Progress Review Overview for Rating Official and Employee

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

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

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

Who Participates in a Progress Review?

- A rating official (RO):
 - ✓ creates a progress review
 - \checkmark conducts the progress review with the employee
 - ✓ coordinates with the Higher Level Reviewer (HLR) if required by local policy
 - ✓ documents communication of the progress review to the employee
- An employee:
 - \checkmark may provide oral input
 - \checkmark acknowledge the progress review in MyPerformance

What are the steps in a Progress Review

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

1. The RO creates the progress review.

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

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

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

RO: Creating a Progress Review

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

NOTE: The Current Status is Plan Approved.



Figure 1 - MyPerformance Main Page

2. When a RO has update capability (when **Action** column on *Main Page* reflects **Update**), the RO must acknowledge (using **Acknowledge** button) that he or she has read and acknowledges his or her role and responsibilities during the appraisal period each time before working in MyPerformance.

¹ As required by Component policy IAW DoDI 1400.25 V431

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; montor and evaluate employee performance, recognize and reward performance, and appropriately address deficient performance.	
		Acknowledge

Figure 2 - Supervisor Commitment Statement

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

Plan Progress Reviews Annual Appraisal Narrative Statements View/Print Form Manage Guest Participants		
Step 1: Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards Step 4: Approvals and Acknowledgments		
	Choose an Action	✓ Go
Employee information		
Employee Name EHRIS Bwraox, Wzhjikuw 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 correct to move to Step 2: Mission Goals. 		
TIP: Choose an Action – located at the top right correr – allows for selection of other actions throughout the performance cycle.		
For additional guidance, select Need Help?		
* Appraisal Type Annual Appraisal - DoD Performance Plan Approval Date 25-Apr-2016 Plan Last Modified Date 15-Apr-2016 Plan Last Modified Date 15-Apr-201 Plan Last Modified Date 15-Apr-2016 Plan Last Modified Date 15-Apr-201 Plan Last Modified Date 15-Apr-2016 Plan Last Modified Da		
		Save and Continue

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

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

Plan Progress Reviews	Annual Appraisal	Narrative Statements	View/Print Form Manage Guest Participants					
							Choose an Action	Go
Employee Information								
Employee Name EHRIS By Show Employee Details	vraox, Wzhjkuw G							
								Need Help?
Progress reviews are conduct been approved, and view a co	ed to assess employe mpleted progress rev	ee's performance throughou riew.	ut the performance cycle. At least one progress	review is rec	uired and is typically conducted at the	mid-point of the cycle. From this screen yo	u can create a progress review, update a p	rogress review that has not
 To create a progress r To update a progress r To view a completed p 	eview, select 'Create eview, select the 'Up rogress review, selec	Progress Review' button. date' button under the Action t'View History' button under	on column. er the Action column.					
⊗ TIP Progress Reviews are a	review of an employ	ee's performance which typ	pically occurs midway through the performance	cycle. (Note	: This does not pertain to the narrative	statements or annual appraisal.)		_
							Create Progress Review	1 🛛 🗢 🖬 🕸
Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date Actio	n Delete
No results found.								

Figure 4 - Progress Reviews>Create Progress Review

5. The *Create/Update Progress Review* page is displayed. Select the *Approvals and Acknowledgements* tab to document the progress review discussion date.

IMPORTANT NOTE: Please disregard the Assessments tab as this does not apply to DPMAP, system modifications are pending.

If your Component requires Higher Level Review for Progress Reviews, continue along with this procedure. However, if your Component does not require Higher Level Review skip to Step 10 (page 6 of this guide).

In MyPerformance Steps 1 and 2 are Higher Level Review acknowlegments. Step 1 task has been opened for review or additional information, the following options are available:

Option A: Select Option A if the HLR needs to review and approve the progress review.

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

Option B: Select Option B if you are both the RO and HLR.

Assessments	nts Approvals and Acknowledgments	
'his screen pr	provides information regarding the status of your employee's progress review.	Need Help?
If the 'Start' Select 'Sho	uff builton is active, select it to complete the process. how link to see approvals and acknowledgements information for each step.	
1 🖸 🕞 🖥	δ Φ	
Show All Deta	etails Hide All Details	
Details	Tasks Status Action	
4	Step 1: Rating Official - Request or Document Higher Level Review (if required) Not Started Start	
@TIP Th	There are two options available to complete this step. If you are both the rating official and higher level reviewer, use Option B to document the approval.	
Optio	tion A - Transfer to the Higher Level Reviewer	
	Name Title	
	EHNIS Caaoha, Cródol Kango Unicial	
	Cirino Gazi, basaviryspok oʻringana karinga na salari na salar	
	Channe Hisher Level Deviewar EHDIS Carty Durgrowserver C	
	onango ngina covo nenovno	
N	Message to Higher Level Reviewer	
	This arean provide space for unit to space 4 Hisbar I and Reviewer 4 message represention an ampleural's Provises Review Aller writion the message asless the Travels to Hisbar I and Reviewer 4 Misbar I and Reviewer 4 Misba	d the massana
	The action protocol gave to you to acid a right care remement a message registion gal emprove or rights care remement multi-main or rights care remement multi-main contractor bolion to and	run meaage.
	Enter message to Higher Level	
	Enter message to migher bever	
	Reviewer.	
	~	
	Snell Check	
	Spell Check	
,	Spell Check Notice: You are about to contact EHRIS Castle, Duszawaycpcok C 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 is	nformation in your e-mail.
,	Spell Check Notice: You are about to contact EHRIS Cash, Duszaxwycpcok C 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 in	information in your e-mail.

