Progress Review Overview for Rating Official and Employee

Progress reviews may only be initiated by supervisors. They are performance discussions that must be documented in the MyPerformance appraisal tool. A progress review can be done at any time during the rating cycle but must occur at least once. While the system allows for multiple progress reviews, the timing and number of progress reviews (at least one) is at your Component's or organization's discretion.

The employee is not given a performance narrative or performance element ratings at a progress review. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to review and convey:

a. Organizational goals and priorities.
b. Performance elements and standards, including ensuring the performance plan accurately reflects the work being evaluated.
c. Supervisor's expectations.
d. Employee's accomplishments and contributions.
e. Employee's level of performance including any areas that need improvement.
f. Barriers to success.
g. Employee's developmental needs and career goals.

Employee input, while not mandatory, is possible at a progress review and highly encouraged at the final performance appraisal discussion.

Who Participates in a Progress Review?

- A rating official (RO):

  ✓ creates a progress review
  ✓ conducts the progress review with the employee
  ✓ coordinates with the Higher Level Reviewer (HLR) if required by local policy
  ✓ documents communication of the progress review to the employee

- An employee:
  ✓ may provide input
  ✓ acknowledge the progress review in MyPerformance

What are the steps in a Progress Review

The typical steps in the progress review process are as follows:

1. The RO creates the progress review.

2. The progress review is approved by the HLR, as appropriate, or the RO documents the HLR approval.[1]

3. The RO documents communication to employee and transfers the progress review to the employee for acknowledgment.

5. The employee acknowledges the communication from the RO. *(If an employee is not available to acknowledge the progress review or refuses to acknowledge the progress review, you will need to document this information.)*

RO: Creating a Progress Review

1. On the *MyPerformance Main Page*, select the performance plan you want to create a progress review for, make sure **Action** column reflects **Update** and select **Go** button. You must have ownership of the approved performance plan to make any changes. If you do not have ownership of the approved performance plan you can retrieve the plan by selecting Retrieve under Action column.

   NOTE: The Current Status is Plan Approved.
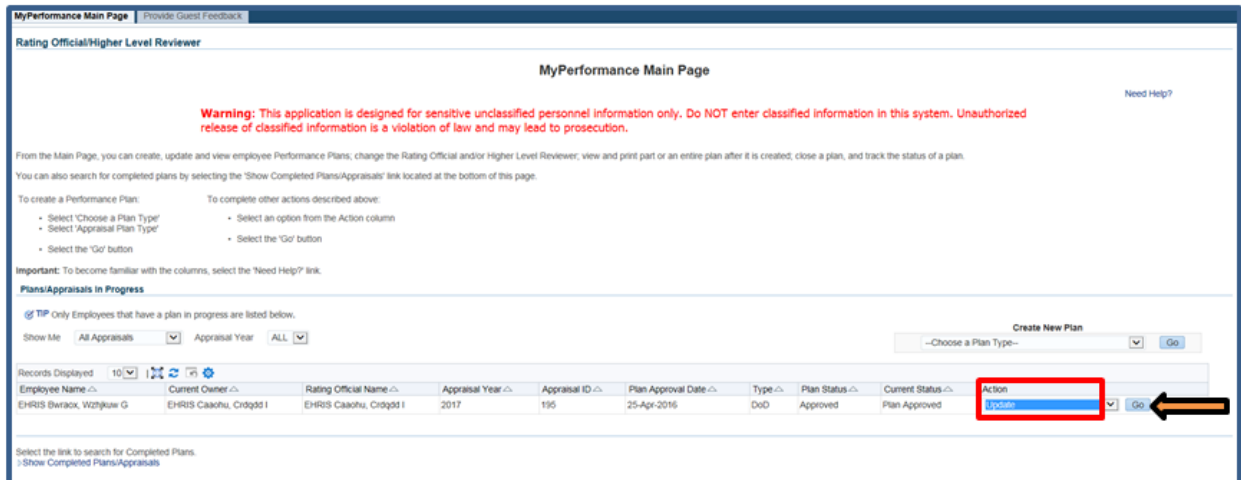
Figure 1 - *MyPerformance Main Page*

2. When a RO has update capability (when **Action** column on *Main Page* reflects **Update**), the RO must acknowledge (using **Acknowledge** button) that he or she has read and acknowledges

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[1] As required by Component policy IAW DoDI 1400.25 V431

his or her role and responsibilities during the appraisal period each time before working in MyPerformance.
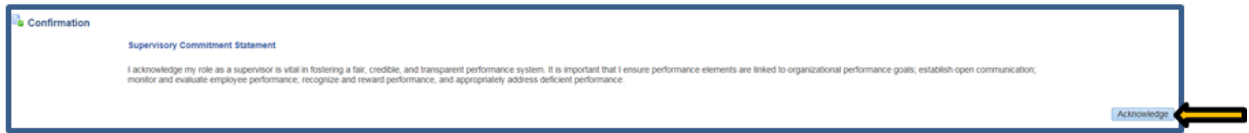

