

DOCUMENTING A PROGRESS REVIEW

Rater/Supervisor

1. NOTE: The Current Status is Plan Approved

MyPerformance Main Page

Rating Official/Higher Level Reviewer

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: All Appraisals Appraisal Year: ALL

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
EHRIS Bwraox, Wzhjkuw G	EHRIS Caaohu, Crdqdd I	EHRIS Caaohu, Crdqdd I	2017	199	25-Apr-2016	DoD	Approved	Plan Approved	Acknowledge

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

2. Select Acknowledge.

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

3. Select **Progress Review** tab.

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: EHRIS Bwraox, Wzhjkuw G

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

* Appraisal Period Start Date: 01-Apr-2016

* Appraisal Period End Date: 31-Mar-2017

* Appraisal Effective Date: 01-Jun-2017

Rating Official Name: EHRIS Caaohu, Crdqdd I

Higher Level Reviewer: EHRIS Caaohu, Crdqdd I

Performance Plan Approval Date: 25-Apr-2016

Plan Last Modified Date: 18-Aug-2016

Created By: EHRIS Caaohu, Crdqdd I

Choose an Action

Save and Continue

4. Select **Create Progress Review**.

Plan **Progress Reviews** Annual Appraisal Narrative Statements View/Print Form Manage Guest Participants

Employee Information

Employee Name: EHRIS Bwraox, Wzhjkuw G

Progress reviews are conducted to assess employee's performance throughout the performance cycle. At least one progress review is required and is typically conducted at the mid-point of the cycle. From this screen you can create a progress review, update a progress review that has not been approved, and view a completed progress review.

- To create a progress review, select 'Create Progress Review' button.
- To update a progress review, select the 'Update' button under the Action column.
- To view a completed progress review, select 'View History' button under the Action column.

TIP Progress Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: This does not pertain to the narrative statements or annual appraisal.)

Create Progress Review

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
No results found.									

5. Use arrow to select Transfer to employee. Select Go.

Plan Progress Reviews Annual Appraisal Narrative Statements View/Print Form Manage Guest Participants

Transfer to Employee Go

Employee Information

Employee Name MICKELSEN, ASHLEE M
Show Employee Details

6. Review message to employee, change if needed. Then select an option. OR

Rating Official Notification to Employee - Sablan, Zenella K

Cancel Transfer to Employee without E-mail Notification Transfer to Employee with E-mail Notification

Message to Employee

This screen allows you to send a message to your employee regarding their performance plan/appraisal. The notification can be sent with or without an email message.

- To provide additional information to the employee, enter a message in the text box below Message to Employee and select Transfer to Employee with E-Mail Notification button at top right corner.
- If you choose not to send a message, select Transfer to Employee without E-mail Notification button. You will need to contact the employee directly.
- Select Cancel button at top right corner to go back to previous screen without making any changes.

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

Please go to your Performance Management and Appraisal to input your progress review notes.

Spell Check

7. Your Action status now says View.

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
ORTIZ, MARTA	Davis, Anya C	Davis, Anya C	2021	137315	07-May-2020	DoD	Approved	Progress Review Completed	Update Go
Eisele, Richard D	Davis, Anya C	Davis, Anya C	2021	137285	07-May-2020	DoD	Approved	Progress Review in Progress	Update Go
Sablan, Zenella K	Sablan, Zenella K	Davis, Anya C	2021	137331	07-May-2020	DoD	Approved	Progress Review in Progress	View Go
MICKELSEN, ASHLEE M	MICKELSEN, ASHLEE M	Davis, Anya C	2021	137307	07-May-2020	DoD	Approved	Progress Review in Progress	View Go
Giddens, Janina M	Giddens, Janina M	Davis, Anya C	2021	137301	07-May-2020	DoD	Approved	Progress Review in Progress	View Go

Ratee/Employee

8. Your Action status says Update. Select Go.

MyPerformance Main Page Provide Guest Feedback My Journal

Employee

MyPerformance Main Page

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 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 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.

Appraisals of MICKELSEN, ASHLEE M

Create New Plan

--Choose a Plan Type-- Go

Records Displayed 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
MICKELSEN, ASHLEE M	MICKELSEN, ASHLEE M	Davis, Anya C	2021	137307	07-May-2020	DoD	Approved	Progress Review in Progress	Update Go

9. Select the Progress Review tab and then Update.

Plan **Progress Reviews** Narrative Statements View/Print Form

-- Choose an Action -- Go

Employee Information

Employee Name MICKELSEN, ASHLEE M
Show Employee Details

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	Davis, Anya C	03-Sep-2020		Initiated				Update	

10. There is a radial button for each critical element. You can input your comments in order or select a specific critical element for your input. Once selected, scroll down to Employee Input.