Figure 5 - Approvals and Acknowledgments>Option A - Transfer to the HLR

6. The RO is navigated to *MyPerformance Main Page* after selecting to transfer to the HLR with email in **Option A**. The RO will receive a Confirmation message stating the Progress Review has been submitted to the HLR. The **Current Status** is now 'Progress Review Pending HLR Approval.'

IMPORTANT NOTE: On Steps 1 and 3, the RO will receive a warning message stating, 'Employee input is missing on one or more approved performance elements and standards and/or Rating Official assessments is missing on one or more approved performance elements and standards. Do you want to continue? No or Yes. Select Yes button. Please disregard the message as this does not apply to DPMAP, system modifications are pending.

Confirmation The appraisal has been submitted to the Higher Level Reviewer.							
Rating Official/Higher Level Reviewer							
		MyPe	rformance Main Pag	qe			
		-	-				Need Help?
Warning: This a classified information	pplication is designed for sensitiv ion is a violation of law and may	e unclassified personnel i lead to prosecution.	information only. Do NO	OT enter classified i	nformation in this system. Unauthorized	I release of	
From the Main Page, you can create, update and view employee Perform	nance Plans; change the Rating Official and	l/or Higher Level Reviewer; view a	and print part or an entire plan a	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 Comple	ted Plans/Appraisals' link located at the both	tom of this page.					
To create a Performance Plan: To complete other action	ns described above:						
Select 'Choose a Plan Type' Select an option	from the Action column						
Second Article Product Product Contract							
Select the 'Go' button	utton						
Select the 'Go' button Important: To become familiar with the columns select the 'Nead Heln?	link						
Select the 'Go' button Select the 'Go' button Important: To become familiar with the columns, select the 'Need Help? Plans/Appraisals In Progress	utton link.						
Select the 'Go' button select the 'Go' button Important: To become familiar with the columns, select the 'Need Help? Plans/Appraisals In Progress G'IIP Only Employees that have a plan in progress are listed below.	utton Tink.					Create New Plan	
Select the 'Go' button Important: To become familiar with the columns, select the 'Need Heig? Plans/Appraisals in Progress TIP Only Employees that have a plan in progress are listed below. Show Me All Appraisals Appraisal Year ALL	ilink.				Choose a Pi	Create New Plan Ian Type	V Go
Select the 'Go button Select the 'Go button Select the 'Go button Important: To become familiar with the columns, select the 'Seed Help? Pans/Appraisals In Progress @TP Only Employees that have a dpin in progress are listed below. Show Me [Al Appraisal' Year ALL © Records Declared 10 [V] 12 C To A	itton fink.				Choose a Pi	Create New Plan lan Type	¥ 60
Select the 'Go button Select the 'Go button Important: To become familiar with the columns, select the 'Need Help? Plans/Appraisal's In Progress GTIP only Employees that have a plan in progress are listed Help? Records Dopatived To Dopational Year ALL Second Dopatived To Dopative	Iink.	sal Year Appraisal ID A	Plan Approval Date 스	Type ☆ Plan Status	Choose a Pr Correct Status	Create New Plan fan Type	V Go
Select the 'Go button select the 'Go button Important: To become familiar with the columns, select the 'Need Help? Plans/Appraisals In Progress (TIP On't Employees that have a plan in progress are listed below. Show Me All Appraisals IV Appraisal Year ALL S Records Doublayed OIV S (TR'S Carte, Duszawycpcck C (TR'S Carte, Duszawycpck C	Ink. Rating Official Name Apprai EHRIS Casohu, Ordgöd 1 2017	sal Year. Appraisal ID. 195	Plan Approval Date 🗠 25 Apr-2016	Type∴ Plan Status DoO Approved	Chrose a Pi Corrent Status Progress Review Pending HLR Approval	Create New Plan Ian Type- Action View	V 60 V 60
Select the 'Go button Important: To become familiar with the columns, select the 'Need Help? Plans/Appreiasis In Progress GTP Only Employees that have a plan in progress are listed below. Show Me All Appraisal Appraisal Appraisal Current Owner Endpoyee Name Current Owner EHRIS Barrao, Withjiuw G EHRIS Cazfe, Duszawycpeck C	Ink. Rating Official Name Apprai EHRIS Casoliu, Criqdd 1 2017	sal Year Appraisal ID A 155	Plan Approval Date A. 25-Apr-2016	Type Plan Status DoD Approved	Chrose a Pl Current Status. Progress Review Pending HLR Approval	Create New Plan Ian Type- Action View	V 60
Select the 'Go' build select the 'Go'	Init. Init. Rating Official Name A Apprai EHRIS Casoliu, Ordgdd 1 2017	sal Year Appraisal ID A 195	Plan Approval Date 🗠 25-Apr-2016	Type∴ Plan Status DoD Approved	Current Status Progress Review Pending HLR Approval	Create New Plan fan Type- Action View	V 60 V 60

Figure 6 - MyPerformance Main Page>Appraisal transferred to HLR Confirmation

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

Option B - Document the higher level review has taken place by entering the following information			
Higher Level Reviewer EHRIS Castr. Duszawsycpok C 32 % Review Date 6	Method of Review Other Method		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

Figure 7 - Option B - Document HLR has Taken Place

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

Select the Save button.

ption B - Document the higher level review has taken place by entering the following information			
Higher Leval Review Data	Method of Review Other Method Cither	Cancel Save 4	
Step 2: Higher Level Reviewer - Review (if required)	Not St.	arted Step 1 must be completed	
Step 3: Rating Official - Document Communication to Employee	Not St.	arted Start	
Step 4: Rating Official - Document Employee Acknowledgment	Not St	arted Step 3 must be completed	

