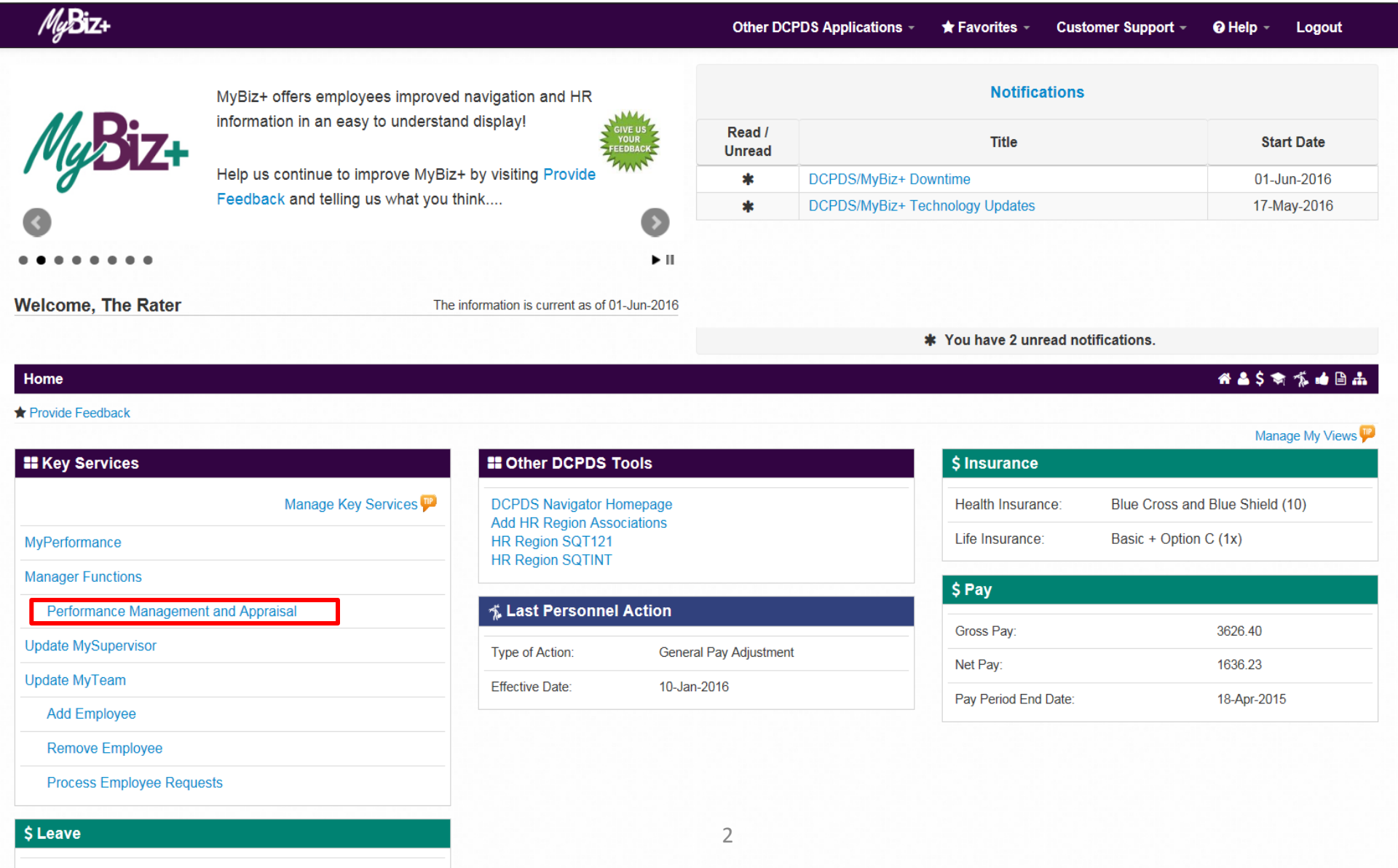
MyPerformance

DoD Performance Management and Appraisal Program

For more information, additional guides, and training modules go to:
https://www.cpms.osd.mil/Subpage/NewBeginnings/DPMAP

Serving Those Who Serve Our Country

MyBiz+ for Managers and Supervisors



MyPerformance Main Page

MyPerformance

MyBiz+ Help | Logout

MyPerformance Main Page | Provide Guest Feedback

Rating Official/Higher Level Reviewer

MyPerformance Main Page

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 create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

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

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

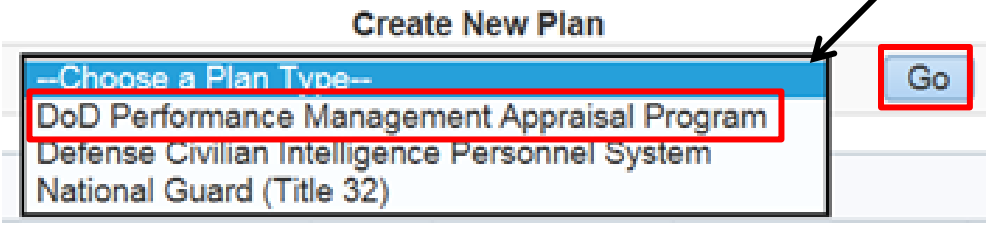
Show Me: All Appraisals | Appraisal Year: ALL

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

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
No results found.									

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



People in Hierarchy

People in Hierarchy

Return to Main Page

The MyPerformance tool is only available to employees and supervisors whose position is covered by the new DoD Management Policy contained in DoDI 1400.25 Version 430, dated August 5, 2015, and whose organization is scheduled for immediate transition to the new performance program.

Need Help?

