

# Employee Self Assessment



“How do I” .... Guides are posted on the DMAVA web site at

<http://www.state.us/military/hro>

In the PAA folder

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My Appraisals - Windows Internet Explorer  
 https://potter.dcpds.cpmis.osd.mil:8007/OA\_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/ng/p  
 My Appraisals  
**Performance Appraisal Application (PAA)**  
 Version 3.0  
 ICE MyBiz ICE PAA V3 Home Logout Preferences Oracle Help  
 PAA Main Page Provide Guest Feedback My Journal

## Employee Performance Appraisal Application Main Page

**Warning:** The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:      To complete other actions described above:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

**Important:** To become familiar with the columns, select the 'Need Help?' link.

### Appraisals of Thomas, Michele

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

**MUST HAVE OWNERSHIP**

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Thomas, Michele	Thomas, Michele	Bordenealy, Alfreda	2010	22151	27-May-2010	NG	Approved	Plan Approved	Update Go

**SELECT GO**

**PLAN MUST BE APPROVED.**

**EMPLOYEE CAN CUT AND PASTE INTO SELF ASSESSMENT**

**CREATE A NEW PLAN. SELECT NG T32 CAN USE TO COPY AN EXISTING PLAN**

**Need Help?**

### NG PAA - Employee

[Transfer to Rating Official](#) [Track Progress](#) [Return to Main Page](#)

#### Employee Information

Employee Name **Thomas, Michele**

[Show Employee Details](#)

**SELECT TO ACCESS SELF ASSESSMENT**

**Plan** Interim Reviews Annual Appraisal Other Assessments Reports/Forms

**Plan Details** Mission Goals Job Objectives Approvals & Acknowledgments

#### Plan Details

This screen provides information about the status of your performance plan.

[Need Help?](#)

- Update your Appraisal Type and Appraisal Dates, if necessary. **Important Note:** The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay grade and step will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link.
- Change the Rating Official and/or Higher Level Reviewer.
- Transfer the plan to your Rating Official.

To change a Rating Official and/or Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button. When done, select the 'Next' button or the 'Mission Goals' tab.

[Change Rating Official or Higher Level Reviewer](#)

\* Appraisal Type **Annual Appraisal - NG** ▾  
Appraisal Period Start Date **01-Jun-2010**  
Appraisal Period End Date **30-Sep-2010**  
Appraisal Effective Date **01-Oct-2010**  
Rating Official Name **Bordenealy, Alfreda**  
Higher Level Reviewer **Scannell, John Wallace**

Performance Plan Approval Date 27-May-2010  
Plan Last Modified  
Created By **Thomas, Michele**

SELECTING NEXT WILL TAKE YOU THROUGH ALL THE TABS

[NEXT >](#)

### NG PAA - Employee

Transfer to Rating Official Track Progress Return to Main Page

#### Employee Information

Employee Name **Thomas, Michele**  
[Show Employee Details](#)

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms

#### Assessments

HELP TAB AND MY JOURNAL TAB

##### Assessments

Select the 'My Journal' link to refer to or copy and paste any self-assessment information

**RADIO BUTTON IDENTIFIES WHICH JOB OBJECTIVE YOU ARE ASSESSING**

**SCREEN OPENS TO THE FIRST JOB OBJECTIVE AS THE DEFAULT**

[Need H](#)  
[My Jo](#)

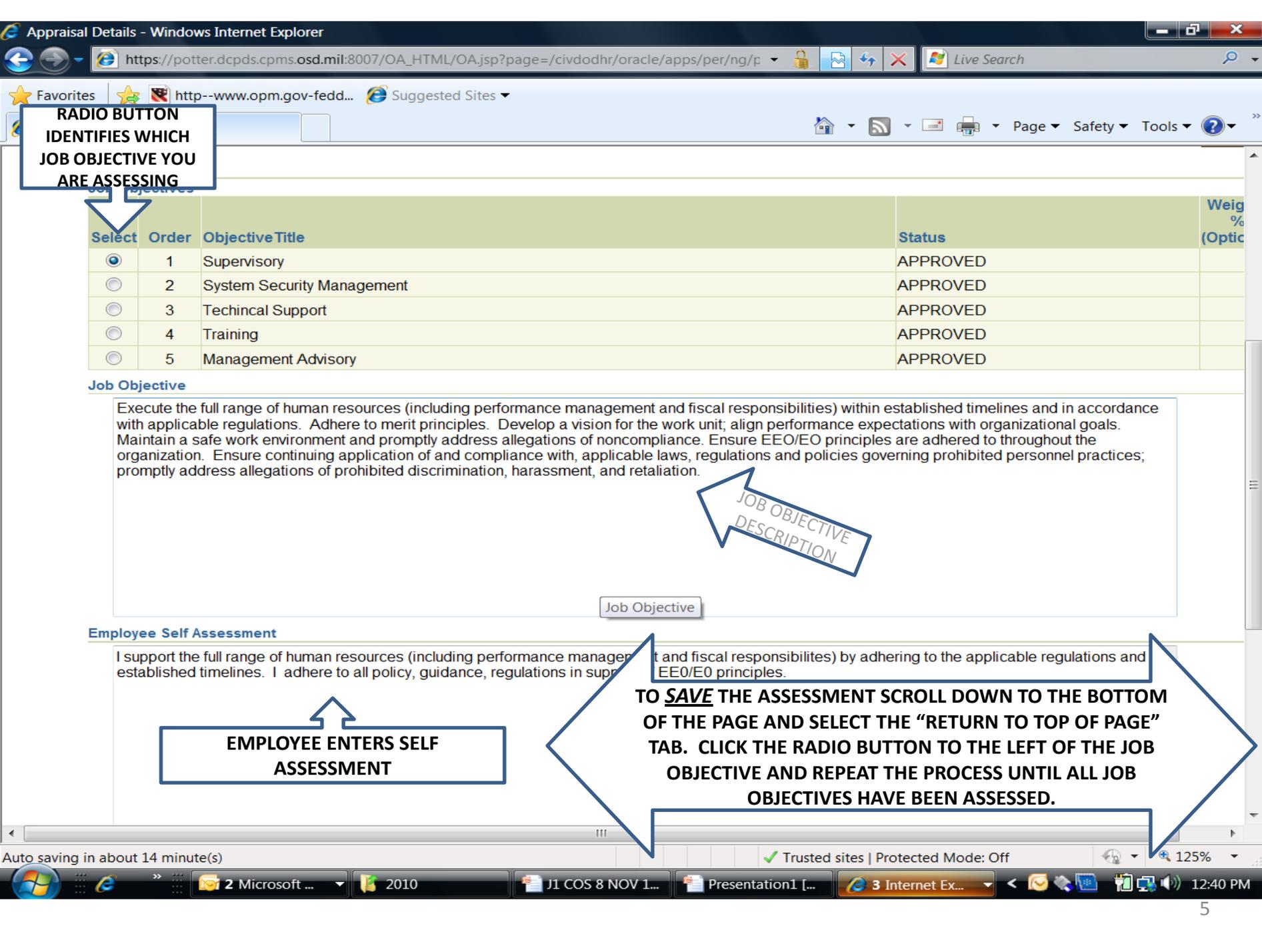
Select	Order	Objective Title	Status
<input checked="" type="radio"/>	1	Supervisory	APPROVED
<input type="radio"/>	2	System Security Management	APPROVED
<input type="radio"/>	3	Technical Support	APPROVED
<input type="radio"/>	4	Training	APPROVED
<input type="radio"/>	5	Management Advisory	APPROVED