Figure 8 - *Option B>Method of Review*

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

Confirmation								
I certify that the information in this Progress Review accurat	ely documents the Rating Offi	cial's decisions and the H	igher Level Revi	ewer's approval.				
								No Yes
				~	 			

Figure 9 - Confirmation Certification of Plan Accuracy

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

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 an	nd suggested areas for improvement. It should f	facilitate meaningful dialogue and exchange of accom	plishments and areas for in	nprovement.	
Progress Revi Progress Rev	iew Initiator EHRIS Caaohu, Crdqdd I riew Status Initiated			Progress Review Number 1	
Assessments Approvals and Acknowledgments					
This screen provides information regarding the status of your employee's	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 information 	for each step.				
M 2 6 0					
Show All Details Hide All Details					
Details Tasks	in the second second		Status	Action	
Step 1: Rating Uticial - Request or Document Higher Level Re Step 2: Higher Level Reviewer - Review (if required)	view (it required)		Completed	Step 1 completed Step 2 completed	
Step 3: Rating Official - Document Communication to Employee	0		Not Olaried	Start	
Step 4: Rating Official - Document Employee Acknowledgment			Not Started	Step 3 must be completed	

Figure 10 - Approvals and Acknowledgments> Step 3: RO - Document Communication to Employee

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

Create/Update Progress Review			
			Go Back to Progress Reviews
Employee Information			
Employee Name EHRIS Bwraox, Wzhikuw G Show Employee Details			
Progress Review Information			
IIP A progress review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful diak	oque and exchange of accomplishments and areas f	or improvement.	
Decesso Decise Initiates - EUDIC Conclus Collected			
Progress Review Initiated		Progress Review Number	1
Annual Annual and Aslanda damate			
Assessments Approvals and Acknowledgments			
This screen provides information regarding the status of your employee'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 information for each step			
annet onen min a see approvala and anno magnitina merinaber in east step:			
11 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 05			
Communication Method			
Other Face to Face			
Telephone Other	Cancel Save and Transfer to Empl	ovee for Acknowledgment Save and go to Step 4	
Stan 4: Ration Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed	
Josep 4. Kasing Onicial - Downlinest Employee Accountings	Not Started	oreh o most de combiglied	

Figure 11 - Approvals and Acknowledgments> Communication Date and Method

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

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

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 improvement. It should facilitate meaningful dialogue and	d exchange of accomplishments and area	is for improvement.	
Progress Review Initiator FHRIS Caaobu, Crdodd I		Program Devices Number	
Progress Review Status Initiated		Progress Nemen Homoer	
Assessments Approvals and Acknowledgments			
This screen provides information regarding the status of your employee's progress review.			Need Help
 If the "Start button is active, select if to complete the process. Select "Show' link to see approvals and acknowledgments information for each step. 			
11 2 F O			
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	
a Step 3: Rating Official - Document Communication to Employee	Not Started	Start	
Communication Date 17-Aug-2016			
Communication Method Face to Face			
Other			
	Cancel Save and Transfer to Em	nployee for Acknowledgment Save and go to Step 4	
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed	
L			

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

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

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

Figure 13 - Confirmation to Go to Step 4

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

	odate Progress Review				
					Go Back to Progress Reviews
Employee	Information				
Employee	Name EHRIS Bwraox, Wzhjkuw G mployee Details				
Progress	Review Information				
@TIP A	progress review should acknowledge achievements to date and suggested areas for improveme	nt. It should facilitate meaningfi	ul dialogue and exchange of accomplishments and are	as for improvement.	
	Progress Review Initiator EHRIS Caaohu, Progress Review Status Pending Empl J	, Crdqdd I Acknowledgment		Progress Review Number 1	
Assessme	Approvals and Acknowledgments				
This second					No. 4 March
I fills screer	provides information regarding the status of your employee's progress review.				Need help
If the 'St	m' button is active, select it to complete the process.				
If the 'St Select 'S	If button is active, select it to complete the process, how link to see approvals and acknowledgments information for each step.				
If the 'St Select 'S	Inf button is active, select it to complete the process. how link to see approvals and acknowledgments information for each step.				
If the 'St Select 'S	Inf button is active, select it to complete the process. Nov link to see approvals and acknowledgments information for each step.				
If the 'St Select 'S Show All D Details	Inf button is active, select 8 to complete the process. how link to see approvals and acknowledgments information for each step. to the set of the set		Status	Action	
If the 'St Select 'S DB 20 M Show All D Details	nf button is active, select & to complete the process. how link to see approvals and acknowledgments information for each step.		Status Completed	Action Step 1 completed	
If the 'St Select 'S Show All C Details	Inf button is active select 8 to complete the process. How link to see approvals and acknowledgments information for each step. Complete the select of the se		Status Completed Completed	Action Step 1 completed Step 2 completed	
If the 'St Select 'S Show All D Details	nf button is active, select it to complete the process. how link to see approvals and acknowledgments information for each step. to the second se		Status Completed Completed Completed	Action Step 1 completed Step 2 completed Step 3 completed	
If the 'St Select 'S Show All D Details	In the set of the set of the complete the process. In the set approvals and acknowledgments information for each step. In the set approvals and acknowledgment information for each step. In the set of the		Status Completed Completed Completed Parating Craft Actional Action	Action Sites 1 completed Sites 2 completed Sites 3 completed Sites 1 completed	
If the 'St Select 'S Show All D Details	Inf button is active, select it to complete the process. They limb to see approvals and acknowledgments information for each step.		Status Completed Completed Completed Penning Empt Acknowledgemen	Action Step 1 completed Step 2 completed Step 3 completed Start	
If the 'Sti Select 'S Show All D Details	Inf button is active, select it to complete the process. Invol link to see approvals and acknowledgments information for each step. Complete the AI Details Tasks Tasks Step 1: Rating Official - Request or Document Higher Level Review (If required) Step 2: Atting Official - Request or (If required) Step 2: Atting Official - Document Communication to Employee Step 4: Rating Official - Document Employee Acknowledgment Step 4: Rating Official - Document Employee Acknowledgment		Status Completed Completed Completed Pending Const Actionmedgement	Action Step 1 completed Step 2 completed Step 3 completed Start	
If the 'Sti Select 'S Show All C Details > > > a	In button is active, select & to complete the process. They link to see approvals and acknowledgments information for each step.	available or refuses to acknowl	Status Completed Completed Completed Pending Engl Actionnicidyment Pending Engl Actionnicidyment	Action Step 1 completed Step 2 completed Step 3 completed Start	
If the 'Sta Select 'S Show All D Details D Show All D Details	In button is active, select it to complete the process. Invo limit to see approvals and acknowledgments information for each step. Invo limit to see approvals and acknowledgment information for each step. Involve the set of the se	t available or refuses to acknowl	Status Completed Completed Completed Paraling Engl Action Redgiment edge, you may update this area accordingly.	Action Step 1 completed Step 2 completed Step 3 completed Start	
If the 'St: Select 'S Show All C Details	Ministra in active, select & to complete the process. They link to see approvals and acknowledgments information for each step.	t available or refuses to acknowl	Status Completed Completed Completed Pending Engl Acknowledgment Pending Engl Acknowledgment edge, you may update this area accordingly.	Action Step 1 completed Step 2 completed Step 3 completed Start	
If the 'St. Select 'S Show All C Details > > > > > > >	Inf button is active, select it to complete the process. Invol limit to see approvals and acknowledgments information for each step. Complete the process. Sec. 1. Raing Official - Request or Document Higher Level Review (If required) Step 1. Raing Official - Request or Document Higher Level Review (If required) Step 2. Raing Official - Document communication to Employee Step 4. Raing Official - Document Employee Acknowledgment See fields are auto-populated at the time of employee acknowledgment Cher Method Dade	zvalable or refuses to acknowl	Status Completed Completed Completed Pending Conpl Actional Regimes Pending Conpl Actional Regimes Regipe, you may update this area accordingly.	Action Step 1 completed Step 2 completed Step 3 completed Start	