Expand All | Collapse All

Focus	Name	Occupational Code	Position Name	Organization	Performance Plan
	Rater, The				
	One, Employee	0560.Budget Analysis (0560)	244014.BUDGET ANALYST.1657727.ARBA.APPR	U S ARMY GARRISON FT STEWART HQ 01 ARBAW0VAAA	Create
	Two, Employee	0318.Secretary (0318)	265919.SECRETARY (OA).1652358.ARBA.APPR	U S ARMY GARRISON FT STEWART HQ 01 ARBAW0VAAA	Create
	Vacant Position	0318.Secretary (0318)	Z129.SECRETARY (OA).2506405.NV52.APPR	CNI, SW SDIEGO NV5200242 01	

Supervisory Commitment Statement

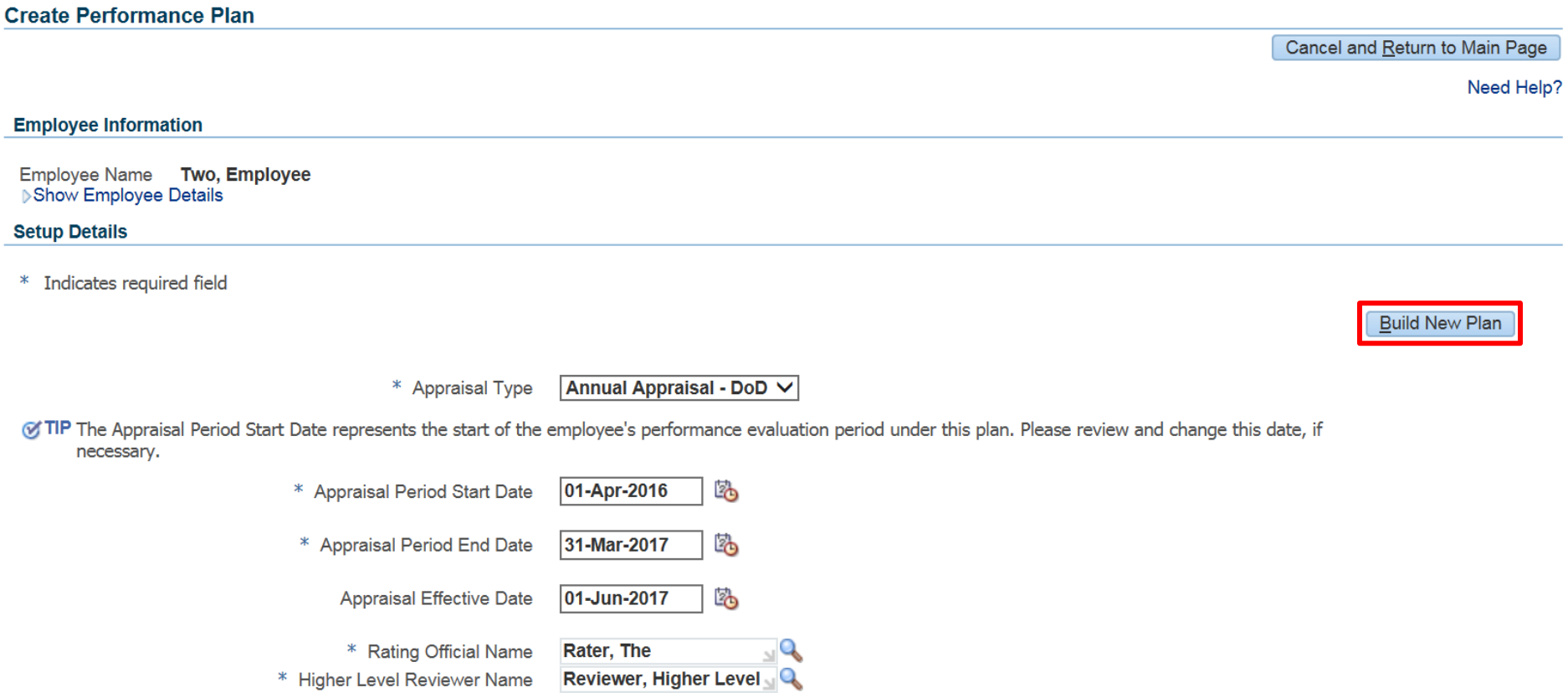
Confirmation

Supervisory Commitment Statement

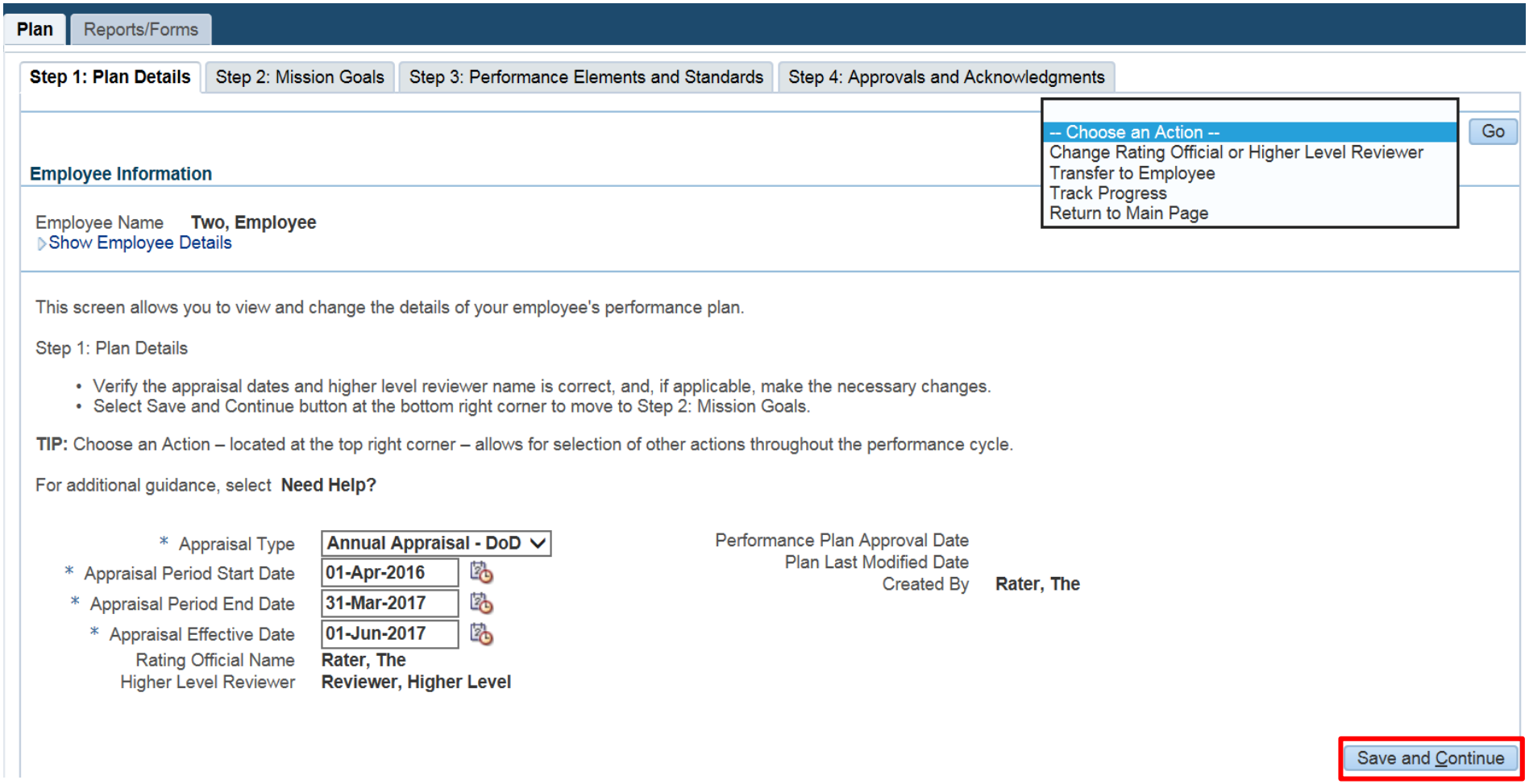
I acknowledge my role as a supervisor is vital in fostering a fair, credible, and transparent performance system. It is important that I ensure performance elements are linked to organizational performance goals; establish open communication; monitor and evaluate employee performance; recognize and reward performance, and appropriately address deficient performance.

