# **DOCUMENTING A PROGRESS REVEIW**

## 1. NOTE: The Current Status is Plan Approved

MyPerformance Main Page Pro	wide Guest Feedback										
Rating Official/Higher Level I	Reviewer										
				MyPerforma	ance Main Page						
										Need	Help7
	Warning: This a release of classifi	pplication is designed for ed information is a violati	sensitive unclassified	ed personnel info lead to prosecuti	rmation only. Do NOT on.	enter class	ified informatio	n in this system. U	nauthorized		
From the Main Page, you can creat	e, update and view employee Perf	ormance Plans; change the Ratin	g Official and/or Higher Li	vel Reviewer, view an	d print part or an entire plan at	ter it is created	t, close a plan, and t	rack the status of a plan			
/ou can also search for completed	plans by selecting the 'Show Com	pleted Plans/Appraisals' link local	ed at the bottom of this pa	ge.							
To create a Performance Plan	To complete other ac	tions described above									
<ul> <li>Select 'Choose a Plan Type</li> <li>Select 'Appraisal Plan Type</li> </ul>	r - Select an opt	ion from the Action column									
- Select the 'Go' button	<ul> <li>Select the 'Ge</li> </ul>	o' button									
mportant: To become familiar with	the columns, select the Need He	ip?' link,									
Plans/Appraisals in Progress											
IP Only Employees that have	a plan in progress are listed below	v.									
Show Me All Appraisals	Accranal Year ALL	(V)							Create New I	Plan	Contra Li
								Choose	a Plan Type-		Go
Records Displayed 10 🕑	0.000										
Employee Name A	Current Owner	Rating Official Name A	Appraisal Year 🗠	Appraisal ID	Plan Approval Date	Туре.	Plan Status A	Current Status	Action		
EHRIS Bwracx, Wztękow G	EHRIS Caachu, Crogod I	EHRIS Caaohu, Cridqdd I	2017	196	25-Apr-2016	DeD	Approved	Plan Approved	Opsile:	✓ Go	$\leftarrow$
lelect the link to search for Comple	ted Plans										
Show Completed Plans/Appraisal	5 (C) (C) (C)										

2.

Confirmation		
	Supervisory Commitment Statement	
	Lacknowledge my role as a supervisor is vital in tostering a fair, credible, and transparent performance system. It is important that Lensure performance elements are linked to organizational performance goals, establish open communication, monitor and evaluate employee performance, recognize and revisad performance, and appropriately address deficient performance.	
		Acknowledge

3. Select **Progress Review** tab.

Plan Progress Reviews Annual Appra Step 1: Plan Details Step 2: Mission Go	alsal Narrative Statements View/Prince Step 3: Performance Elements and	t Form Manage Guest Participants Standards Step 4. Approvals and Acknow	ledgments		i i
Employee Information				Choose an Action	✓ 60
Employee Name EHRIS Bwraox, Wzh	jkuw G				
This screen allows you to view and chang Step 1: Plan Details • Verify the appraisal dates and high • Select Save and Continue button	e the details of your employee's performance the level reviewer name is correct, and, if a at the bottom right correct to move to Step	nce plan. applicable, make the necessary changes. 2. Mission Goals			
TIP: Choose an Action – located at the top For additional guidance, select Need Hel	p right corner – allows for selection of othe p?	ir actions throughout the performance cycle.			
* Appraisal Type * Appraisal Period Start Date * Appraisal Period End Date * Appraisal Effective Card Card Rating Official Name Higher Level Reviewer	Iusi Appraisal - DoD V Apr-2016 (%) Mar-2017 (%) Jun-2017 (%) IS Casohu, Crdqdd I IS Casohu, Crdqdd I IS Casrk, Duszaxwycpcok C	Performance Plan Approval Date Plan Last Modified Date Created By	25-Apr-2016 18-Aug-2016 EHRIS Caaohu, Cróqdd I		
					Save and Continue

4. Select Create Progress Review.

Plan Progress Reviews Annual Appraisal Narrative Statements View/Print Form Manage Guest Participants									
	Choose an Action	♥ Go							
Employee Information									
Employee Name EMRIS Bwraox, Wzhjituw G >Show Employee Details									
		Need Help?							
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 cr been approved, and view a completed progress review.	eate a progress review, update a progress rev	view that has not							
O of retails a progess review, select "Create Broyres Review" footion.     To update a progess review, select Twe Water boots 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	5 <b>Q</b>							
Number Created By Creation Date Higher Level Review Date Status Communication Date Communication Method Empire	yee Ack Date Action De	slete							
No results found.									