Figure 14 - Approvals and Acknowledgments>Step 4: RO - Document Employee Acknowledgment

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

Create/U	pdate Progress Review				
				Go	Back to Progress Reviews
Employee	Information .				
Employee	n Name EHRIS Bwraox, Wzhjkuw G mployee Details				
Progress	Review Information				
⊗ TIP A	progress review should acknowledge achievements to date and suggested areas for improv	ement. It should facilitate meaningful dialogu	e and exchange of accomplishment	s and areas for improvement.	
	Progress Review Initiator EHRIS Ceao Progress Review Status Pending Em	hu, Crdqdd I pl Acknowledgment		Progress Review Number 1	
Assessme	Approvals and Acknowledgments				
This screen	a provides information regarding the status of your employee's progress review.				Need Help'
· If the 'St	art' button is active, select it to complete the process.			Unable to Sign	
 Select 5 	now link to see approvals and acknowledgments information for each step.			No System Access	
n e F	ā 🕹			Employee Declined	
Show All D	Details Hide All Details				
Details	Tasks	Status	Action		
Þ	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Completed	Step 1 completed		
D.	Step 2: Higher Level Reviewer - Review (if required)	Completed	Step 2 completed		
D	Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed		
4	Step 4: Rating Official - Document Employee Acknowledgment	Pending Empl Acknowledgment	Start		
COTIN T	have fields are were sensitived at the time of construct advanted marks. If the construct is		. man conducto this area accordingly.		
O He I	nese neus are auto-populated at the time or employee acknowledgment. If the employee is	s no evaluable or reruses to acknowledge, yo	u may update this area accordingly.		
	Acknowledgment				
	Other Method				
	Date 01-5CP-2016 00		Cancel Save		
			ourse ourse		

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

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

Create/Update Progress Review	•	Go Back to Progress Reviews
Employee Information		
Employee Name EHRIS Bwraox, Wzbikuw G >Show 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 Indiator EHRIS Casohu, Crolodd 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' link to see approvals and acknowledgments information for each step.		Need Help
其 C 回 Q		
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	
Barry J. Carlos Official December Frederica Information	Completed	

Figure 16 - Go Back to Progress Reviews

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

Employee I Employee Na Show Employee	Information ame EHRIS Bwraox, Wzhjkuw G loyee Details							Choose an Action – Change Rating Official or High Transfer to Employee Track Progress Return to Main Page	er Level Reviewer	Go
									Need He	elp?
rogress rev	iews are conducted to assess employ progress review.	ee's performance throughout	the performance cycle. At least one progre	iss review is required and	I is typically conducted at the mid-p	point of the cycle. From this screen you ca	n create a progress review, update	a progress review that has not be	en approved, and vie	ew.
compresso										
To cr To up	eate a progress review, select 'Create pdate a progress review, select the 'Up	Progress Review' button. date' button under the Action	column.							
• Tocr • Tour • Tour • Tovi	eate a progress review, select 'Create date a progress review, select the 'Up ew a completed progress review, selec	Progress Review' button. date' button under the Action it 'View History' button under	column. the Action column.							
To cr To up To up To vi	eate a progress review, select 'Create date a progress review, select the 'Up ew a completed progress review, select ess Reviews are a review of an employ	Progress Review' button. date' button under the Action it 'View History' button under ree's performance which typic	column. the Action column. ally occurs midway through the performan	nce cycle. (Note: This doe	is not pertain to the narrative state	ements or annual appraisal.)				
To cr To up To up To vi	eate a progress review, select 'Create odate a progress review, select the 'Up ew a completed progress review, selec ess Reviews are a review of an employ	Progress Review' button, date' button under the Action it 'View History' button under ree's performance which typic	column. the Action column. ally occurs midway through the performan	nce cycle. (Note: This doe	is not pertain to the narrative state	ements or annual appraisal.)		Create Progress Review 1	X 2 6 4	
To cr To up To up To vi To vi TIP Progn Number	eate a progress review, select 'Create date a progress review, select the 'Up ew a completed progress review, selec ess Reviews are a review of an employ Created By	Progress Review' button. date' button under the Action it 'View History' button under ree's performance which typic Creation Date	column. the Action column. ally occurs midway through the performan Higher Level Review Date	nce cycle. (Note: This doe Status	s not pertain to the narrative state	ements or annual appraisal.) Communication Method	Employee Ack Date	Create Progress Review 1 Action	2 🕫 🛱 Delete	