Acknowledge

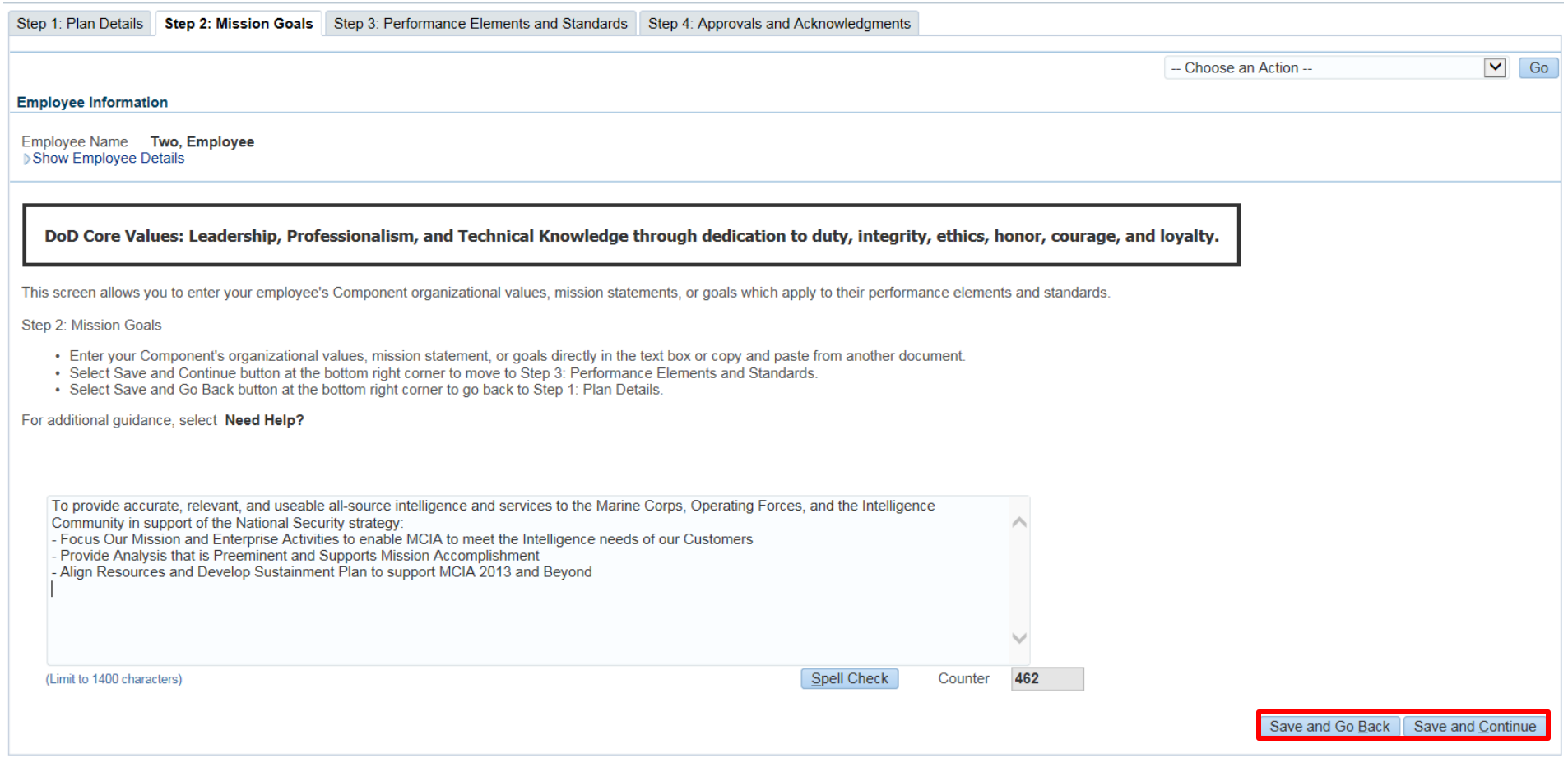
Create Performance Plan



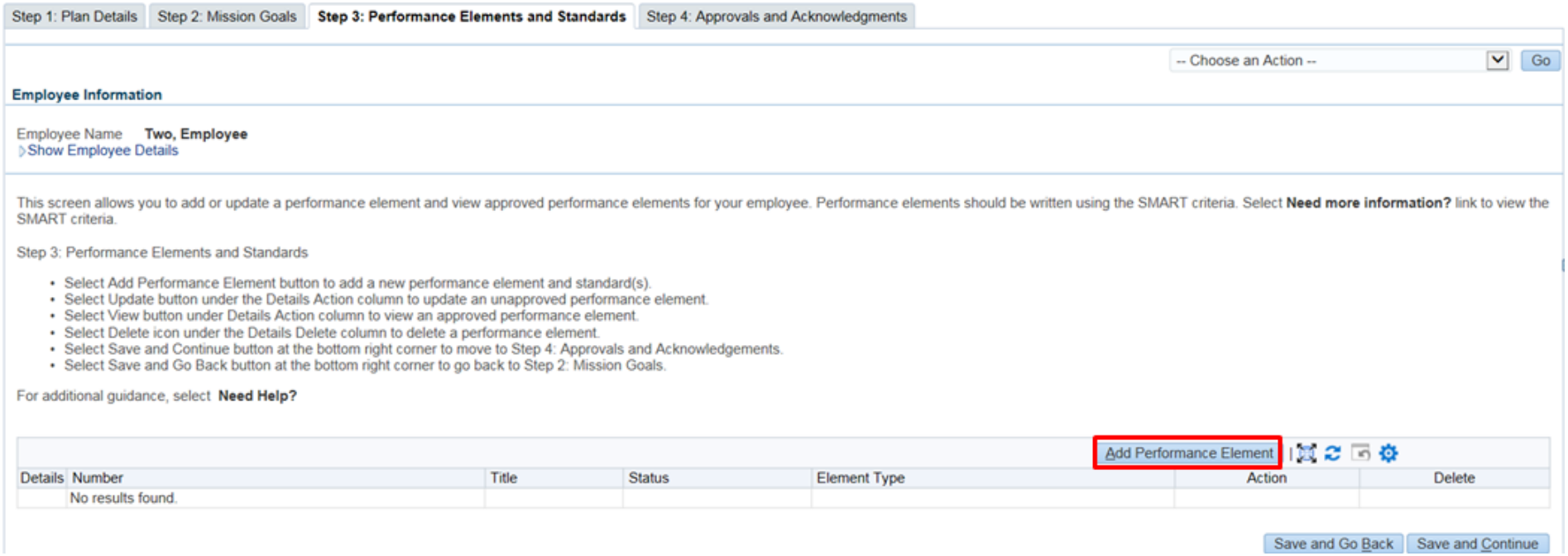