#### 5. Select Update.

X C	<b>☆</b> • Ⅲ								
Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Act	Delete
1	Davis, Anya C	09-Oct-2019		Initiated				Update	8

6. 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 Tor

7. 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 scree	en allows you to view your employee's performance elements and standards and input and enter your assessments.
• Se • Se • Se • Se • Se	elect Radio button next to the performance element and standard(s) you want to view and enter assessments. elect Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s). elect Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page. elect Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.
For additi	onal guidance, select Need Help?
Performa	ince Elements

8. The system takes you through the HLR requirement.

Assessn	Approvals and Acknowledgments							
TI	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 Show All Details column to see approval and/or communication information for each step and select ∡ licon 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?							
X	<b>2</b> ■ 🔅 ▼ 🎟			Π				
Sho	v All Details   Hide All Details							
Det	nils Tasks		Status	Actor				
►	Step 1: Rating Official - Request or Docum	ent 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 Commu	nication to Employee	Not Started	Start				
►	Step 4: Rating Official - Document Employ	ee Acknowledgment	Not Started	Step 3 must be completed				

 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.

10.2	C 🖻 🔅 🕶 🔟					
Show A	All Details   Hide All Details					
Detail	s Tasks			Status	Action	
<b>A</b>	Step 1: Rating Official - Request or Document Higher Level Review (if required)			Not Started	Start	
0	IP There are two options available to complete this step. If you are both the rating official Option A - Transfer to the Higher Level Reviewer	and higher level reviewer, use (	Option B to document the approval.			
	Name	Title				
	Davis, Anya C	Rating Official				
	Knoelk, Judy M	Higher Level Reviewer				
	<b>OTIP</b> Please select new HLR from list of values, if required.					
	Change Higher Level Reviewer Knoelk, Judy M	Q,				
	Message to Higher Level Reviewer					
	This screen provides space for you to send a Higher Level Reviewer a message reg	arding an employee's Progress	Review. After writing the message, se	lect the 'Transfer to Higher Level	Reviewer with E-mail Notifi	cation' button to send the message.
		~				
		$\sim$				
		Spell Check				
	Notice: You are about to contact Knoelk, Judy M by e-mail. Due to the unencrypted	nature of this e-mail communica	ation, please do not include any non-pu	blic information such as social se	curity numbers or privacy a	ct information in your e-mail.
			Cancel Transfe	er to Higher Level Reviewer with	out 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 EHRIS Carfs. Dispansive pook C	their Face to Face Tolephone Other	Cancel Save C	
Step 2: Higher Level Reviewer - Review (d 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	

#### 10.

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

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

Create/Update Progress Review				
				Go Back to Progress Reviews
Employee Information				
Employee Name EHRIS Bwraox, Wzhjkuw G Show Employee Details				
Progress Review Information				
IP A progress review should acknowledge achievements to date	e and suggested areas for improvement. It should facilitate mean	ingful dialogue and exchange of accomplishments and areas for in	provement.	
Progress Re Progress R	Review Initiator EHRIS Caaohu, Crdqdd I Review Status Initiated		Progress Review Number 1	
Assessments Approvals and Acknowledgments				
This screen provides information regarding the status of your employee	vee's progress review.			Need Help?
If the 'Start' button is active, select it to complete the process. Select 'Show' link to see approvals and acknowledgments informati	tion for each step.			
esset eren min to see approtate and according groups marina	and the second stop.			
12 2 5 <b>\$</b>				
Show All Details   Hide All Details				
Details Tasks Step 1: Pating Official - Request or Document Michael Level F	Paview (if required)	Status	Action Step 1 completed	
Step 1: Raing Onicial - Request of Document righter Level P Step 2: Higher Level Reviewer - Review (if required)	Neview (ii required)	Completed	Step 2 completed	
Step 3: Rating Official - Document Communication to Employ	oyee	Not Gianted	Start	
Step 4: Rating Official - Document Employee Acknowledgme	pent	Not Started	Step 3 must be completed	

12. 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 Bwraox, Wzhjkuw G			
Process Paview Information			
Progress Review information			
IP A progress review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful	I dialogue and exchange of accomplishments and areas	for improvement.	
Progress Review Initiator EHRIS Casohu, Crdqdd 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.			Need Help?
Mar Marth and a shark a shark to shark the second			
If the Start oution is active, select it to complete the process.     Select 'Show' link to see approvals and acknowledgments information for each step.			
1 2 5 ¢			
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	
Communication Date			
Communication Method			
Other Telephone			
Other	Cancel Save and Transfer to Emp	loyee for Acknowledgment Save and go to Step 4	
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed	

13. 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 14. If you Save and Transfer to Employee for Acknowledgment, skip to step 20.