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

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

			MyPorfe	mance Main Page							
			Myren	offinance Main Page							
	Maming: This puplication is designed for	sensiti us un el sesifie	d names and inf	amatian anti- Da NOT	antes elses	ified information	an in this sustant	Unauthori	and release of	Need H	elp?
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, up	date and view employee Performance Plans; change the Rating (Official and/or Higher Level	Reviewer; view and	i print part or an entire plan aff	er it is created;	close a plan, and t	rack the status of a pla	n.			
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:	To complete other actions described above:										
 Select 'Choose a Plan Type' Select 'Appraisal Plan Type' 	Select an option from the Action column										
Select the 'Go' button	 Select the 'Go' button 										
Important: To become familiar with the	olumns, select the 'Need Help?' link.										
Important: To become familiar with the o Plans/Appraisals In Progress	columns, select the 'Need Help?' link.										
Important: To become familiar with the operation of the plans/Appraisals In Progress	olumns, select the 'Need Help?' link.										
Important: To become familiar with the operation of the plans/Appraisals In Progress	olumns, select the 'Need Help?' link. n in progress are listed below.								Create New Plan	n	
Important: To become familiar with the of Plans/Appraisals In Progress ØTIP Only Employees that have a pla Show Me All Appraisals	olumns, select the 'Need Help?' link: n in progress are listed below.							Choose	Create New Plan a Plan Type	n	Go
Important: To become familiar with the of Plans/Appraisals In Progress IP Only Employees that have a pla Show Me All Appraisals Records Displayed 10	olumns, select the Need Help? Init. n in progress are listed below.] Appraisal Year ALL V							Choose	Create New Plas a Plan Type	n V	Go
Important: To become familiar with the e Plans/Appraisals In Progress IIP Only Employees that have a pla Show Me All Appraisals Records Displayed 10 V 122 Employee Name C C	olumns, select the 'Need Help?' Ink. In progress are listed below. Approximal Year ALL V To Quere Owner A Rating Official Name A	Appraisal Year 🛆	Appraisal ID 🗠	Plan Approval Date △	Туре 🛆	Plan Status 🛆	Current Status 🛆	Choose	Create New Plas a Plan Type Action	n V	Go

Figure 18 - MyPerformance Main Page>Program Review Completed

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

Create/Update Progress Review			
			Go Back to Progress Reviews
Employee Information			
Employee Name EHRIS Bwraox, Wzhjkuw G Show Employee Details			
Progress Review Information			
STIP A progress review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialo	gue and exchange of accomplishments and areas	for improvement.	
Progress Review Initiator EHBIS Casobu, 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 He
If the 'Start' button is active, select it to complete the process. Select 'Show' link to see approvals and acknowledgments information for each step.			
12 G &			
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 Keviewer - Review (if required)	Completed	Step 2 completed	
Step 3: Rating Official - Document Communication to Employee	Not Started	Start	
	-		
Communication Date 17-Aug-2016 US			
Communication Method Face to Face V			
Other			
	Cancel Save and Transfer to Emp	loyee for Acknowledgment Save and go to Step 4	
Step 4: Rating Unicial - Document Employee Acknowledgment	Not Started	Step 3 must be completed	

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

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

Rating Official Notification to Employee - EHRIS Bwraox, Wzhjkuw G			
	<u>C</u> ancel	Transfer to Employee without E-mail Notification	Iransfer 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 senc For additional guidance, select Need Help? Please proceed to the Performance Management and Appraisal and select the Progress Reviews tab and then the Approxals and Acknowledgments tab and complete Step 4. Once you've acknowledged, a copy of the DD Form 2565 will be available in the Completed Plans and Appraisals area.	the messag	0.	
Enter message to employee			
Spell Check			
Notce: You are about to contact EHRIS Bwraox, Wzhykuw 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 manual security of the	mbers or pr	ivacy act information in your e-mail.	