Step 1: Plan Details



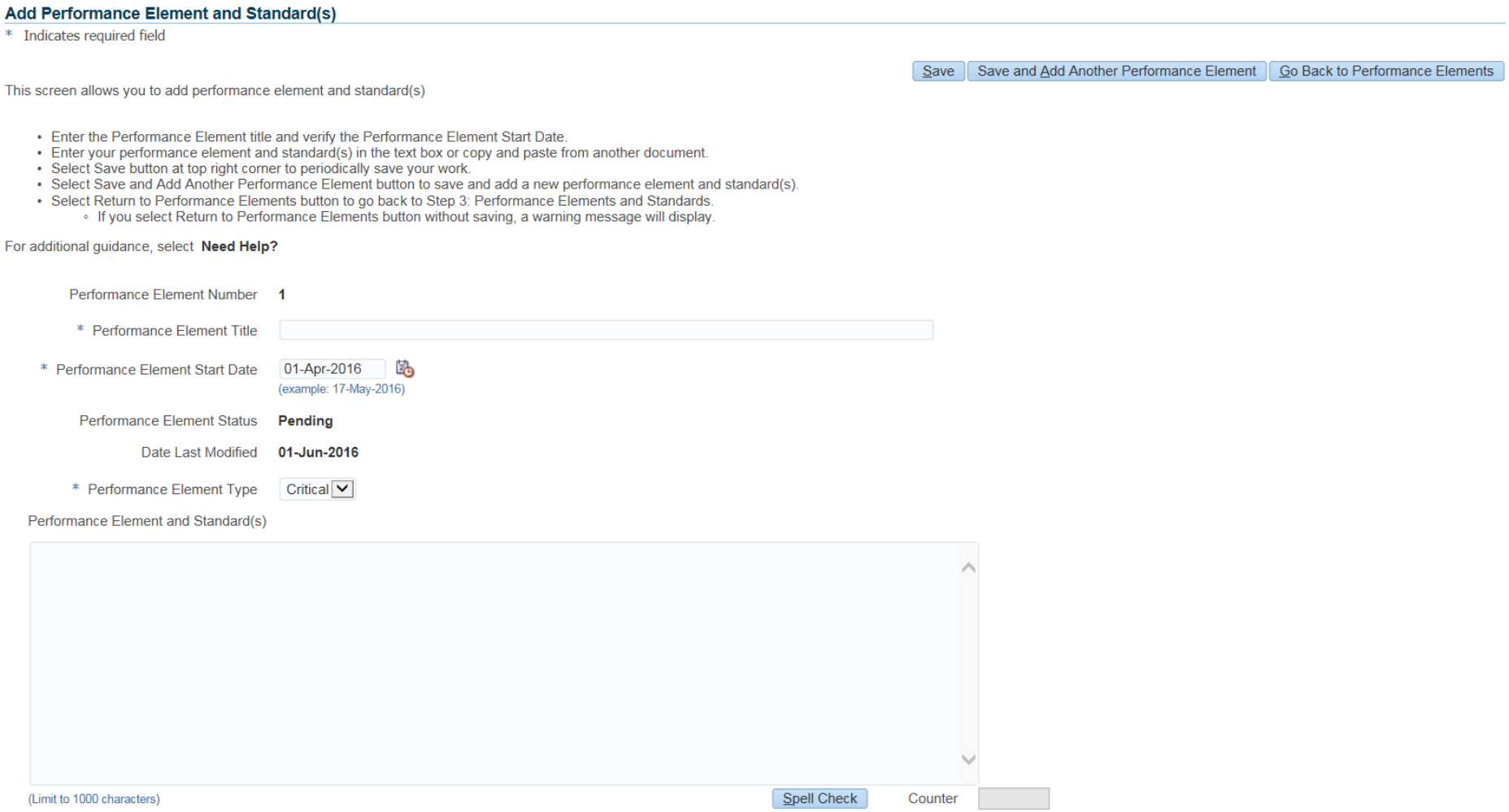
Step 2: Mission Goals



Step 3: Performance Elements and Standards