Figure 2 - *Supervisor Commitment Statement*

3.   The *Step 1: Plan Details* page is displayed as pictured below in Figure 3. Select the *Progress Reviews* tab to create the progress review. If you need to get out of the tool at this time, select the **Choose an Action** list of values (LOV) drop down arrow, select **Return to Main Page,** followed by **Go** button.
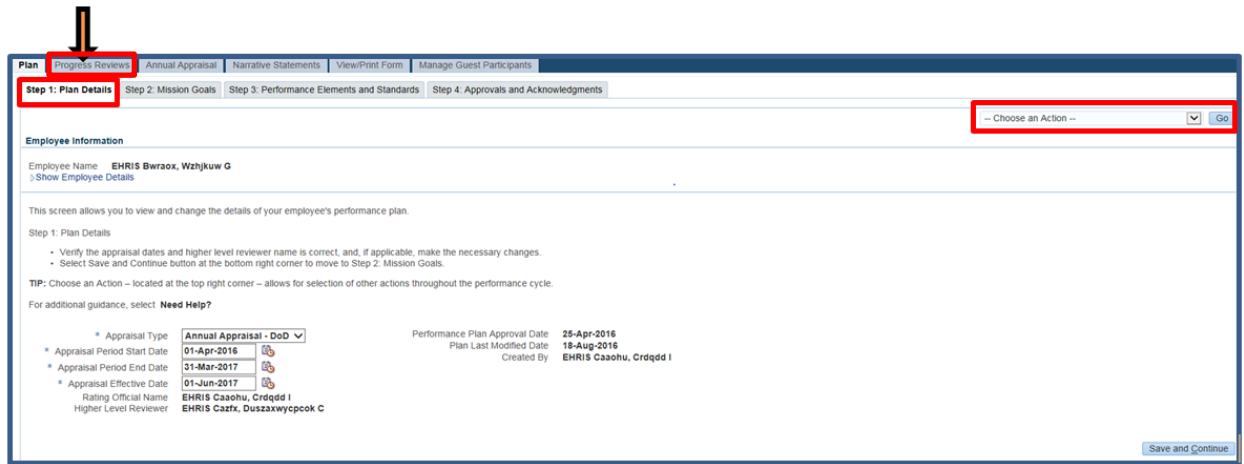

Figure 3 – *Plan>Step 1: Plan Details>Navigate to Progress Reviews Tab*

4.   The *Progress Reviews* page is displayed as pictured in Figure 4. Select the **Create Progress Review** button to create a progress review.
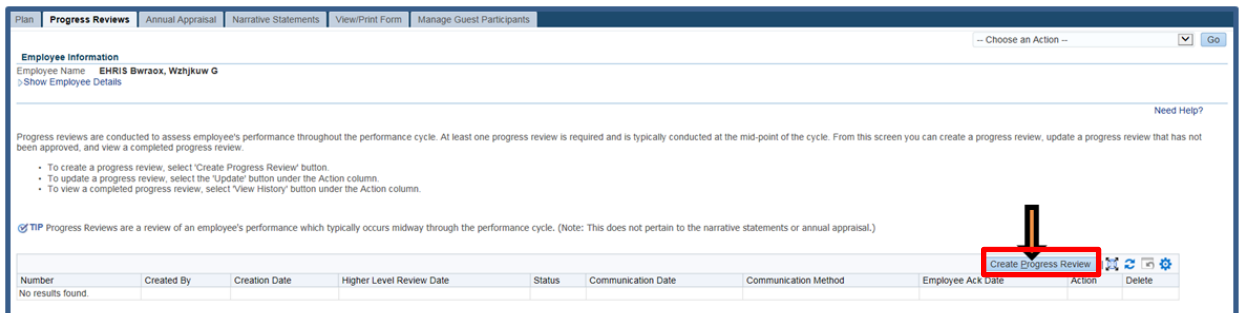
Figure 4 – *Progress Reviews>Create Progress Review*

5.   The *Create/Update Progress Review* page is displayed. Select the *Approvals and Acknowledgements* tab to document the progress review discussion date. Note: Please disregard the Assessments tab as this does not apply to DPMAP, system modifications are pending.

NOTE: If your Component requires Higher Level Review for Progress Reviews, continue along with this procedure. However, if your Component does not require Higher Level Review skip to Step 10 (page 6 of this guide)
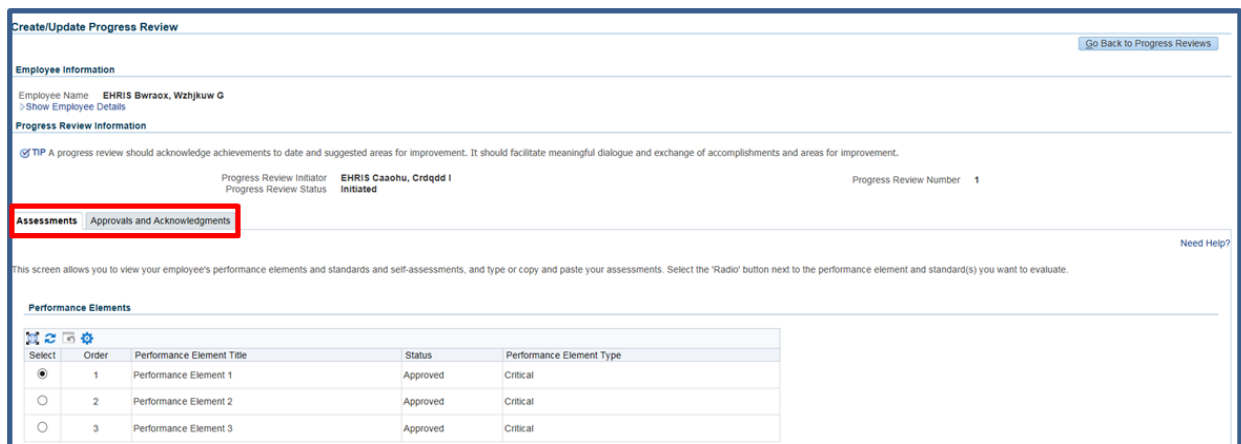
In MyPerformance Steps 1 and 2 are Higher Level Review acknowlegments. Step 1 task has been opened for review or additional information, the following options are available:

Option A: Select Option A if the HLR needs to review and approve the performance plan.
- Change the name of the HLR, if necessary.
- Select **Transfer to HLR with** or **without email notification**. (If there is no email address for the HLR, you will only have the option to transfer without email notification.)
- Enter a notification message to the HLR and select **Transfer to HLR with E-mail Notification**.