Figure 20 - RO Notification to Employee

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

MyPerformance Main Page Pr	ovide Guest Feedback										
Confirmation The appraisal has been subr	nitted to the employee.										
Rating Official/Higher Level	Reviewer	•									
				MyPe	rformance Main Pa	age					
										Need Help?	
Warning: This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.											
From the Main Page, you can crea	ite, update and view employee Perf	Jormance Plans; change the Rating) Official and/or Higher L	evel Reviewer; view /	and print part or an entire pla	a after it is crea	ated; close a plan, a	and track the status of a plan.			
You can also search for completed	J plans by selecting the 'Show Com	pleted Plans/Appraisals' link locate	d at the bottom of this p	age.							
To create a Performance Plan:	To complete other ar	tions described above:									
Select 'Choose a Plan Typ	e' - Select an opt	ion from the Action column									
 Select 'Appraisal Plan Typ 	a' Select the 'Gr	a' button									
 Select the 'Go' button 											
Important: To become familiar wit	h the columns, select the 'Need He'	.p? link.									
Plans/Appraisals In Progress											
TIP Only Employees that have	e a plan in progress are listed belov	и.									
Show Mo	Approical Year								Create New Pla	n	
Show me An Appraisais	Appraisar rear							Choos	e a Plan Type	✓ Go	
Records Displayed 10 V	1 2 5 8										
Employee Name	Current Owner 스	Rating Official Name	Appraisal Year	Appraisal ID 🛆	Plan Approval Date 🛆	Туре 🛆	Plan Status 🛆	Current Status	Action		
EHRIS Bwraox, Wzhjkuw G	EHRIS Bwraox, Wzhjkuw G	EHRIS Caaohu, Crdqdd I	2017	195	25-Apr-2016	DoD	Approved	Progress Review Approved by HLR	View	Go	
Select the link to search for Compl Show Completed Plans/Appraise	ated Plans. als										

Figure 21 - MyPerformance Main Page>Appraisal submitted to Employee Confirmation

Employee Acknowledging Receipt of Progress Review

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

Employee Steps to Acknowledge Receipt of Progress Review

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

NOTE: The Current Status is Progress Review in Progress.

			N	AyPerforman	ce Main Page					
										Need Help?
	Warning: This application classified information is a	is designed for sensitive violation of law and may	unclassified perso lead to prosecution	onnel informatio n.	n only. Do NOT enter	r classified	information in	this system. Unauthorized	release of	
From the Main Page, you can create, up	date and view your Performance Plans; view	w and print part or an entire plan a	after it is created; and tra	ick the status of a pla	n. You can also search for c	completed plan	is by selecting the	Show Completed Plans/Appraisals' I	ink located at the bottor	m of this page.
To create a Performance Plan:	To complete other actions describe	d above:								
 Select 'Choose a Plan Type' 	 Select an option from the Ad 	tion column								
 Select Appraisal Plan Type 	 Select the 'Go' button 									
 Select the 'Go' button 										
important: To become familiar with the	columns, select the 'Need Help?' link.									
Appraisals of EHRIS Aejqjsvqzt, Did	pypuggpz N									
									Create New Plan	
								-Choose a Pla	in Type	✓ Go
Records Displayed 10 V 1	: IS Q									
Records Displayed 10♥ 12€ 5	Current Owner 스	Rating Official Name 스	Appraisal Year 스	Appraisal ID 🛆	Plan Approval Date 🛆	Туре	Plan Status 🛆	Current Status A	Action	

Figure 22 - MyPerformance Main Page

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

Plan Progress Reviews Arrual Appraisal Narrative Statements Reportations		
Step 1: Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards Step 4: Approvals and Acknowledgments		
	- Choose an Action -	V 60
Employee Information		
Engelsyne Name EHRIS Arlejsvogz, Didlyspungger N) Show Engelsyne Datalls		
This screen allows you to view and change the details of your performance planitopraisal.		
Step 1: Plan Details		
 Verify the appraisal dates and rating official and higher level reviewer names are correct, and, if applicable, make the necessary changes. Select Save and Continue button at the bottom right correct to move to Step 2. Mussion 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 Anneal Appraisal - Doll Performance Plan Approval Date 21 Apr 2016 * Appraisal Period Struttes 04 Apr 2016 * Appraisal Period Struttes 15 Aura 2017 * Appraisal Efficience Date 01-3 Aura 2017 * Biology Oftical Name * Higher Level Reviewer Higher Level Reviewer * Appraisal Efficience Date 01-3 Aura 2017 * Aur		
		Save and Continue

Figure 23 - Plan / Step 1 Plan Details Page

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

							- Choose an Actio	- n	
Employee	Information								
mployee N Show Emp	ame EHRIS Aejqjevqzt, Didpvpuqgpz N loyee Details								
									Need Help?
rooress rev	inter an enabled to press your adversar	ce throughout the performa	nce cycle. At least one progress revie	w is required. From this screen you can create	a progress review, update a progre	ss review that has not been approved	I, and view a completed progress revi	ew.	
	while any concorrence to appear your benchman								
• To 0	reate a progress review select "Create Progres	ss Review' button							
• To ci • To u	reate a progress review, select "Create Progres pdate a progress review, select the "Update" bu	ss Review' button. tton under the Action colur	nn.						
• To c • To u • To v	reate a progress review, select 'Create Progre pdate a progress review, select the Update' bu ew a completed progress review, select 'View'	ss Review' button. utton under the Action colum History' button under the A	nn. ction column.						
• To ci • To u • To vi • To vi	veate a progress review, select "Oreate Progres date a progress review, select "Create Progre date a completed progress review, select "View ess reviews are a review of an employee's per	ss Review' button. .tton under the Action colun History' button under the Ar formance which typically or	nn. ction column. ccurs midway through the performanc	e cycle. (Note: This does not pertain to the na	rrative statements or annual apprais	al.)			
• To ci • To u • To v g TIP Progr	vate a progress review, select "Create Progres date a progress review, select "Create Progres date a progress review, select "View ew a completed progress review, select "View ess reviews are a review of an employee's per	ss Review' button. tidon under the Action colur History' button under the A formance which typically or	nn. clion column. ccurs midway through the performanc	e cycle. (Note: This does not pertain to the na	rrative statements or annual apprais	al.)			
• To ci • To u • To v • To v	where are conclusion of where, select Towards Progre- paties a progress review, select the Update b ew a completed progress review, select View east reviews are a review of an employed's per	ss Review' button. .tton under the Action colun History' button under the A formance which typically or	nn, clion column. ccurs midway through the performanc	ce cycle. (Note: This does not pertain to the na	rrative statements or annual apprais	ar')			
• To ci • To u • To vi • To vi • To vi • To vi	these a progress review, select To Pathe Progre pdate a progress review, select The Update by ea completed progress review, select View ess reviews are a review of an employee's per these provides and the progress review of created by	ss Review' button. itton under the Action colum History' button under the Ar formance which typically or Creation Date	nn, ction column. ccurs midway through the performanc Higher Level Review Date	se cycle. (Note: This does not pertain to the na Status	communication Date	al.) Communication Method	Employee Ack Date	Action	ete

