

Faculty Performance Appraisals Review Cycle: PARS form

Steps in the Annual Review Process	Timing
AY performance review cycle begins	Mid-August start
Documentation Generated <ul style="list-style-type: none"><li data-bbox="318 496 828 539">• Faculty Activity Report<li data-bbox="318 554 1179 596">• Class visitation Records/Peer Evaluations<li data-bbox="318 611 843 654">• Student Opinion Forms	End of April to Mid-May
Departmental Faculty Performance Review Committee work	End of May early June.
Department Chair with FPR Committee Input develops performance summary	Early June through July
Department Chair briefs Division Leadership and Deans on each individuals performance	June and July
Department Chairs fill out Faculty PARs, share with individual faculty members.	September to October

Faculty PARS Form

United States Naval Academy Civilian Faculty Performance Rating Report

Faculty Member: _____

Rank/Title: _____

Department/Division: _____

Review Period: _____

The critical elements below include a primary emphasis on teaching excellence, and a combination of scholarship and service commensurate with the rank and responsibilities of the faculty member.

SECTION I.

Teaching (Critical element)	OB	S	ME	NI	UN	NA/NO
a. Displays an accurate, up-to-date, knowledge of material						
b. Builds a professional, positive rapport with students						
c. Facilitates student learning with effective styles/methods						
d. Self-assesses teaching and course improvement						
e. Fosters an environment open to student ideas and inquiries						
f. Is regularly available to students						
g. Provides effective and timely feedback to students						
h. Effectively advises and mentors students						
i. Supports unique USNA expectations in and out of the classroom (e.g. military courtesies, attendance, etc.)						
Summary of Teaching Expectations						

Faculty PARS Form: Section I continued

Scholarship (Critical element)	OB	S	ME	NI	UN	NA/NO
a. Strives to remain current in field						
b. Works to develop a sustained record of scholarship						
c. Publishes in quality peer-reviewed venues						
d. Contributes to professional societies						
e. Facilitates midshipmen research involvement when appropriate						
Summary of Scholarship Expectations						

Five performance categories for each item within a critical element.

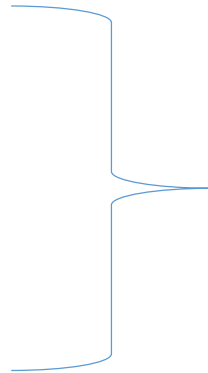
- OB—One of the Best...truly exceptional
- S—Strong...consistently exceeding expectations
- **ME—Meeting Expectations...very good to excellent work**
- NI—Needs Improvement
- UN—Unsatisfactory
- NA/NO—Not Applicable/Not Observed

Service (Critical element)	OB	S	ME	NI	UN	NA/NO
a. Accepts administrative tasks						
b. Completes administrative tasks timely and effectively						
c. Supports USNA mission and human goals						
d. Contributes to departmental assessments of student learning activities						
e. Collegial and professional in interpersonal activities						
f. Engages and contributes to the Department's mission						
g. Engages in rank-appropriate service						
Summary of Service Expectations						

Summary assessment for each critical element.

Faculty PARS Form: Section II Remarks

1. Teaching and classroom work.
2. Scholarship.
3. Service.
4. Summary.



Narrative section for supervisor assessment of performance in each critical element

Summary	Satisfactory	Unsatisfactory
Overall Summary Rating		



Final rating in just two categories

Critical Elements Reviewed	EMPLOYEE	DATE	SUPERVISOR	DATE
Annual Performance Appraisal	EMPLOYEE	DATE	SUPERVISOR	DATE
	REVIEWER	DATE		



Signature blocks to document the performance appraisal process.

MyPerformance Main Page Tab: Employee listing

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.

Planned Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me: All Appraisals | Appraisal Year: ALL

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Reese, Mark E	Reese, Mark E	Osullivan, Daniel W	2017	44797	29-Nov-2017	DoD	Approved	Pending Employee Acknowledgment	View Go
Warzoha, Ronald J	Flack, Karen A	Flack, Karen A	2018	65838	05-Apr-2018	DoD	Approved	Progress Review In Progress	View Go
Korman, Murray S	Edmondson, Charles A	Edmondson, Charles A	2018	52536	02-Mar-2018	DoD	Approved	Plan Approved	View Go
Eliert, Mark L	Roberts, David A	Roberts, David A	2018	48589		DoD	Pending	Plan In Progress	View Go
Finkenstadt, Daniel K	Edmondson, Charles A	Edmondson, Charles A	2018	47400	02-Mar-2018	DoD	Approved	Plan Approved	View Go
Wilson, Ryan M	Edmondson, Charles A	Edmondson, Charles A	2018	47399	02-Mar-2018	DoD	Approved	Plan Approved	View Go
Larsen, Jeffrey A	Edmondson, Charles A	Edmondson, Charles A	2018	47396	02-Mar-2018	DoD	Approved	Plan Approved	View Go
Donovan, Brian Francis	Edmondson, Charles A	Edmondson, Charles A	2018	47395	02-Mar-2018	DoD	Approved	Plan Approved	View Go
Helton, Joel S	Edmondson, Charles A	Edmondson, Charles A	2018	47391	02-Mar-2018	DoD	Approved	Plan Approved	View Go
Murphy, Thomas M	Firebaugh, Samara L	Firebaugh, Samara L	2018	46664	02-Feb-2018	DoD	Approved	Progress Review Completed	View Go