Option B: Select Option B if you are both the RO and HLR.
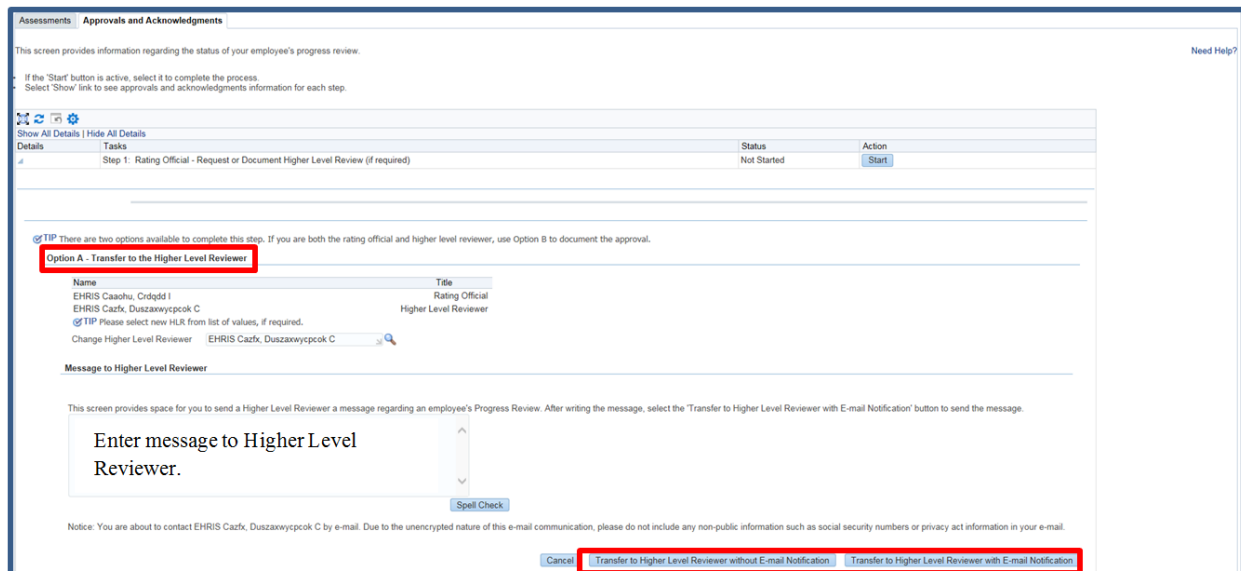
Figure 5 - Approvals and Acknowledgments>*Option A - Transfer to the HLR*

6. The RO is navigated to *MyPerformance Main Page* after selecting to transfer to the HLR with email in **Option A**. The RO will receive a Confirmation message stating the Progress

Review has been submitted to the HLR. The **Current Status** is now 'Progress Review Pending HLR Approval.'
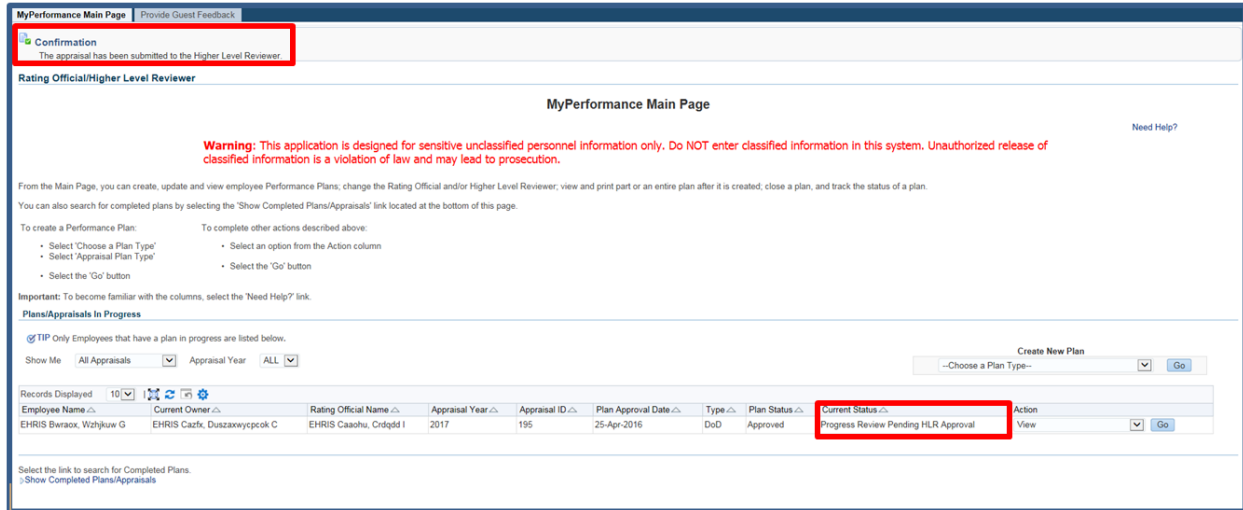
Figure 6– MyPerformance Main Page>Appraisal transferred to HLR Confirmation

7. **Option B:** Progress Reviews / A*pprovals and Acknowledgments* tab and select **Start** button for *Step 1: RO – Request or Document Higher Level Review*. **Option B** is located in the lower portion of the page and provided here.
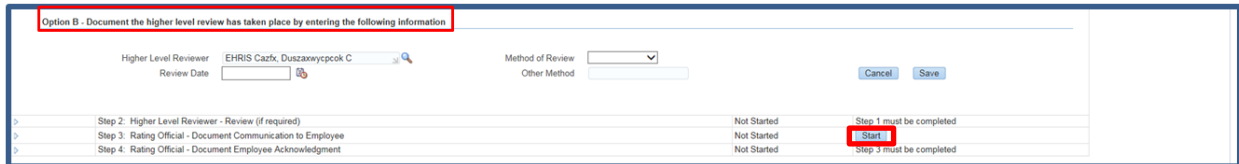
Figure 7 - Option B - Document HLR has Taken Place

8. If the HLR has given the RO the authority to document the RO's decisions and the HLRs approval, the RO will select Option B. Option B also applies if the RO is the HLR or there is no HLR. Enter the **Date** the HLR reviewed the Progress Review and the **Communication Method** it was received – select from drop-down **Face-to-Face, Telephone**, or **Other**.