Figure 24 - Progress Review Page

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

Createllindate Progress Review			
			Co Back to Progress Devices
			No back to Progress Reviews
Employee Information			
Employee Name EHRIS Aejqjavqzt, Dldpvpuqgpz N Show Employee Details			
Progress Review Information			
GIP A progress review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue a	and exchange of accomplishments and areas for improven	sent.	
Progress Review Initiator EHRIS Aejąjsvązt, Didpvpuągpz N		Progress Review Number 1	
Progress Review Status Pending Empl Acknowledgment			
Terrorised International International			
Assessments approvels and Acknowledgments			
This screen provides information regarding the detailed status of your progress review.			Need Help?
 Select Show Ink to see approvals and acknowledgments information for each step. Select the "Acknowledge Becevite" further if available 			
Mada			
Show Al Ustails (Noe Al Ustails Datable Tasks	Gastra	Antina	
San 1: Pation Official, Revuest or Document Hinhar Leval Review (Freeview)	Not servicested	Net second	
Ship 2: Hohe Level Reviewer - Review (I required)	Not requested	Not requested	
Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed	
Step 4: Employee - Acknowledgment	Pending Empl Acknowledgment	Acknowledge Receipt	

Figure 25 - Progress Review / Approvals and Acknowledgments Tab

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

Create/Update Progress Review			
			Go Back to Progress Reviews
Employee Information			
Employee Name EHRIS Aejgivvqzt, Dłdpvpuqgpz N)Show Employee Detalis			
Progress Review Information			
STP A process review should acknowledge achievements to date and supported areas for improvement. It should facilitate meaninch if d	alonse and exchange of accorrolishments and areas fo	r improvement.	
Progress Review Initiator EHRIS Aejqjsvqzt, Oldpvpuqgpz N Progress Review Status Pending Empl Acknowledgment		Progress Review Number	1
Assessments Approvals and Acknowledgments			
This areas are idea information mountion the detailed status of one answer miles:			Need Mole?
This screen provides information regarding the detailed stants of your progress review,			Need Hegy
 Select 'Show' link to see approvals and acknowledgments information for each step. 			
 Select the Picknowledge Receipt button, if available. 			
11 2 15 0			
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	
Shep 2: Higher Level Reviewer - Review (If required)	Not requested	Not requested	
Step 3: Rating Official - Document Communication to Employee	Completed	Step 3 completed	
A Step 4: Employee - Acknowledgment	Pending Empl Acknowledgment	Acknowledge Receipt	
Date Db			
		Cancel Save (

Figure 26 - Progress Review / Approvals and Acknowledgments Tab

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

Create/Update Progress Review		
Finalized Information		Go Back to Progress Heviews
Employee Name EHRIS Aejgievgat, Didpvpuqgpz N		
) Show Employee Details		
Progress Keywer Information		
g/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 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?
Masa		
بالله الله الله الله الله المحمد الله الله الله الله الله الله الله الل		
Details Tasks 5 Step 1: Rating Official - Request or Document Higher Level Review (if required)	Status Not requested	
Step 2: Higher Level Reviewer - Review (if required) Step 3: Region Official Document Companying atom to Employue	Not requested Completed	
Step 4 Emdove - Acknowledgment	Completed	

Figure 27 - Approvals and Acknowledgments / Acknowledge Receipt Completed

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

Imployee	Information						1	hange Rating Official or Higher Li	nvet Barvewer	
Employee N	arre EHBUS Anjojavgat, Oldpvpuggpa N						-	ranser to koong Utical		
Show Emp	Royee Details							laturn to Main Page		
									Need Help	P.
Progress rev	rews are conducted to assess your performance	throughout the performance of	cle. At least one progress review is requ	and. From this screen y	you can create a progress review	, update a progress review that has not	been approved, and view a comple	field progress review.		
Progress rev • Yo tr • To u • To u	views are conducted to assess your performance reate a progress review, select 'Oreate Progress' potes a progress review, select the 'Update' Judie www.a.completed.progress review, select 'View His	throughout the performance cy Review' button, in under the Action column, itery' button under the Action c	cle. Al lead one progress review is requ	end. From this screen y	you can create a progress review	, update a progress review that has not	been approved, and view a comple	ted progress review.		
 To er To er To er To w To w grap Progr 	views are conducted to assess your performance reade a progress review, select "Orwale Progress pdate a progress review, select the "Update" buffs was a completed progress review, select "New His ress reviews are a newew of an employee's perfor-	throughout the performance cy Review' buttom in under the Action column, along' buttom under the Action o mance which typically occurs i	cle. Al least one progress review is requi olume. nidway through the performance cycle. (and. From this screen y Note: This does not per	you can treate a progress review	, update a progress review that has not or annual appranal.)	been approved, and view a comple	ted progress review		
 To er To er To er To er To er 	news are conducted to assess your performance methe a progress review, select "Deate Progress polate a progress review, select "Deate Progress bolks as congenerative, related the "Update bolk new a completed progress review, select "Mee His resp reviews are a nerview of an employee's perfor- resp reviews are a nerview of an employee's perfor-	throughout the performance of lieview' button, in under the Action column, dony' button under the Action o mance which typically occurs i mance which typically occurs i	cle. At least one progress review is requisition. Indexity through the performance cycle. (and. From this screen y Note: This does not per	you can breate a progress review	, update a progress review that has not or annual appraisal.)	been approved, and view a comple	fed progress review		
Progress rev • To sr • To u • To vi • To vi g TIP Progr	views are conducted to assess your performance mains a programs review, exectl "Create Programs obtain a programs review, which the "Update" Jost en a completed programs review, telect "View Ho real reviews are a never of an employee's perfor- mances.	Broughout the performance of livener fluction in under the Action column, along fluction under the Action of mance which typically occurs in mance which typically occurs in	cle. At least one progress review is required.	end. From this screen y	you can treate a progress review	update a progress review that has not or annual appraisal.)	been approved, and view a comple	Create <u>Drograms</u> Review 122	0 18 0	
Progress rev • To sr • To sr • To sr • To sr gTIP Progr Number	verse are conducted to assess your performance makes a program were select "Owner Programs poste a completed programs memory, select View His rear revenues are a nerview of an employee's perfor Created By	throughout the performance of Review' buttom in under the Action column, and the the Action column, and the Action of the Action mance which typically occurs in Creation Date	cle. At least one progress review is required. related	and From this screen y Note: This does not per Status	you can treate a progress review	, spdate a progress review that has not or annual appraisal.) Communication Method	been approved, and view a comple Employee Ack Date	Create Drogress Review 12 Action	C 78 O	