				Go Back to Progress Reviews
Employee Information				
Employee Name EHRIS Bwraox, Wzhjkuw G Show Employee Details				
Progress Review Information				
IP A progress review should acknowledge achievements to date and suggested areas for impr	rovement. It should facilitate meaningful dialogue and excl	ange of accomplishments and areas	for improvement.	
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Progress Review Status Initiated	in, croqua i		Progress Neview Numbe	
Assessments Annovale and Acknowledoments				
Assessments Approvals and Acknowledgments				
This screen provides information regarding the status of your employee's progress review.				Need Help
<ul> <li>It the Start oution is active, select it to complete the process.</li> </ul>				
<ul> <li>Select 'Show' link to see approvals and acknowledgments information for each step.</li> </ul>				
<ul> <li>Select 'Show' link to see approvals and acknowledgments information for each step.</li> </ul>				
- Select Show' link to see approvals and acknowledgments information for each step.				
Select 'Show' ink to see approvals and acknowledgments information for each step. 21 호 : 이 아 Show All Details (Hide All Details			1994 -	
- Select 'Show' Ink to see approvals and acknowledgments information for each step. 및 것 같 '유 ☆ Show AT Details   Hole AT Details Details Tasks Dependence of the second statement of the second statement		Status	Action	
Select 'Show' link to see approvals and acknowledgments information for each step.  Comparison of the selection of the selec		Status Completed Completed	Action Step 1 completed Step 3 completed	
Select Show' link to see approvals and acknowledgements information for each step.		Status Completed Completed Not Started	Action Step 1 completed Step 2 completed Start	
Select 'S flow' link to see approvals and acknowledgements information for each step.     Step 1: 6      Second Details   Index Al Details     Details Tasks     Step 2: Rolling Official - Request or Document Higher Level Review (if required)     Step 2: Higher Level Reviewer - Review (if required)     Step 3: Rating Official - Document Communication to Employee		Status Completed Not Started	Action Step 1 completed Step 2 completed Start	
Select 'Show' link to see approvals and acknowledgements information for each step.     Story AT Details (Inde AT Details     Show AT Details) (Inde AT Details     Story AT Details) (Inde AT Details)     Stop 2: Higher Level Review (If required)     Stop 2: Higher Level Review (If required)     Stop 3: Rating Official - Document Communication to Employee     Communication Date	17.Aup.2016 Ba	Status Completed Completed Not Started	Aston Step 1 compared Step 2 compared Start	
Select 'Show' link to see approvals and acknowledgments information for each step.     Show AI Details   Hole AI Details     Show AI Details   Hole AI Details     Shop 1: Rating Official - Request or Document Higher Level Review (if required)     Shop 2: Rating Official - Document Communication to Employee     Communication Date     Communication Date	17.Aug-2016 6	Status Completed Completed Not Started	Action Step 1 completed Step 2 completed Start	
Skiet: 'Show' link to see approvals and acknowledgments information for each step.     Size of a characterization of the second Database (Interpreted and Strates)     Step 1: Rating Official - Request or Document Higher Level Review (If required)     Step 2: Higher Level Reviewer - Review (If required)     Step 3: Rating Official - Document Communication to Employee     Communication Date     Communication Date     Other	17.4up-3016 0	Status Completed Completed Not Started	Action Step 1 completed Step 2 completed Start	
Select Show' Ink to see approvals and acknowledgements information for each step.     Son Al Detahs   Inde Al Detahs     Son Al Detahs   Inde Al Detahs     Son Show In Classify   Inde Al Detahs     Son Show In Classify   Inde Al Detahs     Son Show In Classify   Inde Al Detahs     Son Show Interface and Reviewer - Review (if required)     Son Show Inde Level Reviewer - Review (if required)     Son Show Inde Level Reviewer - Review (if required)     Son Show Inde Level Reviewer - Review (if required)     Communication Date     Communication Date     Communication Date     Communication Date     Communication Date     Communication Date     Communication Method     Other	17-Aup-2016	Status Conpileted Conpileted Not Started	Action Step 1 completed Step 2 completed Start	

14.

Be Confirmation	
Are you sure you want to go to Step 4?	
	No Yes

### 15. Document Employee Acknowledgment.

Create/Update Progress Review			Go Back to Progress Reviews
Employee Information			
Employee Name EHRIS Elwacox, Wzhjkuw G Show Employee Details			
Progress Review Information			
871P 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 Caeoha, O Progress Review Status Pending Empl A	rdedd I Rnowledgment	Progress Review Number 1	
Assessments Approvals and Acknowledgments			
: If the 'Sharf lutton is active, select it to complete the process. Select 'Shaw lark to see approvals and acknowledgements information for each step. 1월 26 1월 4월			
Show All Details   Hide All Details			
Details     Tauks     Step 1. Rating Official - Request or Document Higher Lands Review (# required)     Step 2. Higher Land Review - Review (# required)     Step 2. Higher Land Review - Review (# required)     Step 4. Rating Official - Document Employee Activate/Append     Step 4. Rating Official - Document Employee Activate/Append	Statun Connectent Connectent Connectent Connectent Panding Eury Antronalizing runs	Action Step C complete Step 2 completed Step 2 conjected Step 2 conjected	
GTIP These fields are auto-populated at the time of employee acknowledgment. If the employee is not a	variable or refuses to acknowledge, you may update this area accordingly.		
Arknowledgment Other Method			
Oute	16	Cancel Save	

16.