Add Performance Element and Standards



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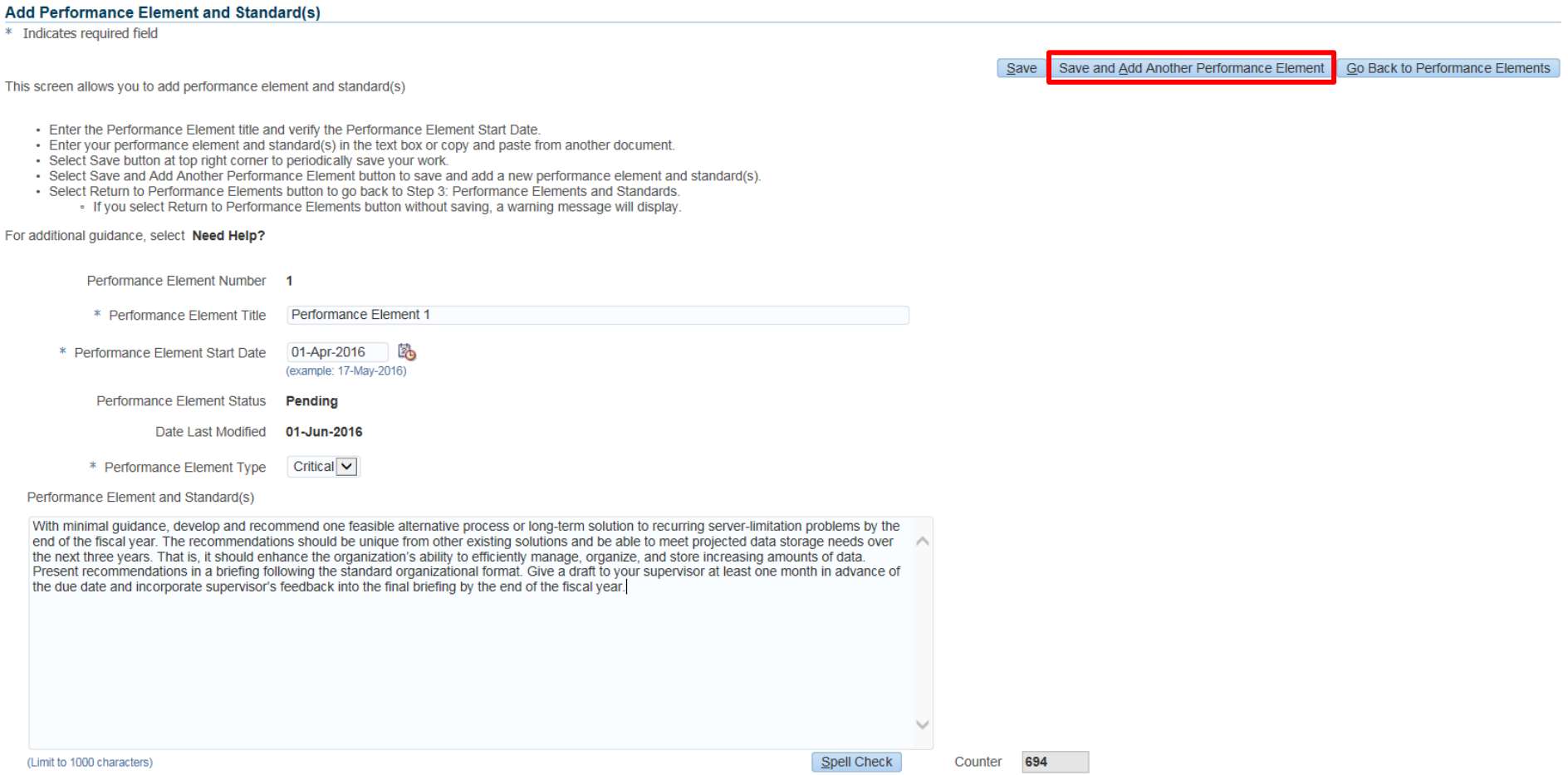