Select the **Save** button.
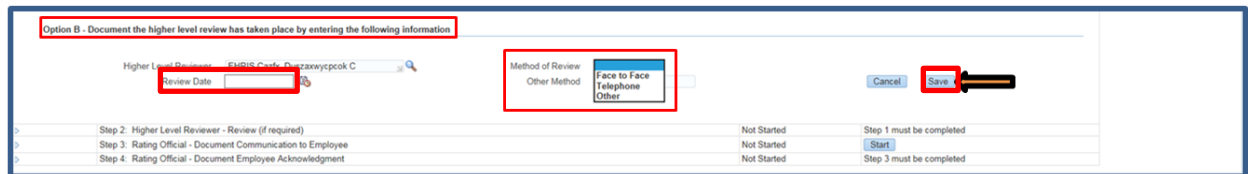
Figure 8 - Option B>Method of Review

9. Certify the information in this performance plan accurately documents the RO's decisions and the HLR's approval by selecting the **Yes** button.

Figure 9 - Confirmation Certification of Plan Accuracy

10. The next step would be to document communication to employee, select the **Start** button to the right of the task titled: *Step 3: RO - Document Communication to Employee* Start button.
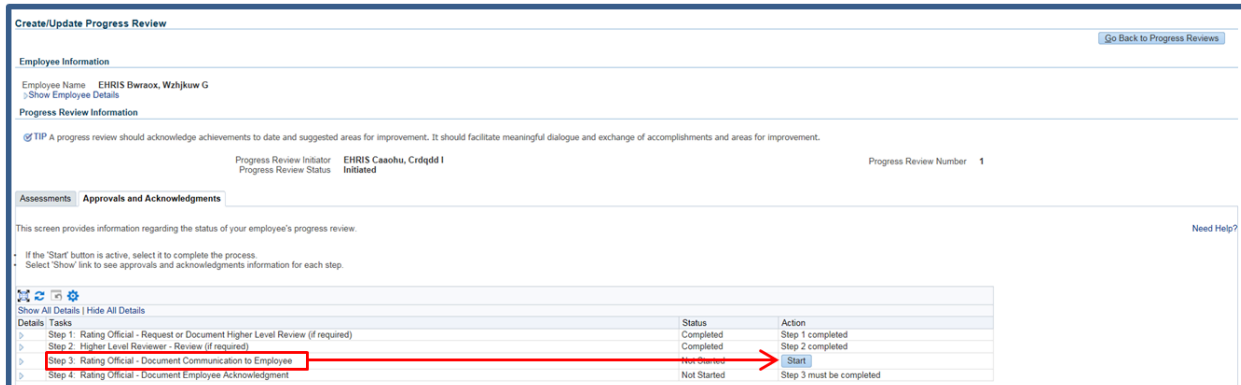
Figure 10 - Approvals and Acknowledgments> Step 3: RO - Document Communication to Employee

11. To document communication with employee has taken place; enter the **Date** the RO reviewed the Progress Review and the **Communication Method** – select from drop-down **Face-to-Face**, **Telephone**, or **Other**.
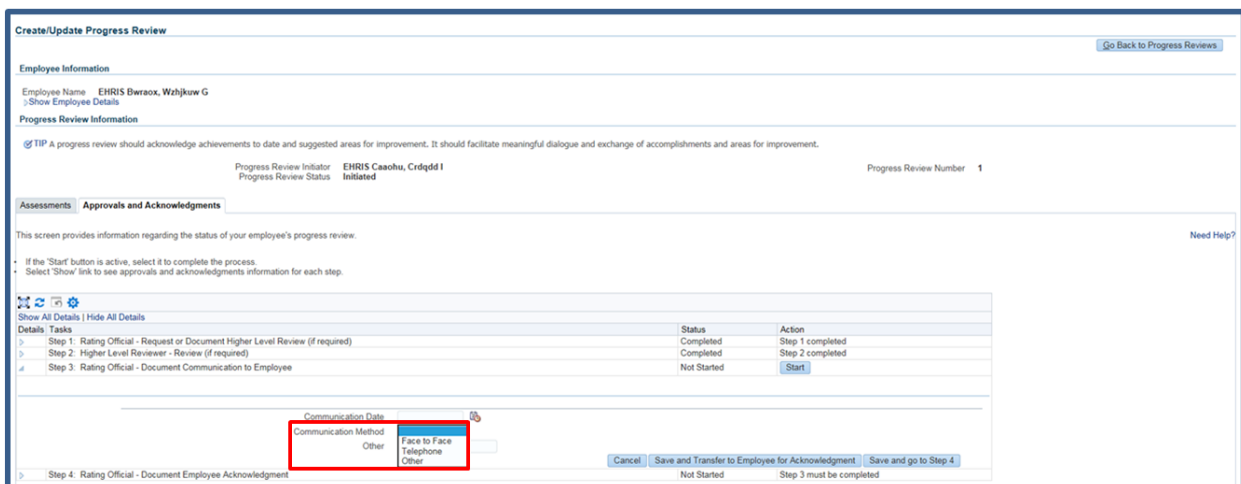
Figure 11 - *Approvals and Acknowledgments> Communication Date and Method*

12. Once the Communication Date, Method and Other, if necessary, are completed, the RO can either:

1. select **Save and Transfer to Employee for Acknowledgment** (proceed to Step 19)**,** or
2. select **Save and go to Step 4.** (see Figure 12 below)

Figure 12 - *Approvals and Acknowledgments>Save and Go to Step 4*

13. Select **Yes** that you are sure you want to go to Step 4.

Figure 13 - *Confirmation to Go to Step 4*

14. The **Start** button is available for Step 4: RO – Document Employee Acknowledgment. Select **Start** button.

Figure 14 - *Approvals and Acknowledgments>Step 4: RO - Document Employee Acknowledg*ment

15. To document employee acknowledgment, select **Unable to Sign**, **No System Access** or **Employee Declined** from the Acknowledgment drop-down list, enter **Date**, and select **Save.**

Figure 15 - Step 4: *RO - Document Employee Acknowledgment> Acknowledgment and Date*

16. Step 4 has been completed; select **Go Back to Progress Review** button.

Figure 16 - *Go Back to Progress Reviews*

17. The progress review has been completed, from the **Choose an Action** drop-down menu select **Return to Main Menu** and select **Go** button.

