New Performance Plan

Copying an EXISTING plan

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The MyPerforman	ce tool is only available to employee	s and supervisors whose position is covered by the new DoD	Management Policy contained in DoDI 1400.25 Version 430, dated August 5, 2015, and whose organization is schedule	ed for immediate transition to the new performance program.	
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Appraisal Type Annual Appraisal - DoD	
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* Appraisal Period Start Date 01-Apr-2018 to 15t: Ensure dates are correct.	
(dd-mmm-yyyy) Effective date is normally 1 April	
* Appraisal Period End Date 31-Mar-2019 (dd-mmm-vvvv) each year, however, if employee	
Appraisal Effective Date 01-Jun-2019 was hired after 1 April, then	<u>3rd</u>
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* Rating Official Name Morris, Tammy L A hire. End date is normally 31	
* Higher Level Reviewer Name Faircloth, Charles S A March and effective date is	
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This screen provides space for you to send your employee a message regarding his or her Performance Plan. After writing the message, select the 'Transfer to Employee with E-mail Notification' button to send the message. For additional guidance, select Need Help?		
Please proceed to MyPerformance and select Step 4: Approvals and Acknowledgments under the Plan tab. Once you've acknowledged, a copy of the approved performance plan will be available in the Completed Plans and Appraisals area.		
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Notice: You are about to contact Tucker, Karen F 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.

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Step 4: Rating Official - Document Employee Acknowledgment	Pending Empl Acknowledgment	Start	<u>1st</u>	
TIP These fields are auto-populated at the time of employee acknowledgment. If the employee is not available or refuses to acknowledge, you may	update this area accordingly.			
Acknowledgment Other	2nd (If other is			<u>Last</u>
Other Method /erbal Acknolwedgement				
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	down, input is	Cancel Save		
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	method.)	a 📕 a	rd	
	methoday	– –	<u>.</u>	Save and Go Back

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	DoD Performance Management Appraisal Program		MyBiz+ Help ∨ Logout
Plan Prog	gress Reviews Annual Appraisal Narrative Statements View/Print Form Manage Guest Participants		
Step 1: F	Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards Step 4: Approvals and Acknowledgments	Select "Return to	
Emplo	oyee Information	Main Page" from drop down menu	Choose an Action 🔽 Go
Emplo	yee Name Tucker, Karen F how Employee Details	and then "Go"	
This s	creen allows you to view approval information and status of the employee's performance plan.	If using Step 4, to acknowledge for	
Step 4	4: Approvals and Acknowledgments	employee, you'll see this screen. If sent to	
:	Select Show All Details link to see approvals and acknowledgment information (dates, method, etc.) and Hide All Details link to collapse all steps.	employee for acknowledgment, you'll have	
	Select Show link to see approvals and acknowledgment mornation for each step and hide link to conapse step. Select Go Back button at the bottom right corner to move to Step 3: Performance Elements and Standards.	to log back in to MyBiz+ to see that all steps	
For ad	Jditional guidance, select Need Help?	have been completed	Note that all are
1 2	≠ In 🌣 🕶 III	nave been completed.	complete
Show A	JI Details Hide All Details e Taeke	Status	complete
)	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	
•	Step 4: Rating Official - Document Employee Acknowledgment	Completed	

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Save and Go Back

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	Warning informatio	: This application is designed on is a violation of law and m	l for sensitive unclassifie ay lead to prosecution.	ed personnel inform	ation only. Do NOT enter c	lassified infor	mation in this sys	stem. Unauthorized re	lease of classified	Need He	lp?	
From the Main Page, you can cre	ate, update and view employee	Performance Plans; change the Rating	g Official and/or Higher Level Re	eviewer; view and print pa	rt or an entire plan after it is created	; close a plan, and	l track the status of a p	lan.				
You can also search for complete	d plans by selecting the 'Show C	Completed Plans/Appraisals' link locate	ed at the bottom of this page.	C	neo plan is a	nnraua		malayaa				
To create a Performance Plan:	To complete othe	er actions described above:		<u> </u>	Once plan is approved and employee							
 Select 'Choose a Plan Ty Select 'Appraisal Plan Ty 	pe' • Select an pe'	option from the Action column		h	as acknowled	lged, y	ou are fi	nished				
Select the 'Go' button					unless the plan needs to be modified							
Important: To become familiar w	ith the columns, select the 'Need	Help?' link.		<u>u</u>				<u>nounicu</u>				
Plans/Appraisals In Pro	gress			<u>a</u>	<u>t a later date</u>	to add	/delete/	<u>change</u>				
TIP Only Employees that have	ve a plan in progress are listed b	elow.		d	uties.							
Show Me All Appraisals	✓ Appraisal Year	ALL 🗸						Create New Plan	DoD Performance Manage	ement Appraisal Program 🔽	Go	
Records Displayed 10 🗸	🕱 😂 🖻 🌣 🔻 🎟											
Employee Name $ riangle$	Current Owner $ riangle$	Rating Official Name $ riangle$	Appraisal Year $ riangleq$	Appraisal ID $ riangleq$	Plan Approval Date $ riangle$	Туре 🛆	Plan Status $ riangle$	Current Status $ riangle$	Action			
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