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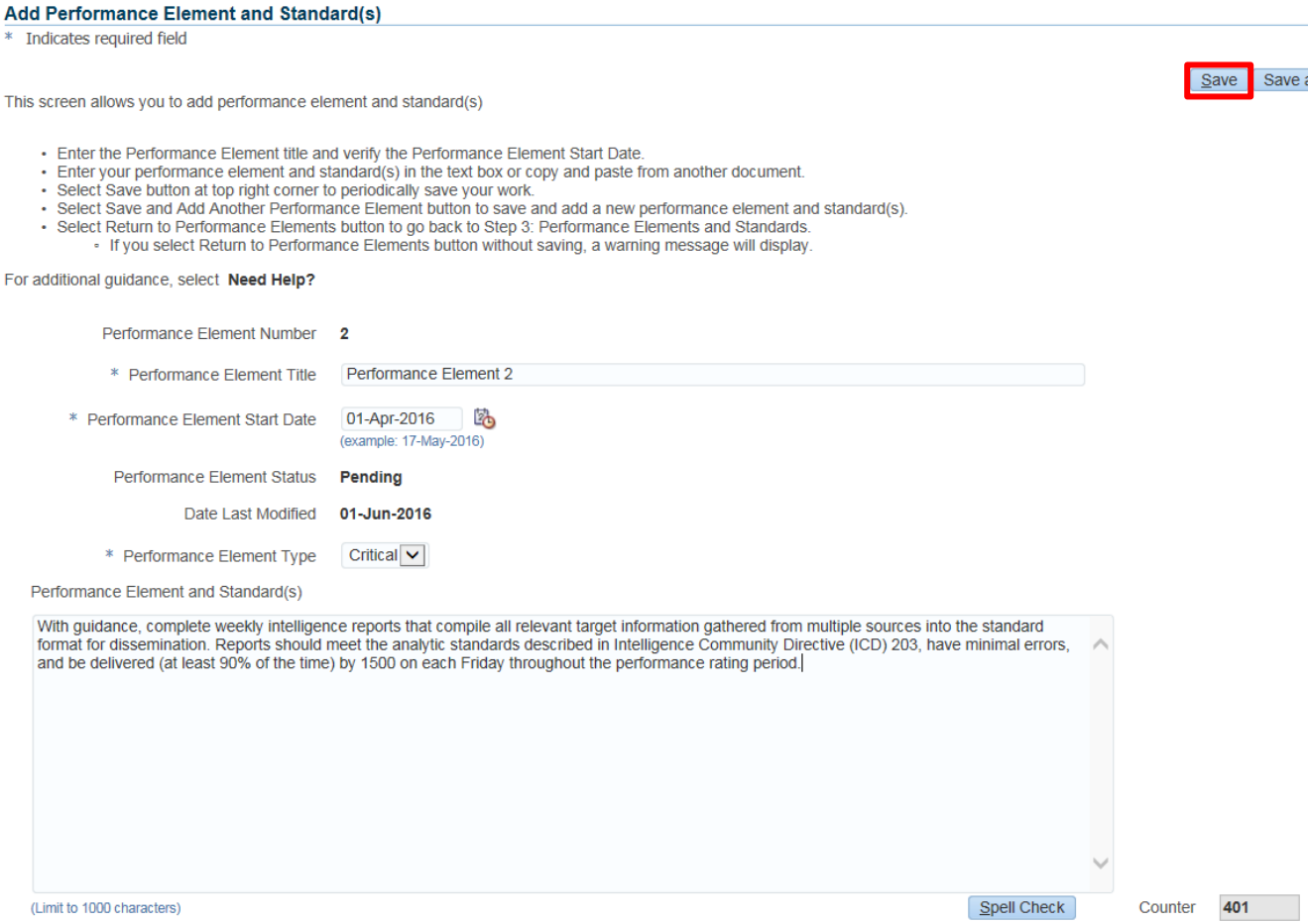