Figure 17 - *Progress Reviews>Choose an Option>Return to Main Page*

18. The **Current Status** is **Progress Review Completed** and the RO still has ownership of the performance plan.
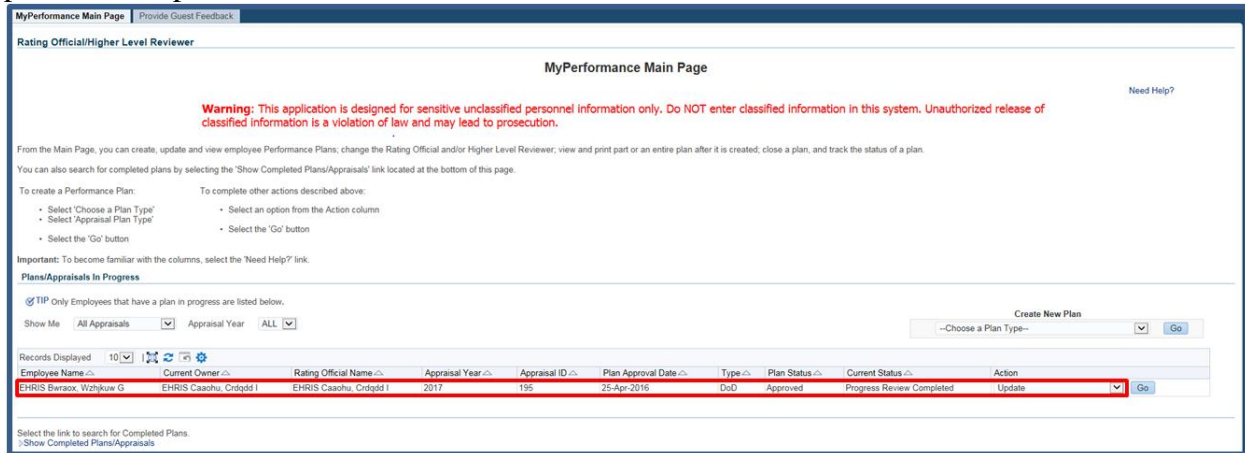

Figure 18- *MyPerformance Main Page>Program Review Completed*

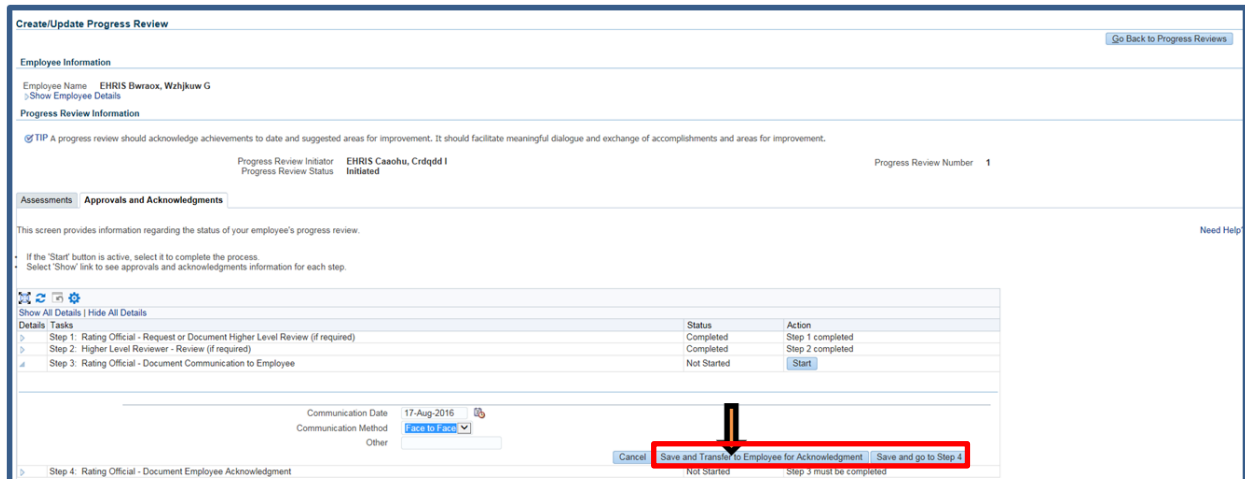19. For this scenario, the RO selects the **Save and Transfer to Employee for Acknowledgment** button.

Figure 19 - *Approvals and Acknowledgments>Save and Transfer to Employee for Acknowledgment*

20. The RO can send the employee a message regarding the performance plan or transfer to the employee without an E-mail notification. If you need to send an email message, select **Transfer to Employee with E-mail Notification button**. If there is no need for an email message, select **Transfer to Employee without E-mail Notification**.
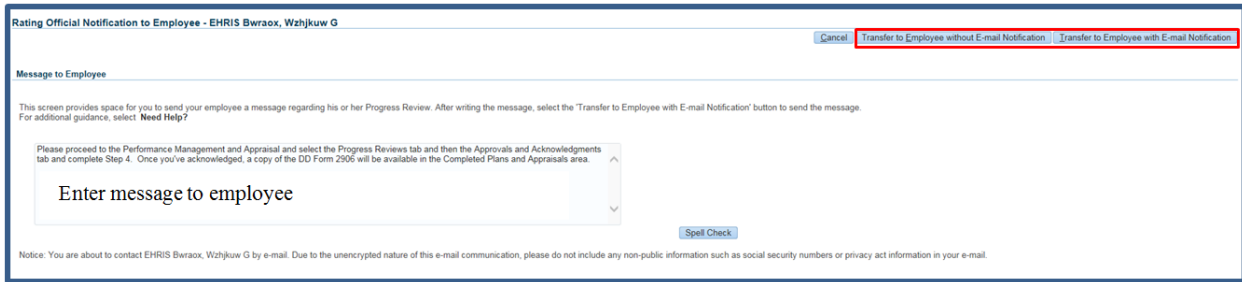