Assessments Approvals and Acknowledgments

This screen allows you to view your performance elements and standards and provide input.

- Select Radio button next to the performance element and standard(s) you want to view and enter input.
- Select Show My Journal link located below the Employee Input heading to refer to or copy and paste any information for your progress review input.
- 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 Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

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

Performance Elements

Order	Performance Element Title	Status	Performance Element Type
1	HR Benefits - Lead	Approved	Critical

11. Type your input here.

Employee Input

Show My Journal

(Limit to 2000 characters)

Spell Check Counter

12. When completed with your input, either scroll down and select Go to Next Performance Element, or scroll up to select a specific critical element.

Rating Official Assessment

Go to Next Performance Element Go Back to Top of Page

13. When you have completed your input, scroll to top and select Go Back to Progress Reviews.

Progress Reviews Information area

[Go Back to Progress Reviews](#)

Employee Information

Employee Name MICKELSEN, ASHLEE M
[Show Employee Details](#)

Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator Davis, Anya C
Progress Review Status Initiated
Progress Review Number 1

Assessments Approvals and Acknowledgments

This screen allows you to view your performance elements and standards and provide input.

- Select Radio button next to the performance element and standard(s) you want to view and enter input.
- Select Show My Journal link located below the Employee Input heading to refer to or copy and paste any information for your progress review input.
- 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 Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

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

Performance Elements

Order	Performance Element Title	Status	Performance Element Type
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14. Click on the arrow to select Transfer to Rating Official, then select Go.

Plan **Progress Reviews** Annual Appraisal Narrative Statements View/Print Form

[Transfer to Rating Official](#) Go

Employee Information

Employee Name MICKELSEN, ASHLEE M
[Show Employee Details](#)

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	Davis, Anya C	03-Sep-2020		Initiated				Update	Delete

15. Select the option you prefer to transfer your progress review.

OR

Employee Notification to Rating Official - Davis, Anya C

[Cancel](#) [Transfer to Rating Official without E-mail Notification](#) [Transfer to Rating Official with E-mail Notification](#)

Message to Rating Official

This screen allows you to send a message to your Rating Official (RO) regarding your performance plan/appraisal. The notification can be sent with or without an email message.

- To provide additional information to the RO, enter a message in the text box below Message to Rating Official and select Transfer to Rating Official with E-mail Notification button at top right corner.
- If you choose not to send a message, select Transfer to Rating Official without E-mail Notification button. You will need to contact the RO directly.
- Select Cancel button at top right corner to go back to previous screen without making any changes.

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

[Spell Check](#)

16. NOTE: The Employee Action now says View.

Employee

MyPerformance Main Page

[Need Help?](#)

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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.

Appraisals of MICKELSEN, ASHLEE M

Create New Plan

--Choose a Plan Type--

Records Displayed: 10 |

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
MICKELSEN, ASHLEE M	Davis, Anya C	Davis, Anya C	2021	137307	07-May-2020	DoD	Approved	Progress Review in Progress	<input type="button" value="View"/>

Rater/Supervisor

17. Action now says Update. Select Go.

MyPerformance Main Page [Provide Guest Feedback](#)

Rating Official/Higher Level Reviewer

MyPerformance Main Page

[Need Help?](#)

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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: All Appraisals | Appraisal Year: ALL

Create New Plan

--Choose a Plan Type--

Records Displayed: 10 |

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
EHRS Bwaxo, Wzhylux G	EHRS Caaohu, Crdgdd I	EHRS Caaohu, Crdgdd I	2017	116	25-Apr-2016	DoD	Approved	Plan Approved	<input type="button" value="Update"/>

Select the link to search for Completed Plans.
[Show Completed Plans/Appraisals](#)

18. Select Acknowledge.

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.

19. Select **Progress Review** tab.

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 EHRIS Bwaxox, Wzhkuw G
Show Employee Details

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
* Appraisal Period Start Date 01-Apr-2016
* Appraisal Period End Date 31-Mar-2017
* Appraisal Effective Date 01-Jun-2017
Rating Official Name EHRIS Caaohu, Crdodd I
Higher Level Reviewer EHRIS Caaohu, Crdodd I

Performance Plan Approval Date 25-Apr-2016
Plan Last Modified Date 18-Aug-2016
Created By EHRIS Caaohu, Crdodd I

Save and Continue

20. Select **Update**.

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	Davis, Anya C	09-Oct-2019		Initiated				Update	

21. You will see all the critical elements you created for the employee. There is a radial button to the left of each element. The button selected is the element you will be adding comments for. You will do this in the **Rating Official Assessment** block. When you are finished with a critical element, you can either select the **Go to Next Performance Element** at the bottom or scroll to the top and specifically select the order in which you would like to add comments to critical elements.