Create/Upd	date Progress Review				Co Back to Deserver Designue
Employee In	nformation				So back to ridgress Reviews
Employee N	Vame EHRIS Bwraox, Wzbjkuw G ployee Details				
Progress Re	eview Information				
OF TIP A po	ogress review should acknowledge achievements to date and suggested areas for improv	ement. It should facilitate meaninoful dialoous	e and exchange of accomplishments a	ind areas for improvement.	
	Progress Review Initiator EHRIS Case Progress Review Status Pending Em	nhu, Crdqdd I Ipl Acknowledgment		Progress Review Number 1	
Assessment	s Approvals and Acknowledgments				
This screen p	provides information regarding the status of your employee's progress review.				Need Help
				Linable to Size	
If the 'Start Select 'Sho	f button is active, select it to complete the process. ow link to see approvals and acknowledgments information for each step.			No System Access	
Ma B	0			Employee Declined	
Show All Det	tails   Hide All Details				
Details	Tasks	Status	Action		
2	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed		
2	Step 2: Fligher Level Reviewer - Review (Il required) Step 3: Dating Official - Document Communication to Employee	Completed	Step 2 completed		
4	Step 4: Rating Official - Document Employee Acknowledgment	Pending Empl Acknowledgment	Start		
TIP The	se fields are auto-populated at the time of employee acknowledgment. If the employee i	s not available or refuses to acknowledge, you	may update this area accordingly.		
	Acknowledgment				
	Date 01-SEP-2016 12-				
	Date Office to a		Cancel Save		

17. Select Go Back to Progress Reviews.

Create/Update Progress Review	8	Go Back to Progress Reviews
Employee Information		
Employee Name EHRIS Bwnox, Wzhikuw G 3Show Employee Details		
Progress Review Information		
GTIP 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 Industor EHRIS Casobus, 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' ink to see approvals and acknowledgments information for each step.		Need Help?
1 C G &		
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: Ratios Official - Document Communication to Employee	Completed	
Step 4: Rating Official - Document Employee Acknowledgment	Completed	

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

Employee N	Information ame EHRIS Bwraox, Wzhjkuw G							- Choose an Action Change Rating Official or Higher Transfer to Employee Track Progress	r Level Reviewer
Show Emp	loyee Details							Return to Main Page	Need Help?
<sup>5</sup> rogress re	news are conducted to assess employ progress review.	ee's performance throughout !	the performance cycle. At least one progres	ss review is required and	is typically conducted at the mid-p	point of the cycle. From this screen you ca	in create a progress review, update a	a progress review that has not beer	n approved, and view
a combiened									
• To c • To u • To u	reate a progress review, select 'Create pdate a progress review, select the 'Up ew a completed progress review, sele	Progress Review' button date' button under the Action t 'View History' button under	column. the Action column.						
• To c • To u • To u • To v	eate a progress review, select 'Create pdate a progress review, select the 'Up ew a completed progress review, sele- eas Reviews are a review of an emplo	Progress Review' button date' button under the Action it View History' button under wee's performance which typic	column. The Action column. ally occurs midway through the performan	ice cycle. (Note: This doe	is not pertain to the narrative state	ments or annual appraisal.)			
• To c • To u • To u • To v	eate a progress review, select 'Create pdate a progress review, select the 'Up ew a completed progress review, sele ess Reviews are a review of an emplo	Progress Review' button, date' button under the Action t View History' button under vee's performance which typic	column the Action column. ally occurs midway through the performan	ce cycle. (Note: This doe	is not pertain to the narrative state	ements or annual appraisal.)		Create Progress Review 12	(254
• To c • To u • To v • To v	eate a progress review, select 'Create pdate a progress review, select the 'Up ew a completed progress review, selec tess Reviews are a review of an employ Created By	Progress Review' button, date' button under the Action tt 'View History' button under ree's performance which typic Creation Date	column he Action column. ally occurs midway through the performane Higher Level Review Date	ce cycle. (Note: This doe Status	is not pertain to the narrative state	ments or annual appraisal.)	Employee Ack Date	Create Progress Review 12 Action	Celete