Figure 20 - *RO Notification to Employee*

21. The RO is navigated to *MyPerformance Main Page*. The RO will receive a **Confirmation** message stating the plan/appraisal has been submitted to the employee. The employee will need to acknowledge receipt of their performance plan.
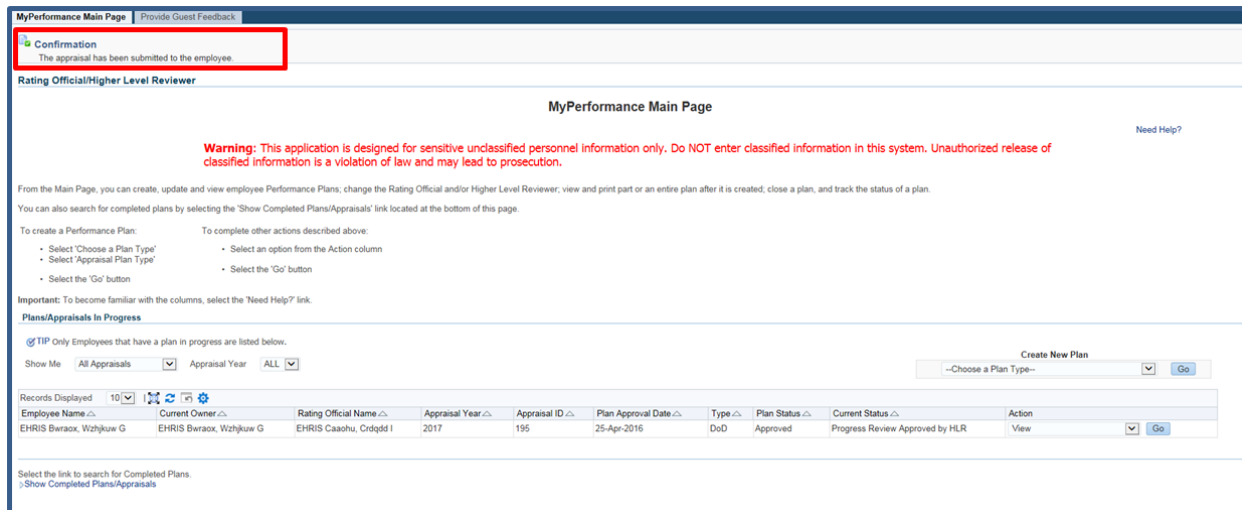

Figure 21 - *MyPerformance Main Page>Appraisal submitted to Employee Confirmatio*n

Employee Acknowledging Receipt of Progress Review

After the RO has documented communication, he or she will transfer the performance plan/appraisal to the employee for acknowledgement. Acknowledgement does not mean the employee agrees with the RO; it is merely acknowledging communication between the employee and RO.

Employee Steps to Acknowledge Receipt of Progress Review

1. At the *MyPerformance Main Page*, select the performance plan/appraisal that needs to have the progress review acknowledged, make sure **Action** column reflects **Update** and select the **Go** button. You must have ownership of the performance plan to make any changes.

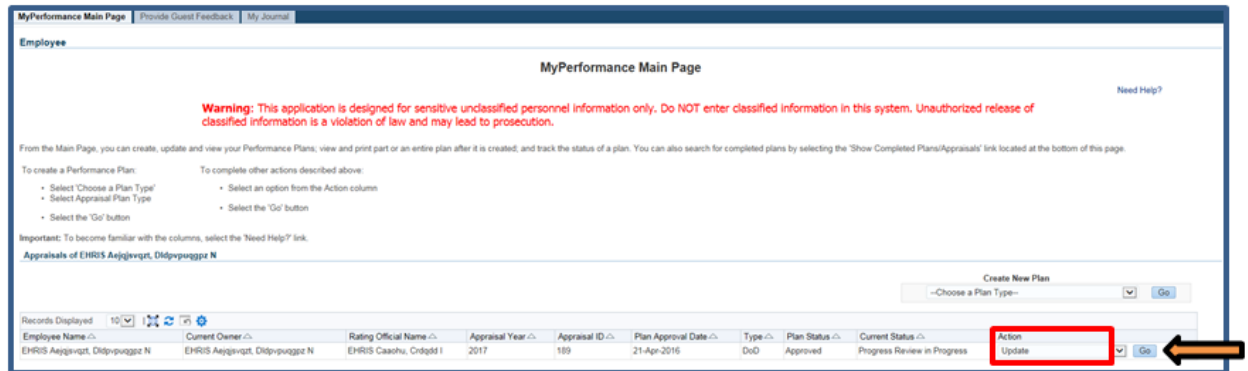> **NOTE**: The Current Status is Progress Review in Progress.