Employee Input

Rating Official Assessment

(Limit to 2000 characters)

Spell Check Counter

Go to Next Performance Element Go Back to Top of Page

22. When you have completed your assessment for each critical element, scroll up to the top of your screen. You will see two tabs. You have been working under the **Assessment** tab. Click on the **Approvals and Acknowledgments** tab.

Assessments Approvals and Acknowledgments

This screen allows you to view your employee's performance elements and standards and input and enter your assessments.

- Select Radio button next to the performance element and standard(s) you want to view and enter assessments.
- 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 Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

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

Performance Elements

23. The system takes you through the HLR requirement.

Assessments Approvals and Acknowledgments

This screen allows you to start the approval and/or communication process or view status information of the employee's progress review.

- Select Show All Details link to see status information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select > icon under Details column to see approval and/or communication information for each step and select < icon to collapse step.
- Select Start button under Action column for Steps 1 (if required) or 3, if available.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

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

Show All Details | Hide All Details

Details	Tasks	Status	Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start
▶	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
▶	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

24. You will see 2 options: **Option A & Option B**. Option A will send the review to the HLR. This step is NOT necessary unless your HLR requires it. You may use Option B and under **Method of Review** select **Face to Face**. Select a **Review Date** and **Save**.

If you select **Option A**, you have the option to send a message to the HLR and then transfer to them with or without an e-mail notification.

Show All Details | Hide All Details

Details	Tasks	Status	Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start

Option A - Transfer to the Higher Level Reviewer

Name
Davis, Anya C
Knoelk, Judy M
Higher Level Reviewer

Title
Rating Official
Higher Level Reviewer

TIP Please select new HLR from list of values, if required.
Change Higher Level Reviewer | Knoelk, Judy M

Message to Higher Level Reviewer

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Progress Review. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

Spell Check

Notice: You are about to contact Knoelk, Judy M 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.

Cancel **Transfer to Higher Level Reviewer without E-mail Notification** **Transfer to Higher Level Reviewer with E-mail Notification**

OPTION B

Option B - Document the higher level review has taken place by entering the following information

Higher Level Reviewer: EHBIS Carly, Duszynskyck C

Review Date: [Date]

Method of Review: **Face to Face**
Other Method: Telephone Other

Cancel **Save**

▶	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Step 1 must be completed
▶	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

25.

Confirmation

I certify that the information in this Progress Review accurately documents the Rating Official's decisions and the Higher Level Reviewer's approval.

No **Yes**

26. This step is where you initiate communication with the employee.

Create/Update Progress Review [Go Back to Progress Reviews](#)

Employee Information
Employee Name: EHRIS Bwaox, Wzhikw G
[Show Employee Details](#)

Progress Review Information
TIP A progress review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.
Progress Review Initiator: EHRIS Caaohu, Crdqd I
Progress Review Status: Initiated
Progress Review Number: 1

Assessments Approvals and Acknowledgments

This screen provides information regarding the status of your employee's progress review.

- If the 'Start' button is active, select it to complete the process.
- Select 'Show' link to see approvals and acknowledgments information for each step.

[Show All Details](#) | [Hide All Details](#)

Details Tasks	Status	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	Not Started	Start
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

27. It is recommended you have a face to face conversation with them about their performance.

Create/Update Progress Review [Go Back to Progress Reviews](#)

Employee Information
Employee Name: EHRIS Bwaox, Wzhikw G
[Show Employee Details](#)

Progress Review Information
TIP A progress review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.
Progress Review Initiator: EHRIS Caaohu, Crdqd I
Progress Review Status: Initiated
Progress Review Number: 1

Assessments Approvals and Acknowledgments

This screen provides information regarding the status of your employee's progress review.

- If the 'Start' button is active, select it to complete the process.
- Select 'Show' link to see approvals and acknowledgments information for each step.

[Show All Details](#) | [Hide All Details](#)

Details Tasks	Status	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	Not Started	Start
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Communication Date:
Communication Method: ☐ Face to Face ☐ Telephone ☐ Other

[Cancel](#) [Save and Transfer to Employee for Acknowledgment](#) [Save and go to Step 4](#)

28. You can **Save and Transfer to Employee for Acknowledgment** or **Save and go to Step 4**. If you **Save and go to Step 4**, go to step 29. If you **Save and Transfer to Employee for Acknowledgment**, skip to step 35.