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

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Use the drop down arrow to select **Search**

For an employee, select **update**

Using the name search feature

The screenshot shows a web browser window with the following tabs: 'Inbox (2,239) - osullivan@...', '16 USNA - Calendar - Week...', 'Search With Employee N...', and 'PAGE1'. The address bar shows a secure connection to a URL from the Department of Defense. The page header includes the 'MyPerformance' logo and navigation links for 'MyBiz+', 'Help', and 'Logout'. The main content area is titled 'Search With Employee Name, Appraisal Status and Type' and contains a search form titled 'Performance Appraisal Application Plans And Appraisals Search'. The form includes a text input field for 'Employee name' (highlighted with a blue box), a dropdown for 'Appraisal status', and a dropdown for 'Type' (set to 'All'). Below the form are 'Find' and 'Clear' buttons. A blue callout box with an arrow pointing to the 'Employee name' field contains the text: 'Enter the individuals name, then click **Find**'. The Windows taskbar at the bottom shows the Start button, Internet Explorer, File Explorer, Google Chrome, and Microsoft PowerPoint icons, along with system tray icons and a clock showing 2:15 PM on 4/16/2018.

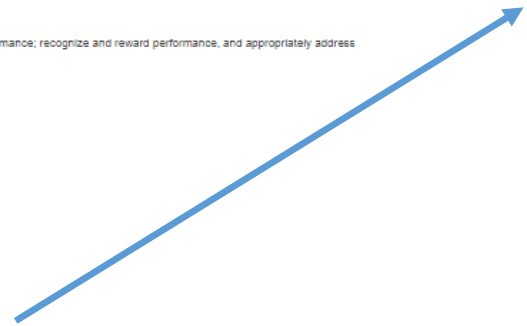


Confirmation

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.

Acknowledge



Click **Acknowledge**, for the supervisory compliance statement.

Step 1 Plan Details:

DoD Performance Management Appraisal Program

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

Employee Information

Employee Name **Employee Name**

Choose an Action -- Go

This screen provides:

- 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	26-Mar-2018
Appraisal Period Start Date	01-Aug-2017	Plan Last Modified Date	26-Mar-2018
Appraisal Period End Date	30-Jul-2018	Created By	Testerman, Matthew A
Appraisal Effective Date	01-Sep-2018		
Rating Official Name	Testerman, Matthew A		
Higher Level Reviewer	O'Sullivan, Daniel W		

Continue

Privacy Statement

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Tabs for the different components of the performance plan

Dates for the review period, and Supervisor names

Step 2: Mission Goals

Inbox (2,239) - osulliva@ x 16 USNA - Calendar - Week x Appraisal Details x PAGE1 x Dan

Secure | https://cpps.dcpds.cpmosd.mil/OA_HTML/OA.jsp?page=civdodhr/oracle/apps/per/civappr/webui/CivapprPlanDetailsPG&OA_SubTabIdx=0&_ti=1033500943&retainAM=Y&addBreadcrumb=S&oapc=5...

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
▶ Show Employee Employee Name

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

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

Step 2: Mission Goals

- Select Continue button at the bottom right corner to move to Step 3: Performance Elements and Standards.
- Select Go Back button at the bottom right corner to go back to Step 1: Plan Details.

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

To develop Midshipmen morally, mentally and physically and to imbue them with the highest ideals of duty, honor and loyalty in order to graduate leaders who are dedicated to a career of naval service and have potential for future development in mind and character to assume the highest responsibilities of command, citizenship and government.

Go Back Continue

Privacy Statement

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Annual Appraisal Tab

Narratives and Ratings Tab

DoD Performance Management Appraisal Program

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Plan Progress Reviews **Annual Appraisal** Narrative Statements View/Print Form Manage Guest Participants } Steps in the annual appraisal process

Narratives and Ratings Rating of Record Approvals and Acknowledgments

-- Choose an Action -- Go

Employee Information

Employee Name **Employee Name**

Show Employee

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 the employee's performance elements and standards and inputs, rating official assessments, and recommended element ratings, if available.