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

	AL COURSET COURSES										
Rating Official/Higher Level Re	viewer										
				MyPer	formance Main Pag	e					
										Need F	lelp?
	Warning: This classified inform	s application is designed for mation is a violation of law	r sensitive unclass and may lead to p	fied personnel in rosecution.	nformation only. Do NO	T enter clas	sified informat	ion in this system. Unauth	orized release of		
From the Main Page, you can create,	update and view employee Per	formance Plans; change the Rating	g Official and/or Higher Le	evel Reviewer; view a	nd print part or an entire plan a	ter it is created	t; close a plan, and t	rack the status of a plan.			
You can also search for completed pla	ins by selecting the 'Show Con	npleted Plans/Appraisals' link locate	ed at the bottom of this pa	ige.							
To create a Performance Plan:	To complete other a	ctions described above:									
<ul> <li>Select 'Choose a Plan Type'</li> <li>Select 'Appraisal Plan Type'</li> </ul>	Select an op	tion from the Action column									
and the second s	0.1.1.0.10	A Real Provide Lands									
Select the 'Go' button	<ul> <li>Select the 'G</li> </ul>	o' button									
<ul> <li>Select the 'Go' button</li> <li>Important: To become familiar with th</li> </ul>	Select the 'G e columns, select the 'Need He	io' button elp?' link.									
Select the 'Go' button mportant: To become familiar with th Plans/Appraisals In Progress	Select the 'G e columns, select the 'Need He	io' button elp?' link.									
Select the 'Go' button Important: To become familiar with th Plans/Appraisals In Progress     TIP Only Employees that have a p	Select the 'G e columns, select the 'Need He plan in progress are listed belor	ioʻbutton elp?'link. w.									
Select the 'Go' button Important: To become familiar with th Plans/Appraisals In Progress     TIP Only Employees that have a g Show Me All Appraisals	Solect the 'G e columns, select the 'Need He plan in progress are listed belo	ioʻbutton alp?`link. w.							Create New Pl	an 🖂	Go
Select the 'Go' button Important: To become familiar with th Plans/Appraisals In Progress     TIP Only Employees that have a p Show Me All Appraisals	Select the 'G e columns, select the 'Need He plan in progress are listed belo	ioʻbutton alp? link. 						Che	Create New Pi ose a Plan Type	an 🔽	Go
Select the 'Go' button Important: To become familiar with th Plans/Appraisals In Progress     @ TIP Only Employees that have a {     Show Me All Appraisals     Records Displayed 10[1] [1];	Select the 'G e columns, select the 'Need Hi plan in progress are listed belo     Appraisal Year ALL	oʻbutton alp? link. w.						Che	Create New Pl ose a Plan Type-	an 🗸	Go
Select the 'Go' button Important: To become familiar with th Plans/Appraisals In Progress     @ TIP Only Employees that have a g Show Me All Appraisals Records Displayee 10 ☑ 120 Employee Name △	Select the 'G e columns, select the 'Need H plan in progress are listed belo     Appraisal Year ALL     ALL     Or      Current Owner	lair button alg7 link: 	Appraisal Year 🗠	Appraisal ID 🗠	Plan Approval Date 🗠	Туре	Pian Status A	Current Status	Create New Pl ose a Plan Type- Action	an 🗸	Go

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

Create/Update Progress Review				
				Go Back to Progress Reviews
Employee Information				
Employee Name EHRIS Bwraox, Wzhjkuw G Show Employee Details				
Progress Review Information				
TIP A progress review should acknowledge achievements to date and suggested areas for imp	ovement. It should facilitate meaningful dialogue	and exchange of accomplishments and areas	for improvement.	
Dreamer Device Initiates EUDIS Case	hu Cededd I			
Progress Review Initiator Enkis Calad Progress Review Status Initiated	nu, Cragaa i		Progress Review Num	nber 1
Assessments Assessed and Astronomic descents				
Assessments Approvals and Acknowledgments				
This screen provides information regarding the status of your employee's progress review.				Need Help
<ul> <li>If the 'Start' button is active, select it to complete the process.</li> <li>Select 'Show' link to see approvals and acknowledgments information for each step.</li> </ul>				
X 2 15 Q				
Show All Details   Hide All Details				
Details Tasks		Status	Action	
Step 1: Kating Official - Request or Document Higher Level Review (if required)		Completed	Step 1 completed	
Step 2. Figher Level Reviewer - Review (in required)		Not Started	Step 2 competed	
a step 3. Rating Gincal - Document Communication to Employee		Not Stating	Juit	
Communication Date	17-Aug-2016 🚯	1		
Communication Method	Face to Face 💌			
Other				
		Cancel Save and Transfer to Emp	loyee for Acknowledgment Save and go to Step	4
Step 4: Rating Official - Document Employee Acknowledgment		Not Starled	Step 3 must be completed	

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

Rating Official Notification to Employee - EHRIS Bwraox, Wzhjkuw G			
	<u>Cancel</u>	Transfer to Employee without E-mail Notification	Transfer to Employee with E-mail Notification
Message to Employee			
This screen provides space for you to send your employee a message regarding his or her Progress Review. After writing the message, select the 'Transfer to Employee with E-mail Notification' button to send For additional guidance, select Need Help?	the messag	e.	
Please proceed to the Performance Management and Appraisal and select the Progress Reviews tab and then the Approvals and Acknowledgments			
tab and complete Step 4. Once you've acknowledged, a copy of the DD Form 2906 will be available in the Completed Plans and Appraisals area.			
Ender and the second second second			
Enter message to employee			
Spell Check			
Notice: You are about to contact EHRIS Bwraox, Wzhjkuw G 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 nu	mbers or pri	ivacy act information in your e-mail.	

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

MyPerformance Main Page Provide Guest Feedback		
Confirmation The appraisal has been submitted to the employee.		
Rating Official/Higher Level Reviewer		
Warning: This	MyPerformance Main Page application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of	Need Help?
classified inform	ation is a violation of law and may lead to prosecution.	