**MUST SCROLL DOWN TO ENTER ASSESSMENT**

#### Job Objective

Execute the full range of human resources (including performance management and fiscal responsibilities) within established timelines and in accordance with applicable regulations. Adhere to merit principles. Develop a vision for the work unit, align performance expectations with organizational goals. Maintain a safe work environment and promptly address allegations of noncompliance. Ensure EO/EOE principles are adhered to throughout the organization. Ensure continuing application of and compliance with, applicable laws, regulations and policies governing prohibited personnel practices; promptly address allegations of prohibited discrimination, harassment, and retaliation.

**JOB OBJECTIVE DESCRIPTION**



**RADIO BUTTON IDENTIFIES WHICH JOB OBJECTIVE YOU ARE ASSESSING**

Select	Order	Objective Title	Status	Weight % (Optional)
<input checked="" type="radio"/>	1	Supervisory	APPROVED	
<input type="radio"/>	2	System Security Management	APPROVED	
<input type="radio"/>	3	Technical Support	APPROVED	
<input type="radio"/>	4	Training	APPROVED	
<input type="radio"/>	5	Management Advisory	APPROVED	

**Job Objective**

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**JOB OBJECTIVE DESCRIPTION**

Job Objective

**Employee Self Assessment**

I support the full range of human resources (including performance management and fiscal responsibilities) by adhering to the applicable regulations and established timelines. I adhere to all policy, guidance, regulations in support of and fiscal responsibilities by adhering to the applicable regulations and EEO/EO principles.

**EMPLOYEE ENTERS SELF ASSESSMENT**

**TO SAVE THE ASSESSMENT SCROLL DOWN TO THE BOTTOM OF THE PAGE AND SELECT THE "RETURN TO TOP OF PAGE" TAB. CLICK THE RADIO BUTTON TO THE LEFT OF THE JOB OBJECTIVE AND REPEAT THE PROCESS UNTIL ALL JOB OBJECTIVES HAVE BEEN ASSESSED.**

Transfer to Rating Official    Track Progress    Return to Main Page

**Employee Information**

Employee Name **Thomas, Michele**  
[Show Employee Details](#)

**TRANSFER TO RATING OFFICIAL WHEN  
 A SELF ASSESSMENT FOR EACH JOB  
 OBJECTIVE ARE COMPLETE**

Plan    Interim Reviews    **Annual Appraisal**    Other Assessments    Reports

**Assessments**

HELP TAB AND MY JOURNAL TAB

**Assessments**

Select the 'My Journal' link to refer to or copy and paste any self-assessment information

[Need Help?](#)  
[My Journal](#)

**Job Objectives**

Select	Order	Objective Title	Status	Weight % (Optional)
<input checked="" type="radio"/>	1	Supervisory	APPROVED	
<input type="radio"/>	2	System Security Management	APPROVED	
<input type="radio"/>	3	Technical Support	APPROVED	
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**JOB OBJECTIVE DESCRIPTION**



# Performance Appraisal Application (PAA)

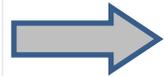
## Employee Notification to Rating Official - Bordenealy, Alfreda

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

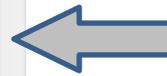
**SELECT TO TRANSFER YOUR SELF ASSESSMENT TO YOUR RATING OFFIC9IAL.**

### Message to Rating Official

This screen provides space for you to send your Rating Official a message regarding your Plan/Appraisal. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message.



*You Can Write a message to the next person you are transferring the plan/appraisal to*



Notice: You are about to contact Bordenealy, Alfreda by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

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

[ICE MyBiz](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#)

**REVOKED Certificate!**  
DOD CA-21  
Source:Cache  
TUMBLEWEED  
Desktop Validator