- Select Radio button next to the performance element and standard(s) you want to view.
- 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 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-Aug-2017
Appraisal Effective Date 01-Sep-2018 Appraisal Period End Date 30-Jul-2018

Performance Elements

Order	Performance Element Title	Status	Performance Element Type	Rating
1	Teaching	Approved	Critical	
2	Scholarship	Approved	Critical	
3	Service	Approved	Critical	

} Critical elements for faculty

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Performance Elements

Order	Performance Element Title	Status	Performance Element Type	Rating
1	Teaching	Approved	Critical	
2	Scholarship	Approved	Critical	
3	Service	Approved	Critical	

Critical elements for faculty

Performance Element and Standard(s)

- a. Displays an accurate, up-to-date, knowledge of material
- b. Builds a professional, positive rapport with students
- c. Facilitates student learning with effective styles/methods
- d. Self-assesses teaching and course improvement
- e. Fosters an environment open to student ideas and inquiries
- f. Is regularly available to students
- g. Provides effective and timely feedback to students
- h. Effectively advises and mentors students
- i. Supports unique USNA expectations in and out of the classroom (e.g. military courtesies, attendance, etc.)

Items within the critical element of Teaching that are evaluated.

Employee Input

Narrative entry box for employee self assessment, 2000 character limit.

Rating Official Assessment

Order	Performance Element Title	Status	Performance Element Type	Rating
1	Teaching	Approved	Critical	
2	Scholarship	Approved	Critical	
3	Service	Approved	Critical	

Critical elements for faculty

Performance Element and Standard(s)

- a. Displays an accurate, up-to-date, knowledge of material
- b. Builds a professional, positive rapport with students
- c. Facilitates student learning with effective styles/methods
- d. Self-assesses teaching and course improvement
- e. Fosters an environment open to student ideas and inquiries
- f. Is regularly available to students
- g. Provides effective and timely feedback to students
- h. Effectively advises and mentors students
- i. Supports unique USNA expectations in and out of the classroom (e.g. military courtesies, attendance, etc.)

Items within the critical element of Teaching that are evaluated.

Employee Input

Narrative entry box for employee self assessment, 2000 character limit.

Rating Official Assessment

Narrative entry box for supervisor assessment assessment, 2000 character limit. **SECTION II of our PARS equivalent**

Element Rating

Element Rating ⓘ

Element summary rating, 5,3, or 1, rather than OB, S, ME, NI

Go to Next Performance Element Go Back to Top of Page

Continue

Appraisal Type Annual Appraisal - DoD
Appraisal Effective Date 01-Sep-2018
Appraisal Period Start Date 01-Aug-2017
Appraisal Period End Date 30-Jul-2018

Performance Elements

Order	Performance Element Title	Status	Performance Element Type	Rating
1	Teaching	Approved	Critical	
2	Scholarship	Approved	Critical	
3	Service	Approved	Critical	

Service Critical Element

Performance Element and Standard(s)

- a. Accepts administrative tasks
- b. Completes administrative tasks timely and effectively
- c. Supports USNA mission and human goals
- d. Contributes to departmental assessments of student learning activities
- e. Collegial and professional in interpersonal activities
- f. Engages and contributes to the Department's mission
- g. Engages in rank-appropriate service

Items within the critical element of service that are evaluated.

Employee Input

[Empty text box for employee self assessment]

Narrative entry box for employee self assessment, 2000 character limit.

Rating Official Assessment

Prof. O'Sullivan is meeting expectation in items a, b, and c; item d needs improvement, items e, f, and g are strong.....

Narrative entry box for supervisor assessment assessment, 2000 character limit. **SECTION II of our PARS equivalent**

Element Rating

3 Element Rating

Element summary rating, 5,3, or 1, rather than OB, S, ME, NI, UN

Go to Next Performance Element Go Back to Top of Page

Continue



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

-- Choose an Action -- Go

Employee Information

Employee Name **Employee Name**
Show Employee

This screen allows you to review the recommended performance element ratings, average score and rating of record.

Important Note: Only 'Approved' performance elements and standards are used to calculate the average score and rating of record.

- Select Go Back button at bottom right corner to go back to Assessments and Ratings page.
- Select Continue button at bottom right corner to go to Approvals and Acknowledgments page.