Create/Update Progress Review [Go Back to Progress Reviews](#)

Employee Information
Employee Name: EHRIS Bwaox, Wzhikw G
[Show Employee Details](#)

Progress Review Information
TIP A progress review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.
Progress Review Initiator: EHRIS Caaohu, Crdqd I
Progress Review Status: Initiated
Progress Review Number: 1

Assessments Approvals and Acknowledgments

This screen provides information regarding the status of your employee's progress review.

- If the 'Start' button is active, select it to complete the process.
- Select 'Show' link to see approvals and acknowledgments information for each step.

[Show All Details](#) | [Hide All Details](#)

Details Tasks	Status	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	Not Started	Start
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Communication Date: 17-Aug-2016
Communication Method: ☒ Face to Face ☐ Telephone ☐ Other

[Cancel](#) [Save and Transfer to Employee for Acknowledgment](#) [Save and go to Step 4](#)

29.

Confirmation

Are you sure you want to go to Step 4?

[No](#) [Yes](#)

30. Document Employee Acknowledgment.

Create/Update Progress Review Go Back to Progress Reviews

Employee Information
Employee Name: EHRIS Bwaox, Wzhjkuw G
Show Employee Details

Progress Review Information
TIP: A progress review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.
Progress Review Initiator: EHRIS Caaohu, Crdqdd I
Progress Review Status: Pending Empl Acknowledgment
Progress Review Number: 1

Assessments Approvals and Acknowledgments

This screen provides information regarding the status of your employee's progress review.

If the 'Start' button is active, select it to complete the process.
Select 'Show' link to see approvals and acknowledgments information for each step.

Show All Details | Hide All Details

Details	Tasks	Status	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: Rating Official - Document Employee Acknowledgment	Pending Empl Acknowledgment	Start

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 Method
Date 01-SEP-2016

Cancel Save

31.

Create/Update Progress Review Go Back to Progress Reviews

Employee Information
Employee Name: EHRIS Bwaox, Wzhjkuw G
Show Employee Details

Progress Review Information
TIP: A progress review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.
Progress Review Initiator: EHRIS Caaohu, Crdqdd I
Progress Review Status: Pending Empl Acknowledgment
Progress Review Number: 1

Assessments Approvals and Acknowledgments

This screen provides information regarding the status of your employee's progress review.

If the 'Start' button is active, select it to complete the process.
Select 'Show' link to see approvals and acknowledgments information for each step.

Show All Details | Hide All Details

Details	Tasks	Status	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: Rating Official - Document Employee Acknowledgment	Pending Empl Acknowledgment	Start

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 Method
Date 01-SEP-2016

Unable to Sign
Other
No System Access
Employee Declined

Cancel Save

32. Select Go Back to Progress Reviews.

Create/Update Progress Review Go Back to Progress Reviews

Employee Information
Employee Name: EHRIS Bwaox, Wzhjkuw G
Show Employee Details

Progress Review Information
TIP: A progress review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.
Progress Review Initiator: EHRIS Caaohu, Crdqdd I
Progress Review Status: Completed
Progress Review Number: 1

Assessments Approvals and Acknowledgments

This screen provides information regarding the detailed status of your employee's progress review. Select 'Show' to see approvals and acknowledgments information for each step.

Show All Details | Hide All Details

Details	Tasks	Status
>	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

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

The screenshot shows the 'Progress Reviews' page for Employee EHRIS Beraox, Wzhjkuw G. The 'Choose an Action' dropdown menu is open, showing options: 'Choose an Action', 'Change Rating Official or Higher Level Reviewer', 'Transfer to Employee', 'Track Progress', and 'Return to Main Menu'. The 'Return to Main Menu' option is highlighted with a red box. A red arrow points to the 'Go' button at the top right of the page.

34. The **Current Status** is **Progress Review Completed** and the Rating Official still has ownership of the performance plan.

The screenshot shows the 'MyPerformance Main Page' for the Rating Official/Higher Level Reviewer. A warning message is displayed: '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.' Below the warning, there is a table of plans. The first row shows a plan for EHRIS Beraox, Wzhjkuw G, with a 'Current Status' of 'Progress Review Completed'. The 'Action' column for this row has a dropdown menu with 'Update' selected, highlighted by a red box.

The Progress Review is **COMPLETE**, unless you are transferring to the employee for acknowledgment in step 35.