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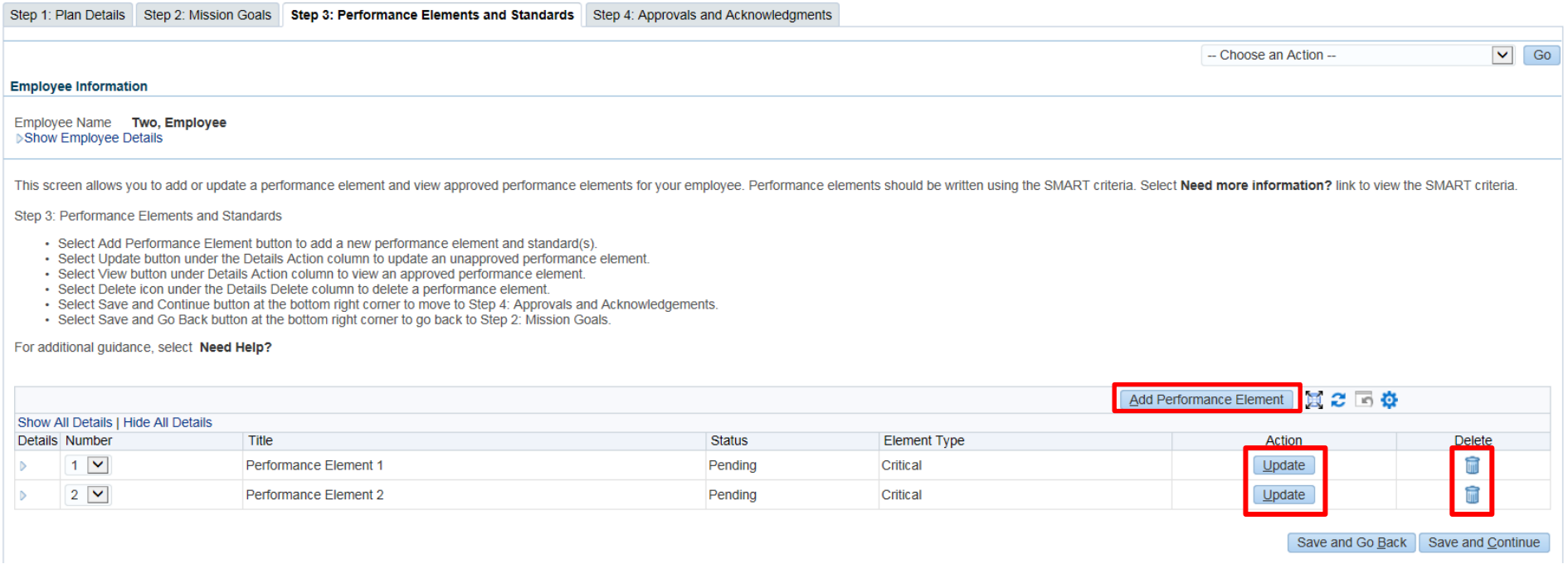
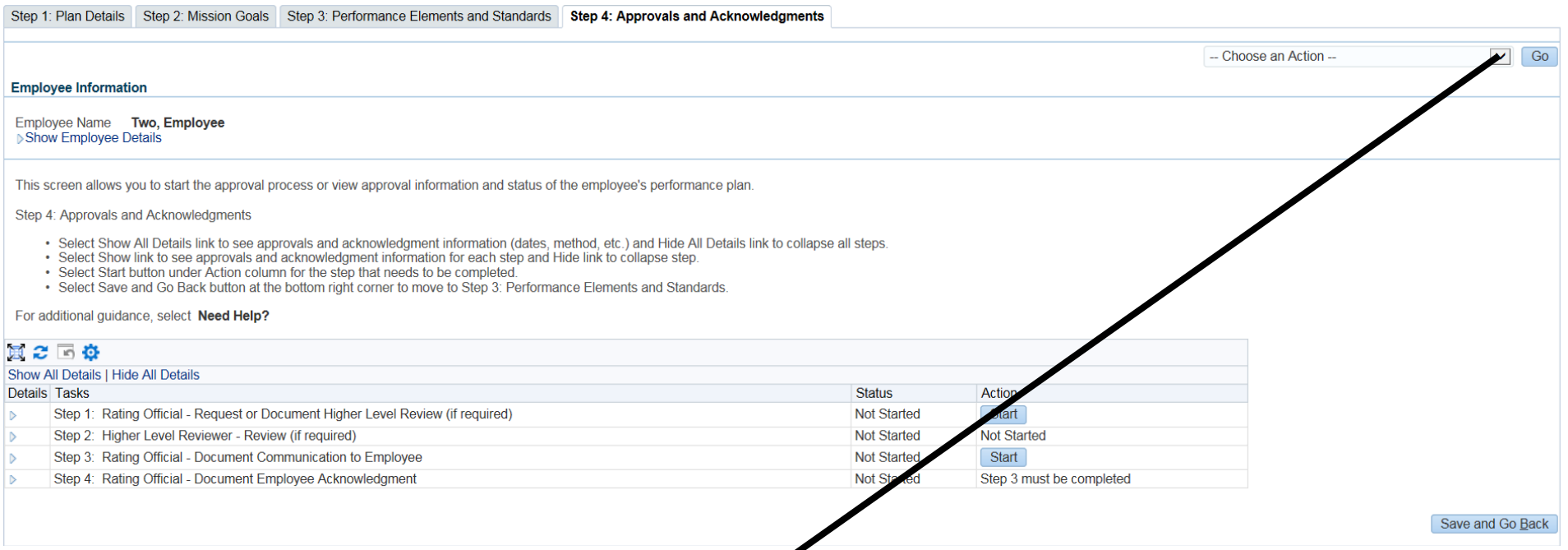
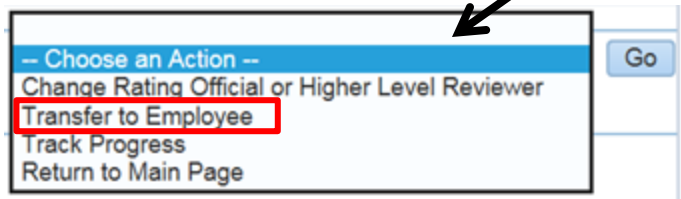
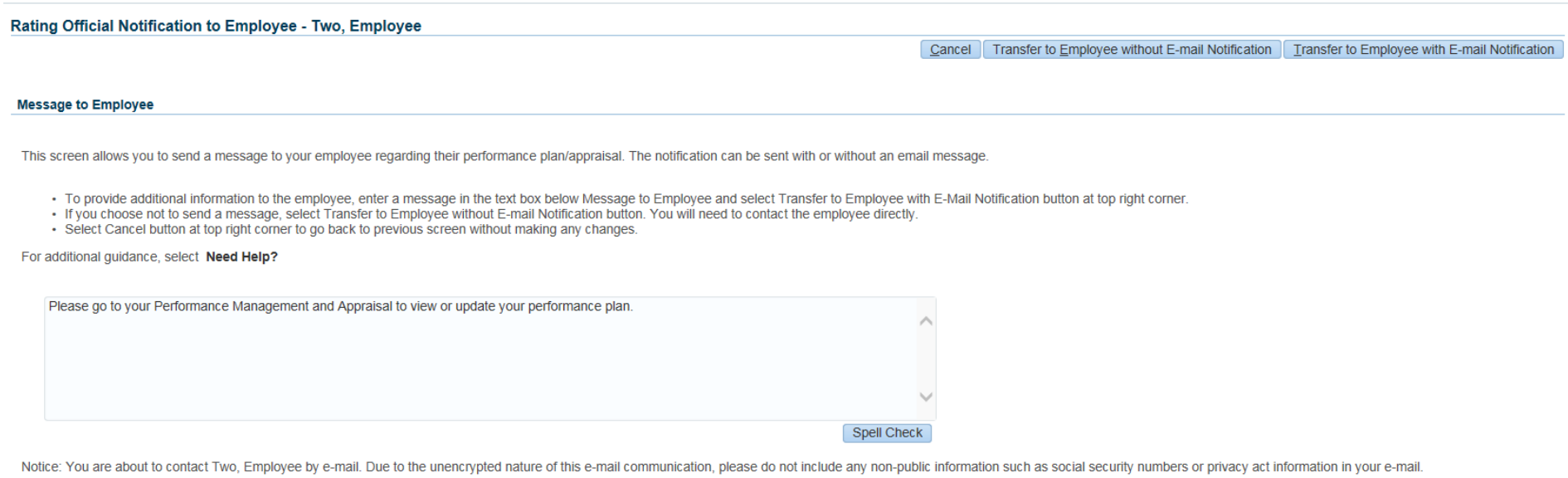