## 23. Employee Acknowledgment.

Employee										
			,	MyPerforman	ce Main Page					
										Need Help?
	Warning: This application classified information is a	n is designed for sensitive violation of law and may	unclassified perso lead to prosecutio	onnel informatio n.	n only. Do NOT ente	classified	information in	this system. Unauthorized	t release of	
From the Main Page, you can create, u	state and view your Performance Plans; vie	w and print part or an entire plan	after it is created; and to	ack the status of a pic	n. You can also search for o	ompleted pla	ns by selecting the	Show Completed Plans/Appraisals	Ink located at the both	om of this page.
To create a Performance Plan:	To complete other actions describe	d above:								
Select 'Choose a Plan Type'	<ul> <li>Select an option from the A</li> </ul>	ction column								
<ul> <li>Select Appraisal Phan Type</li> </ul>										
Select the 'Go' button	<ul> <li>Select the 'Go' button</li> </ul>									
Select the 'Go' button Important: To become familiar with the	Select the 'Go' button columns, select the 'Need Help'? Ink									
Select the 'Go' button mportant: To become familiar with the Appraisals of EHRIS Aejqjevqrt, Did	Select the 'Go' button columns, select the 'Need Help' <sup>p</sup> Ink. pypuggpr N									
Select the 'Go' button Important: To become familiar with the Appraisals of EHRIS Aejqjavqrt, Did	<ul> <li>Select the 'Go' button columns, select the 'Need Help'? Ink pvpuggpr N</li> </ul>								Create New Plan	
Select the 'Go' button Important: To become familiar with the Appraisals of EHRIS Aejgisvort, Did	Select the 'Go' button columns, select the 'Need Help?' Ink. popuegpz N							-Choose a P	Create New Plan	<b>v Ge</b>
Select the 'Ge' button Important: To become familiar with the Apprainals of EHRIS Aejgisvert. Die Records Displayed	Select the 'Ge' Suiton     columns, select the 'Need Help'? Ink.     pypuggp N     T							-Choose # P	Create New Plan Ian Type-	v (0)
Select the 'Go' button Important: To become familiar with the Appraisals of EHRIS Aejgivegrt, DK Records Displayed     10 v     12 v     12 v	Select the 'Go' button     columns, select the 'Need Help?' Ink.     propagger N      [in] O     Current Owner Δ.	Rating Official Name 스	Appraisal Year 🗠	Appraisal ID 🛆	Ptan Approval Date △.	Туре Ф	Plan Status 🛆	-Choose a P	Create New Plan Ian Type- Action	

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

1				
Plan Progress Reviews Annual Appraisal Narrative Statements	Reports/Forms			
Step 1: Plan Details Step 2: Mission Goals Step 3: Performance E	Clements and Standards Step 4 Approvals and Acknow	/edgments		
-			Choose an Action	☑ 60
Employee Information				2014.912
Employee Name EHRIS Aejgjsvqzt, Dłdpvpuggpz N >Shoe Employee Detats				
This screen allows you to view and change the details of your performa	ince plan/appraisal			
Step 1: Plan Details				
Verify the appraisal dates and rating official and higher level rev     Select Save and Continue button at the bottom right corner to m	lewer names are correct, and, if applicable, make the ne nove to Step 2. Mission Goals.	eesary changes.		
TIP: Choose an Action - located at the top right corner - allows for sele	iction of other actions throughout the performance cycle.			
For additional guidance, select Need Help?				
* Appraisal Type * Appraisal Period Start Data * Appraisal Period Start Data * Appraisal Period Period En * Appraisal Period Period En * Appraisal Period Period En * Appraisal Period Period En * Appraisal Period Period Period * Appraisal Period Period Period Period * Appraisal Period Period Period Period * Appraisal Period	Performance Plan Approval Date Plan Last Modified Date Created By	24 Age 2015 1997 E 19895 Caashu, Créphi I		
				Save and Continue

## 25. Select Update.

							- Choose an Acti	- 10	Y
Employee	Information								
Employee I Show Em	Name EHRIS Aejqjevqzt, Didpvpuqgpz N ployee Details								
									Need Help?
Progress n	views are conducted to assess your performan	nce throughout the perform	ance cycle. At least one progress revie	re is required. From this screen you can create	a progress review, update a progre	ss review that has not been approve	t, and view a completed progress rev	iew.	
+ To + To + To	mate a progress review, select "Create Progre apdate a progress review, select the "Update" b new a completed progress review, select "View	iss Review' button. sutton under the Action colu e History' button under the A	mn. Action column.						
• To • To • To	create a progress review, select "Create Progre apdate a progress review, select the "Update" b new a completed progress review, select "View press reviews are a review of an employee"s pe	es Review' button outon under the Action colu i History' button under the A informance which typically o	mn. Iction column. Accurs midway through the performanc	e cycle. (Note: This does not pertain to the na	rrative statements or annual apprais	al.)			
• To • To • To • To	treate a progress review, select Oreate Progre apdate a progress review, select the Update to new a completed progress review, select View press reviewes are a review of an employed's pe	ess Review' botton. obton under the Action colu i History' button under the A informance which typically o	ms. Letion column. sccurs midway through the performanc	e cycle. (Note: This does not pertain to the nar	rrative statements or annual appraie	w.)			
• To • To • To g TIP Proj	tranta a progress review, select 'Grade Progra apdate a progress review, select the Update to be a completed progress review, select 'New press reviews are a review of an employed's pe Created By	iss Review' button, utbor under the Action colu- History' button under the A rformance which typically o Creation Date	me. Istion column. Isccurs midway through the performanc Higher Level Review Date	or cycle. (Note: This does not pertain to the nar Status	rrative statements or annual apprain Communication Date	al.) Communication Method	Employee Ack Date	Action	Doleta