Figure 22 - MyPerfomrnace Main Page

2. The *Plan Details* page is displayed as shown in Figure 23., select *Progress Review* tab to acknowledge receipt of your progress review.
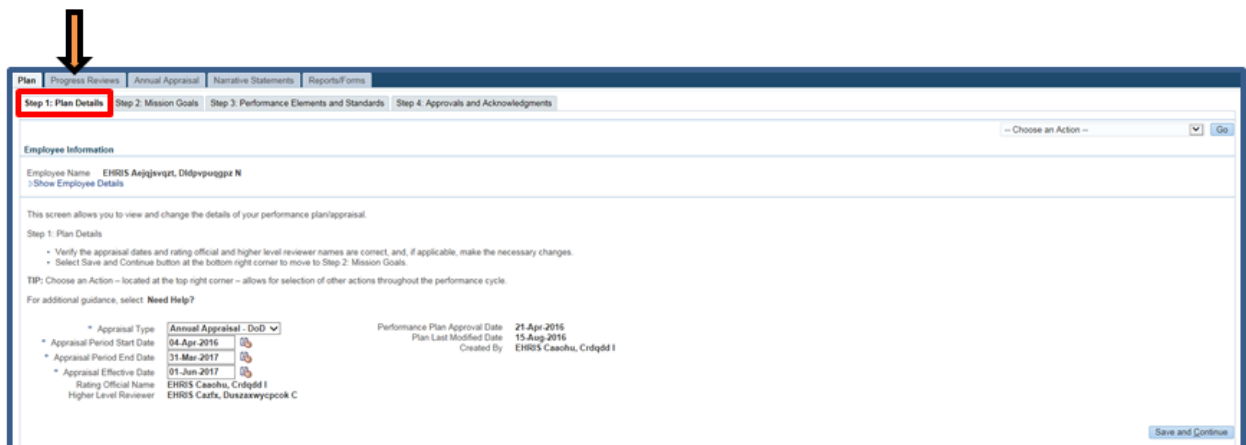

Figure 23 - Plan / Step 1 Plan Details Page

3. The *Progress Reviews* page is displayed as pictured in Figure 24. Select the **Update** button under the **Action** column.
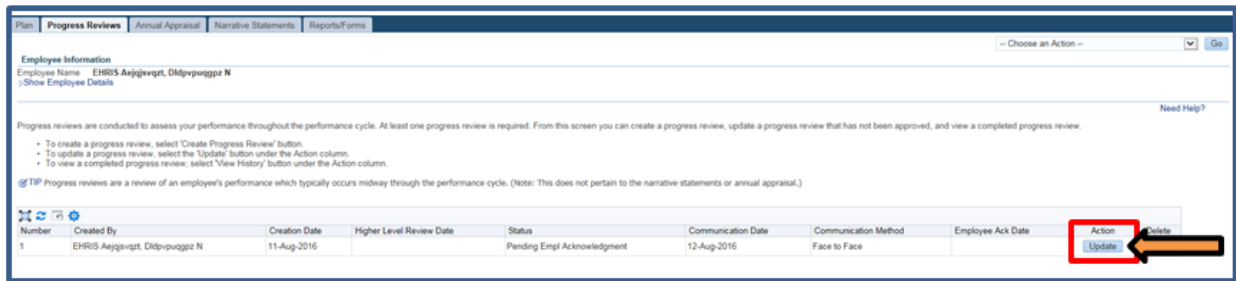

Figure 24- *Progress Review Page*

4. Select *Approvals and Acknowledgments* tab to acknowledge receipt of the progress review. *Step 4: Employee – Acknowledgment* under Details / Tasks shows pending employee acknowledgment and the **Acknowledge Receipt** button is available. Select **Acknowledge Receipt** button.
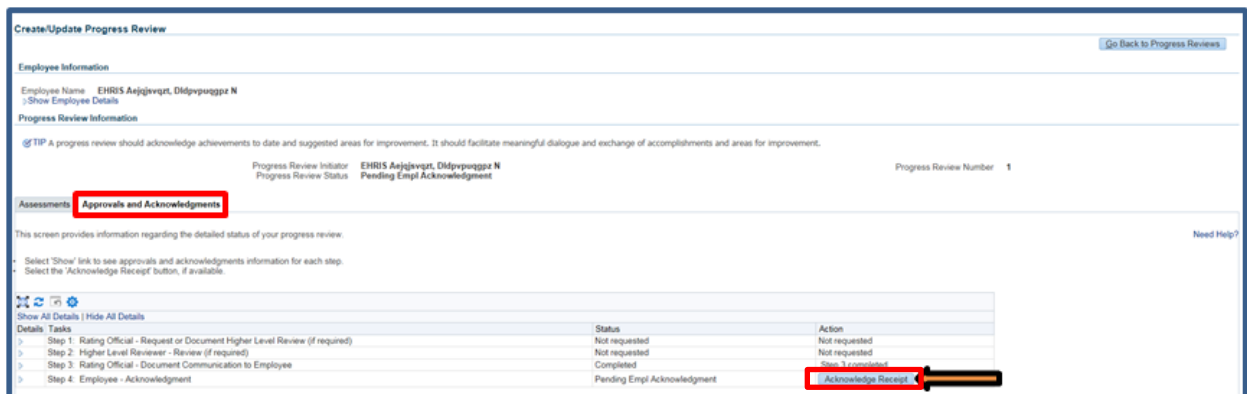

Figure 25 - *Progress Review / Approvals and Acknowledgments Tab*

5. When you select **Acknowledge Receipt** a Date box is available. You can manually enter the **Date** or use the calendar icon. Enter the date you are acknowledging and select the **Save** button.
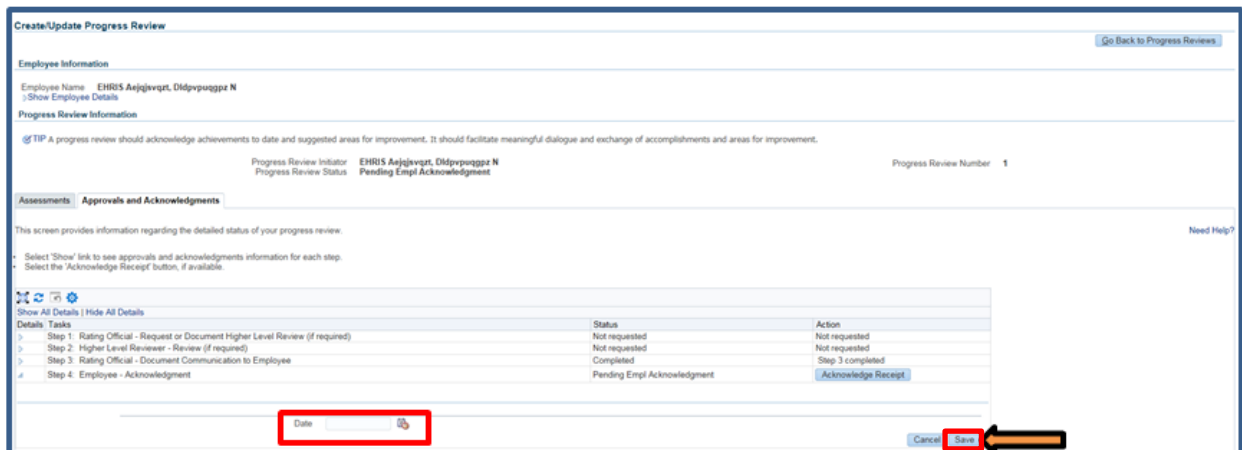

