

STEPS TO COMPLETE THE APPRAISAL PROCESS

AUG 2010

EMPLOYEE ACKNOWLEDGEMENT

The employee must login to My Biz, Performance Appraisal Application.

From the main screen, click on "go" by the update button at the bottom of the screen next to your current performance plan.

Once your plan opens, click on the "approvals and acknowledgements" tab. You should see a tab to "acknowledge your performance plan", on the right side of the screen, about mid way on the page. Click on that and that will complete your process.

DELETING A DUPLICATE PLAN

The employee must have ownership of the plan.

Please have these employees delete these appraisals, by logging into My Biz and delete the appropriate plan number by selecting My Biz from the main page, then selecting Performance Appraisal Application. Once your performance plan has opened, scroll down to the bottom of the page and you should see two plans in various status. If the plan identified is in a "view" status on the drop down menu on the right of the identified appraisal, the employee does not have ownership of the plan. Before the employee can delete the plan, the Rating Official (RO) must transfer the plan back to the employee, OR the employee can scroll to the top of the screen and select the "retrieve" tab to re-gain ownership of the plan. Once the employee has ownership, Select the identified plan and delete it. (Both of the plans are in a "saved" and "initiated" status, and each individual has ownership of the plan.)

MISSING E-MAIL ADDRESS

Login to My Biz and select "Update my Information". Accept the privacy act statement and My Biz opens to the "profile" tab. About midway down the page on the left side of the page is a prompt for a work e-mail address. Type in your work e-mail address and select "update". This must be a .mil address.

RATING OFFICIAL/HIGHER LEVEL REVIEWER HAS OWNERSHIP OF APPROVED PLAN

The Rating Official (RO) has ownership of an approved plan and must transfer the plan back to the employee for acknowledgement. RO must login into the DCPDS Portal and select "My Workplace". Select "Performance Appraisal Application" from the available titles in the next column on the right. Scroll down until you see your employees names. Once the plan and process are fully complete, as the RO you should see "view" under the "action" tab located on the far right. If you see "update", click on the "go" button to the right. The next screen shows the tabs to view the plan and the name and appraisal dates. On the top right, you should see a tab "transfer to employee". Click on this button. This transfers the plan to the employee for acknowledgement.

Make sure your employee goes in and acknowledges the plan using the steps above. This will complete the process.

The same applies for the HLR. The difference is the HLR transfers the plan to the RO, who then transfers the plan to the employee.