35. This is where you have decided to **Save and Transfer to Employee for Acknowledgment**.

The screenshot shows the 'Create/Update Progress Review' page. The 'Progress Review Information' section shows the 'Progress Review Status' as 'Initiated'. The 'Assessments' section shows a table of steps. The first step, 'Step 1: Rating Official - Request or Document Higher Level Review (if required)', is completed. The second step, 'Step 2: Higher Level Reviewer - Review (if required)', is also completed. The third step, 'Step 3: Rating Official - Document Communication to Employee', is not started. At the bottom of the page, there is a red box around the 'Save and Transfer to Employee for Acknowledgment' button, with a red arrow pointing to it.

36. Select whether you want to transfer with or without e-mail notification.

37. Once transferred, you will receive a confirmation message. **Employee Acknowledgment steps are next.**

Ratee/Employee

38. **Employee Acknowledgment.**

39. The *Plan Details* page is displayed. Select the **Progress Review** tab.

40. Select **Update**.

The screenshot shows the 'Progress Reviews' tab in a software interface. At the top, there are tabs for 'Plan', 'Progress Reviews', 'Annual Appraisal', 'Narrative Statements', and 'Reports/Forms'. Below these, there's a section for 'Employee Information' with the name 'EHRS Aajjivgt, Ddvpugge N'. A table lists progress reviews, with the first row showing a review initiated on 11-Aug-2016 with a status of 'Pending Empl Acknowledgment'. In the 'Action' column of this row, the 'Update' button is highlighted with a red box, and an orange arrow points to it.

41. Select **Approvals and Acknowledgments** tab. The **Acknowledge Receipt** button will be available.

This screenshot shows the 'Approvals and Acknowledgments' tab. It displays details for a progress review initiated by 'EHRS Aajjivgt, Ddvpugge N'. A table lists tasks and their status. The last task, 'Step 4: Employee - Acknowledgment', has a status of 'Pending Empl Acknowledgment'. In the 'Action' column for this task, the 'Acknowledge Receipt' button is highlighted with a red box, and an orange arrow points to it.

42. You can manually enter the date or use the calendar icon. Click **Save**.

This screenshot shows the 'Approvals and Acknowledgments' tab. At the bottom, there is a 'Date' field with a calendar icon next to it, both highlighted with a red box. To the right of the 'Date' field, the 'Save' button is highlighted with a red box, and an orange arrow points to it.

43. You have acknowledged receipt of your progress review. Select **Go Back to Progress Reviews** button to go back to *Progress Reviews* tab.

This screenshot shows the 'Approvals and Acknowledgments' tab. The 'Status' column in the task table now shows 'Completed' for all tasks. At the top right, the 'Go Back to Progress Reviews' button is highlighted with a red box, and an orange arrow points to it.

44. The action now reflects **View History**. Now select **Choose an Action**, drop down arrow depicted in the red box below. Then select **Return to Main Page**. Then select the **Go** button.

Progress Reviews

Employee Information
Employee Name: EHRIS Aejjvqvt, Dldpvgvgr N
Show Employee Details

Progress reviews are conducted to assess your performance throughout the performance cycle. At least one progress review is required. From this screen you can create a progress review, update a progress review that has not been approved, and view a completed progress review.

- To create a progress review, select 'Create Progress Review' button.
- To update a progress review, select the 'Update' button under the Action column.
- To view a completed progress review, select 'View History' button under the Action column.

TIP: Progress reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: This does not pertain to the narrative statements or annual appraisal.)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Act Date	Action	Delete
1	EHRIS Aejjvqvt, Dldpvgvgr N	11-Aug-2016		Completed	12-Aug-2016	Face to Face	15-Aug-2016	View History	

45. The current status reflects *Progress Review Completed*. **Employee** still has ownership of the performance plan. Select the arrow under **Action** and select transfer to **Rating Official**. Then select **Go**.

MyPerformance Main Page

Employee

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 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 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.

Appraisals of EHRIS Aejjvqvt, Dldpvgvgr N

Create New Plan
--Choose a Plan Type-- Go

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
EHRIS Aejjvqvt, Dldpvgvgr N	EHRIS Aejjvqvt, Dldpvgvgr N	EHRIS Caachu, Cndgdd I	2017	189	21-Apr-2016	DoD	Approved	Progress Review Completed	Update

Rater/Supervisor

46. The **Current Status** is **Progress Review Completed** and the Rating Official still has ownership of the performance plan.

MyPerformance Main Page

Rating Official/Higher Level Reviewer

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: All Appraisals Appraisal Year: ALL

Create New Plan
--Choose a Plan Type-- Go

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
EHRIS Baraox, Wzhkw G	EHRIS Caachu, Cndgdd I	EHRIS Caachu, Cndgdd I	2017	195	25-Apr-2016	DoD	Approved	Progress Review Completed	Update

Select the link to search for Completed Plans:
Show Completed Plans/Appraisals