Figure 26 - *Approvals and Acknowledgments / Acknowledge Receipt / Date*

6. *Step 4: Employee – Acknowledgment* under Details / Tasks is completed. You have just successfully acknowledged receipt of your progress review. Select **Go Back to Progress Reviews** button to go back to *Progress Revie*ws tab.
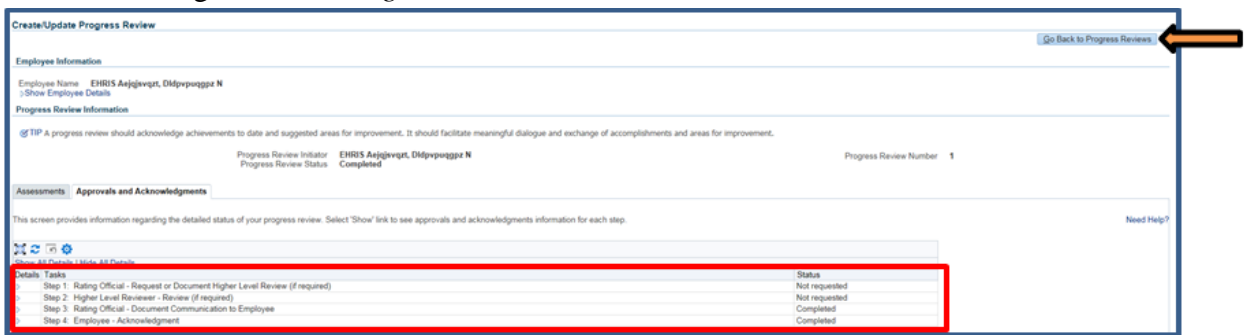

Figure 27- *Approvals and Acknowledgments / Acknowledge Receipt Completed*

7. Since the progress review was acknowledged, the Progress Review is complete and the **Action** reflects **View History**. To return to the *MyPerformance Main Page*, first select **Choose an Action** LOV drop down arrow depicted in the red box below. Second, select **Return to Main Page**. Lastly select the **Go** button to the right.
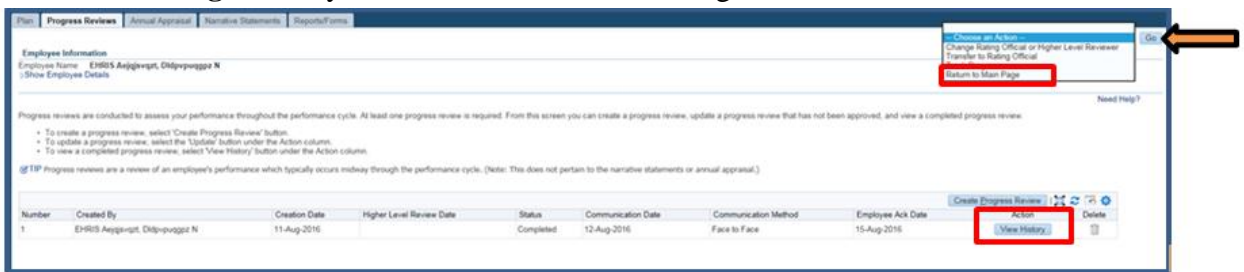

Figure 28 - *Progress Review / View History*

9. At the *MyPerformance Main Page*, the Current Status reflects Progress Review Completed. Employee still has ownership of the performance plan/appraisal.
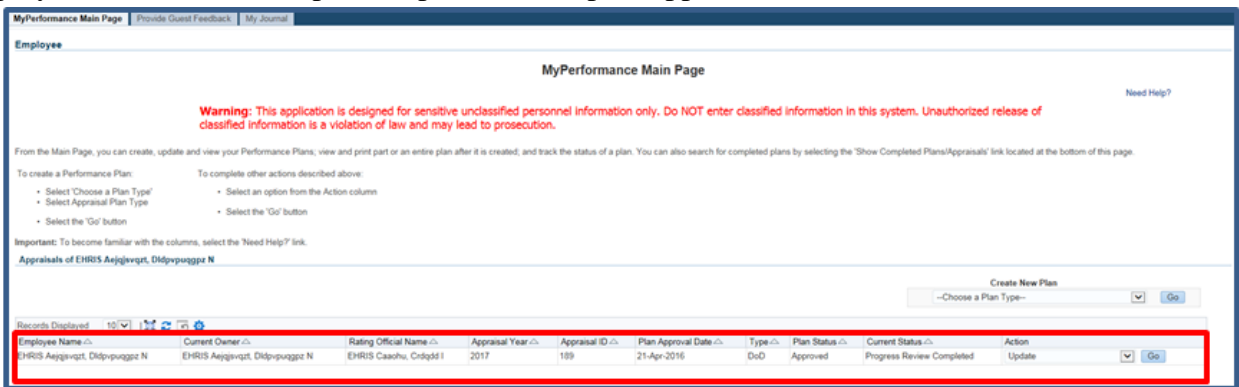

Figure 29 - *MyPerformance Main Page*