Figure 28 - Progress Review / View History

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

Implementation Not their Note their Not their Note their Not their Note their Not their Note their Not their Note their the dation tages and their tages and tages and their tages and their tages and tages and their tages and t	MyPerformance Main Page Provide Guest Feedback My Journal											
	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. Into the Man Page, you can create, update and view your Performance Plans; view and pret part or an enter plan after is created, and track the status of a plan. You can also search for completed plans by selecting the 'blow Completed Plans/Appresail' link located at the bottom of this page. In create a Performance Plans; To complete other actions described above: Select Theore a Plans Typel Select Theore are plans the file output the terms, select the Yor buton Select Theore are the Yor buton Select Theore are the Yor buton Select Theore are the Yor buton Create New Plan Content New Plans Select Theore are Plans Typel Content New Plans Create New Plans Content New Plans Create New Plans Content Owner Ratro Offica Name Appresal (Yor Offica	MyPerformance Main Page										Need H	and a
into 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 "Brow Completed Plans/Appraisable" link located at the bottom of this page. Is create Aperianal Plan Type Select Thoo one from the Action column Select Thoo one from the Need Hubby Plans. Select Thoo one from Type Select Thoo one from the Need Hubby Plans. Select Thoo one from Type Select Thoo one from the Action column Select Thoo one from Type Select Thoo one from the Action column Select Thoo one from the Action column Select Thoo one from the Action column Select Thoo one from the Action column Select Thoo one from the Action column Select Thoo one from the Action column Select Thoo one from the Action column Select Thoo one from the Action column Select Thoo one from the Action column Select Thoo one from the Action column Select Thoo one from the Action column Select Thoo one from the Action column Select Thoo one from the Action column Select Thoo one from the Action column Select Thoo one from the Action column Select Thoo one from the Action		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.										
To complete other actions described above: Select Approximation Type Select Approximation Type 	From the Main Page, you can create, updat	te and view your Performance Plans; view a	and print part or an entire plan af	er it is created; and tra	ck the status of a plar	. You can also search for co	mpleted plan	ns by selecting the	Show Completed Plans/Appraisals' I	ink located at the bottom of th	is page.	
 Select Thorose a Flas Type - Select The 'Go' batton - Choce a Flas Type-	To create a Performance Plan:	To complete other actions described a	above:									
 Select the 'Gr' button Create New Plan Create New	Select "Choose a Plan Type" Select an option from the Action column Select Appraival Plan Type											
ngortant: To boccme familiar with the columne, select the Need HelpY liok. Appraisals of EHBS Aegigivent, Didp-pungge N	 Select the 'Go' button 	Select the 'Go' button Select the 'Go' button										
Appraisals de EHBS Adejgiveget, Didoppungge N	Important: To become familiar with the col	umns, select the 'Need Help?' link.										
Create New Plan Recents Displaned 15/17 15/17 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Appraisals of EHRIS Aejqjsvqzt, Didpvp	ouggpz N										
Records Displayed 10 VI 11 22 To 6 Employee Name A Current Owner A Rating Official Name A Approximal Vear A Approximal Dela A Type A Plein Approximal Date A Type A Plei									Choose a Pla	Create New Plan In Type	*	Go
Employee Name A Current Owner A Rating Official Name A Appraval Vair A Appraval IDia A Type A Pain Asproval Date A	Records Diployed 10 V 12 2 G &											
EHRIS Aeigiangst, Didpropugge N EHRIS Aeigiangst, Didpropugge N EHRIS Caaohu, Cridod I 2017 109 21-Apr-2016 DoD Approved Progress Review Completed Update 🔍 Go	Employee Name 🗠	Current Owner 🗠	Rating Official Name 🛆	Appraisal Year 🛆	Appraisal ID 🛆	Plan Approval Date 🗠	Type△	Plan Status 🗠	Current Status	Action		
	EHRIS Aejąjsvązt, Didpvpuągpz N	EHRIS Aejąjsvązt, Didpvpuągpz N	EHRIS Caaohu, Crógód I	2017	189	21-Apr-2016	DoD	Approved	Progress Review Completed	Update	¥ 6	Þ

Figure 29 - MyPerformance Main Page