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

Appraisal Type: Annual Appraisal - DoD Appraisal Period Start Date: 01-Aug-2017
Appraisal Effective Date: 01-Sep-2018 Appraisal Period End Date: 30-Jul-2018

Summary rating for each critical element

Performance Element Ratings

Order	Performance Element Title	Status	Performance Element Type	Rating
1	Teaching	Approved	Critical	
2	Scholarship	Approved	Critical	
3	Service	Approved	Critical	

Rating of Record

Average Score
Rating of Record

Go Back Continue

Final rating numerical, rather than Satisfactory or Unsatisfactory

Staff Critical Elements: Transition Year Only—Rating Period is 1 JUL 17 – 31 JUL 18 (13 months due to change in rating cycle under DPMAP)

- 1. Execution of Duties:** Completes assigned tasks accurately and in a timely manner. Readily accepts and performs the work to be accomplished. Uses applicable knowledge and skills to produce products or provides services of good quality. Demonstrates proper attention to detail. Exercises sound judgement. Follows through on commitments to customers. Produces the expected quantity of work.
- 2. Adaptability:** Adapts to change (situations and people). Remains flexible and open to new or different ideas, work processes, or requirements. Stays current with new developments, changing priorities, or requirements.
- 3. Working Relationships:** Establishes and maintains cooperative and effective internal and external working relationships. Helps others to get the job done. Is respectful of others. Keeps the supervisor, customers, and co-workers informed. Participates in resolving conflicts.

Staff Performance Plan Template for DPMAP system:

Critical Element One: Execution of Duties

Items:

- a. Completes assigned tasks accurately and in a timely manner.
- b. Readily accepts and performs the work to be accomplished.
- c. Produces products or provides services of good quality.
- d. Demonstrates proper attention to detail.
- e. Exercises sound judgement.
- f. Produces the expected quantity of work

Critical Element Two: Adaptability:

Items:

- a. Adapts to change (situations and people).
- b. Remains flexible and open to new, work processes, or requirements.
- c. Stays current with new developments, changing priorities, or requirements.

Critical Element Three: Working Relationships

Items:

- a. Establishes and maintains cooperative and effective internal and external working relationships.
- b. Helps others to get the job done.
- c. Is respectful of others.
- d. Keeps the supervisor, customers, and co-workers informed.
- e. Participates in resolving conflicts

Faculty Performance Appraisals Review Cycle: DPMAP

Steps in the Annual Review Process	Timing
AY performance review cycle began	Mid-August start Performance Plans entered Oct-Nov for most faculty
Documentation Generated <ul style="list-style-type: none"> • Faculty Activity Report • Class visitation Records/Peer Evaluations • Student Opinion Forms 	End of April to Mid-May
Department Chairs completed a progress review with faculty	Nominally February-March
Departmental Faculty Performance Review (DFRP) Committee work	End of May early June.
Department Chair with DFPR Committee Input develops performance summary	Early June through July
Department Chair briefs Division Leadership and Deans on each individuals performance	June and July
Department Chairs fill out Faculty Annual Appraisal buy 31 August , share with individual faculty members.	Performance Review Discussions September to October

Additional Information is available on the Human Resources web page.

The image shows a screenshot of the USNA Intranet Human Resources web page. The browser address bar shows the URL <https://intranet.usna.edu/HRO/>. The page features a navigation menu with categories like DEPARTMENTS, ACADEMICS, COMMANDANT, ATHLETICS, and LIBRARY. A left sidebar lists various HR topics such as BENEFITS, EMPLOYMENT OPPORTUNITIES, and TRAINING. The main content area is titled 'HUMAN RESOURCES' and includes a search bar, a featured article titled 'To develop Midshipmen morally, mentally and physically...', and several informational boxes for 'Announcements' and 'Quick Links'. A 'PERFORMANCE MANAGEMENT' link in the sidebar is highlighted with a red box and an arrow pointing to the text 'Performance Management'. Another red box and arrow point from the 'DPMAP PERFORMANCE CYCLES' link in the sidebar to the text 'DPMAP Performance Cycles'. The page footer shows the URL <https://intranet.usna.edu/HRO/Performance/index.php> and the system clock displays 7:53 AM on 4/19/2018.

Performance Management

DPMAP Performance Cycles

- MANAGERS AND SUPERVISORS >
- NEW EMPLOYEES HOMEPAGE >
- TRAINING >
- OUR HR STAFF
- HR PUBLIC HOME
- EQUAL EMPLOYMENT OPPORTUNITY
- PERFORMANCE MANAGEMENT >**
- CREATINGPROGRESSREVIEW2016.PDF
- AWARDS AND RECOGNITION
- DPMAP PERFORMANCE CYCLES**
- ADDRESSING PERFORMANCE ISSUES
- HELPFUL RESOURCES >
- POLICIES & REGULATIONS >

Performance Management

Gearing up for New Beginnings!

