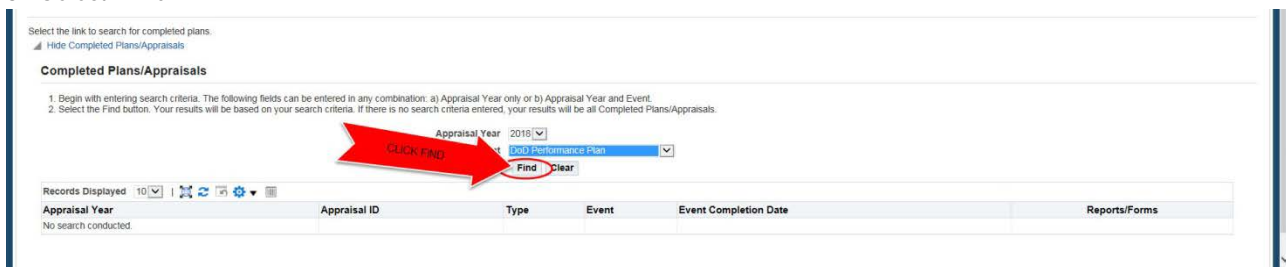
4. Select the **'Printer Icon'** under the **Reports/Forms** column. You can open, save or cancel the PDF file. Select '**Open**' button.

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