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

Create/Update Progress Review			Go Back to Progress Reviews
Employee Information			
Employee Name EHRIS Aejgiwygzt, Oldpvproggaz N Show Employee Datais			
Progress Review Information			
GTIP A progress review should acknowledge achievements to date and suggested areas for improvement. It should facilitate mea	eringful dialogue and exchange of accomplishments and areas for	improvement.	
Progress Review Indutor EHRDS Aejgievent, Oldovpurggat N Progress Review Status Pending Empl Acknowledgment		Progress Review Number 1	
Assessments Approvals and Acknowledgments			
This screen provides information regarding the detailed status of your progress review.			Need Holp?
Select 'Show' link to see approvals and acknowledgments information for each step.     Select the 'Acknowledge Recept' button, if available			
Mo Re			
Show All Details   Hide All Details			
Details Tasks	Status	Action	
Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not requested	Not requested	
Step 2. Higher Level Reviewer - Review (f required)	Not requested	Not requested	
Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed	
Step & Employee - Acknowledgment	Pending Empl Acknowledgment	Acknowledge Receipt	

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

Create/Update Progress Review				
				Go Back to Progress Reviews
Employee Information				
Employee Name EHRIS Aejqjavqat, Didpvpoqgpz N Show Employee Datals				
Progress Review Information				
@TIP A progress review should acknowledge achievements to date and suggested are	es for improvement. It should facilitate meaningful dialogue :	and exchange of accomplishments and areas !	for improvement.	
Progress Review Initiator Progress Review Status	EHRIS Aejqjavqzt, Didpvpuqgpz N Pending Empl Acknowledgment		Progress Review Numb	er 1
Assessments Approvals and Acknowledgments				
This screen provides information regarding the detailed status of your progress review. • Select "Shear" link to see approvals and acknowledgments information for each step. • Select the Achievenidige Receipt Databas.				Need Hulp?
Mo B O				
Show All Details   Hide All Details		(States)	1.000	
Stan 1: Ration Official - Reposat or Document Higher Level Review (If recoined)		Not requested	Not requested	
5 Step 2: Higher Level Reviewer - Review (If required)		Not requested	Not requested	
Step 3: Rating Official - Document Communication to Employee		Completed	Step 3 completed	
J Step 4: Employee - Acknowledgment		Pending Empl Acknowledgment	Acknowledge Receipt	
	10.			
Date	40		Cancel Save	

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

Create/Update Progress Review		
		Go Back to Progress Reviews
Employee Information		
Employee Name EHRIS Aejqisvqzt, DMpvpuqgpz N JShow Employee Details		
Progress Review Information		
@TIP A progress review should admoviedge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.		
Progress Review Initiator EHBS Aelgiovegt, DMpvpuegpz N Progress Review Status Completed	Progress Review Number	1
Assessments Approvals and Acknowledgments		
This screen provides information regarding the detailed status of your progress review. Select 'Show' link to see approvals and acknowledgments information for each step.		Need Help?
X 2 6 0		
Show All Details I Mide All Details		
Details Tasks Shan I. Dating Official. Descented to Descent Michael Local Descine (Ferraria)	Status	
State 2: Hoher Low Review r Action (Theorem Theorem Content of the	Not requested	
Step 3: Rating Official - Document Communication to Employee	Completed	
Step 4: Employee - Acknowledgment	Completed	

29. 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.

Employee	Information						Char	nge Rating Official or Higher Le	vet Bavereer
Employee N Show Emp	iarre EHBIS Anjojnwgat, Didpopunggpa N Royen Details						Reto	en to Main Page	
								avenues s	Need Help?
hogress ter	rews are conducted to assess your performance	troughout the performance of	ycle. At least one progress revelle is requ	and. From this screen y	on cau carate a biobase inview	update a progress reverse that has not	been approved, and view a completed	progress revene.	
+ To tr • To tr • To tr • To tr	views are conducted to assess your performance reade a progress review, select 'Owarte Progress I pdate a progress review, select the 'Update' butto new a completed progress review, select 'View His	hroughout the performance c levies' button. 1 under the Action column. lory' button under the Action c	ycle. At least one progress revelle is required	and. From this screen y	ou can create a progress review	, update a progress review that has not	been approved, and view a completed	progress reverse	
• To er • To er • To er • To er	views are conducted to assess your performance mate a progress movies, select "Orielate Progress T obles a progress movies, select the "Update" Soft one a completed progress movies, select "Mean His rest nerviews are a nerview of an employed's perfor-	troughout the performance of leview' fuilton. In under the Action column, long' button under the Action of nance which typically occurs it	ycle. Al lead one progress review is req column midway through the performance cycle.	and. From this screen y Nete: This does not per	ou can create a progress review	or process a programme review. That have not	been approved, and view a competed	bolheer envere	
<ul> <li>To ar</li> <li>To ar</li> <li>To ar</li> <li>To ar</li> <li>To ar</li> <li>Stars</li> <li>Stars</li> </ul>	views are conducted to assess your performance make a progress review, execut Orwate Progress I dollar a progress review, sinked the 'Update' Lodde are a congleted progress review, salest Year Ho rea reviews are a review of an employee's perfor-	hroughout the performance of leview? foutpoin in under the Action column, long? button under the Action of manor which typically occurs i	ycle. Al least one progress review is req column. mskwy through the performance cycle.	and. From this screen y Nets: This does not per	ou can treate a progress review	<ul> <li>update a progress review that has not or annual appraval.)</li> </ul>	been approved, and view a completed	nate (Dogram Review ) 122 1	2 19 0
<ul> <li>To in</li> <li>To in</li> <li>To in</li> <li>To in</li> <li>grilP Progr</li> <li>Number</li> </ul>	views are conducted to assess your performance must a progress review, select "Owner Progress pole a completed progress review, select Wee His was reviews are a newser of an employee's perfor Created By	troughout the performance of tervery fluctum runder the Action column in under the Action o runner which typically occurs in anner which typically occurs in Creation Date	yde Al lead one progress review is reg column molway through the performance cycle. Higher Level Review Date	and. From this screen y Note: This does not per Status	ou can treate a progress review	- update a progress review that has not or annual appraisal.) Communication Method	been approved, and vere a completed	note Progress Review   122 -	C TO Q