It's that time - New Beginnings is here! This is an entirely new system that will take some patience and practice but don't worry, HR is here to help. You will be hearing from us to schedule training sessions but feel free to contact us if you have questions about it.

- [DPMAP "New Beginnings" Training Materials](#)
- [DPMAP "New Beginnings" Manual](#)
- [How to Create a Performance Plan "New Beginnings" Style](#)
- [Progress Review Overview for Rating Official and Employee](#)

2018 Rating Cycles

Depending on what type of employee you supervisor, the performance plan will need to start on a specific date and through a specific system.

USNA

	Rating Cycle	Final Rating Due	Form Type
Administratively Determined (AD) Employees	Aug 1 2017 - July 31 2018	August 31 2018	Electronic (MyBiz+)
GSWG employees who were never covered by NSPS (bargaining unit)	July 1 2017 - July 31 2018	August 31 2018	Electronic (MyBiz+)
GS employees formerly covered by NSPS & Supervisors	Aug 1 2017 - July 31 2018	August 31 2018	Electronic (MyBiz+)

NAPS

	Rating Cycle	Final Rating Due to HR	Form** (see note below)

It is vital that all managers and supervisors manage the performance of their employees, which includes: (1) establishing critical elements and standards for employees, (2) tracking performance, and (3) rewarding employees for their high-level performance.

Prior to monitoring and tracking their employee's performance, managers must establish performance objectives and/or standards with them. All civilian employees are under a Performance Management System and must have established critical elements and standards. Critical elements and standards are written based on the essential functions of the employee's job. Managers and supervisors can sit down with their employees to discuss with them the expectations of their jobs and their critical elements and standards. Expectations should be clear and there should be a mutual understanding between the manager and the employee.

- [New Beginnings DPMAP Supervisory Elements](#)
- [Sample Supervisory Element](#)
- [Staff Critical Elements](#)

For more information on the performance management system and changes, visit the Office of Civilian Human Resources: [Performance Management and Awards](#) page.



Additional Resources

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 Appraisal Year

Create New Plan

Records Displayed

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Osullivan, Daniel W			2018	45133	01-Dec-2017	DoD	Approved	Progress Review In Progress	<input type="button" value="View"/> <input type="button" value="Go"/>

Employee Name

Select the link to search for Completed Plans.

[Show Completed Plans/Appraisals](#)



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
▶ Show Employee **Employee Name**

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	01-Dec-2017
* Appraisal Period Start Date	01-Aug-2017	Plan Last Modified Date	16-Apr-2018
* Appraisal Period End Date	30-Jul-2018	Created By	Osullivan, Daniel W
* Appraisal Effective Date	01-Sep-2018		
Rating Official Name	Osullivan, Daniel W		
Higher Level Reviewer	Phillips, Andrew T		

Save and Continue

Privacy Statement



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4/16/2018



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
Show Employee **Employee Name**

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	Osuilvan, Daniel W	11-Jan-2018		Pending Empl Acknowledgment	10-Apr-2018	Face to Face		Update	Delete



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

-- Choose an Action -- Go

Employee Information

Employee Name **Employee Name**
 Show Employee

This screen allows you to view or update your employee's recommended performance element ratings, average score, and rating of record. If you change a recommended rating, the average score and rating of record will re-calculate.

Important Note: Only 'Approved' performance elements and standards are used to calculate the average score and rating of record.

- Select Save and Go Back button at bottom right corner to go back to Assessments and Ratings page.
- Select Save and Continue button at bottom right corner to go to Approvals and Acknowledgments page.

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

Appraisal Type Annual Appraisal - DoD Appraisal Period Start Date 01-Aug-2017
 Appraisal Effective Date 01-Sep-2018 Appraisal Period End Date 30-Jul-2018

Performance Element Ratings

Order	Performance Element Title	Status	Performance Element Type	Rating
1	Job Knowledge / Competence	Approved	Critical	▼
2	Leadership / Planning and Budget	Approved	Critical	▼
3	Communication	Approved	Critical	▼
4	Problem Solving and Decision Making / Adaptability and Initiative	Approved	Critical	▼
5	Staff Supervision	Approved	Critical	▼
6	Faculty Roles	Approved	Critical	▼
7	Internal Controls / Equal Opportunity Employment / Occupational Safety & Health	Approved	Critical	▼

Rating of Record

Average Score
 Rating of Record

Save and Go Back Save and Continue

Privacy Statement