30. 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 Provide	Guest Feedback My Journal										
MyPerformance Main Page       Near Heigh         Select Process Plans Type concreted were your Performance Plans, were and prior parts and marker to proceed outputs.       Select Process Plans Type concreted were your Performance Plans, were and prior parts and marker to proceed outputs.       Select Process Plans Type concreted were your Performance Plans, were and prior parts and marker to proceed outputs.       Select Process Plans Type concreted were your Performance Plans, were and prior parts and marker to proceed and tack the tacks of a plan. You can also search for completed plans by selecting the Show Completed Plans Algopraisal's field coated at the bottom of the marker.       Select Process Plans Type Concrete Plans Algopraisal Concrete Plans Algopraisal Plans Plans.         Select Process Plans Type.       Select Process Plans Type.       Select Process Plans Type.         Select Process Plans Type.       Select Process Plans Type.       Select Process Plans Type.       Select Process Plans Type.       Select Process Plans Type.       Select Process Plans Type.       Select Process Plans Type.       Select Process Plans Type.       Select Process Plans Type.       Select Process Plans Type.       Select Process Plans Type.       Select Process Plans Type.       Select Process Plans Type.       Select Process Plans Type.       Select Process Plans Type.       Select Process Plans Type.	Employee											
Content Rear Data         Select Approxed Data         Content Rear Data         Select Approxed Data         Select Approxe		MyPerformance Main Page										
From the Main Page, you can create, update and view your Performance Plans, view and print part or an entre 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 Plans, update and view your Performance Plans, view and print pair or an entre 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.         • Select Print Type:       • Select Through the Action column         • Select the 'Go' button       • Select the 'Go' button         • Select Through the the Need Help?' Ink.         Appraisal of ENRS Applyvert, Udopropage N         Create New Plans         Records Displayed       10/10/12/20/100         10/10/12/20/100       Refer Appraisal Type:       Plan Approved Date:       Type:         Pendopse Name        Created Search       Appraved Type:       Plan Approved Date:       Appraved Type:         10/10/12/20/100       Open 40 (Search       Refer Appraved Type:       Plan Approved Date:       Type:       Plan Approved Date:       Appraved Type:         10/10/12/20/100       Open 40 (Search       Refer Appraved Type:       Type:       Plan Approved Date:       Type:       Plan Approved Date:       Type:       Plan Approved Date:       Type:       Plan:       Appro		Warning: This application classified information is a v	is designed for sensitive iolation of law and may I	unclassified perso ead to prosecutio	nnel informatio	n only. Do NOT ente	r classified	information in	this system. Unauthorized	d release of	Need F	ielp?
To create a Performance Plan. To complete other actions described above:	From the Main Page, you can create, up	date and view your Performance Plans; view	and print part or an entire plan a	fter it is created; and tra	ck the status of a pla	n. You can also search for	completed pla	ns by selecting the	Show Completed Plans/Appraisal	' link located at the bot	tom of this page.	
<ul> <li>Select 2hoose a Plan Type' - Select 2hoose a Plan Type' - Select 2hoose a Plan Type' - Select 2hoose a Plan Type'</li> <li>Select 2hoose a Plan Type'</li> <li>Create New Plan</li> <li>Create New Plan</li> <li>Create New Plan</li> <li>Create New Plan</li> <li>Select 2hoose a Plan Type'</li> <li>Select 2hoose a Plan Type'&lt;</li></ul>	To create a Performance Plan:	To complete other actions described	above:									
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Appraisats of EH655 Anjelyveys, Didpsprugge N	Select the 'Go' button	<ul> <li>Select the 'Go' button</li> </ul>										
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	EHRIS Aejąjsvązt, Didpvpuągpz N	EHRIS Aejąjsvązt, Dklpvpuggpz N	EHRIS Caaohu, Crdqdd I	2017	189	21-Apr-2016	DoD	Approved	Progress Review Completed	Update		io