Step 4: Approvals and Acknowledgments





Rating Official Notification to Employee



MyPerformance Main Page

MyPerformance Main Page | Provide Guest Feedback

Confirmation
The appraisal has been submitted to the employee.

Rating Official/Higher Level Reviewer

MyPerformance Main Page

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Plans/Appraisals In Progress

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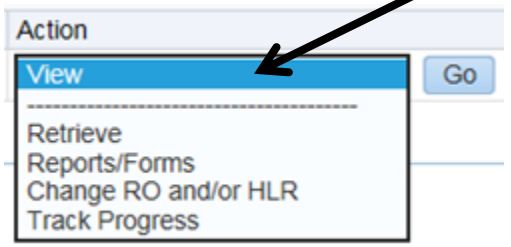
Show Me: All Appraisals | Appraisal Year: ALL

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

Records Displayed 10

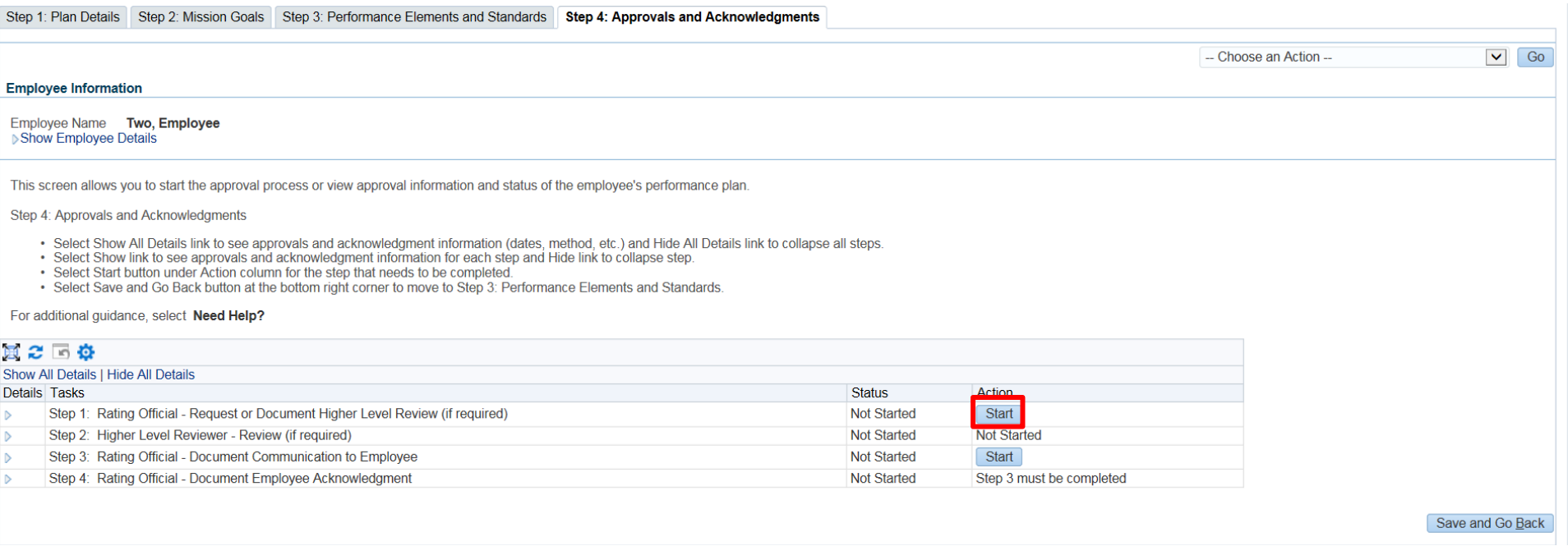
Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Two, Employee	Two, Employee	Rater, The	2017	144		DoD	Pending	Plan in Progress	View Go

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



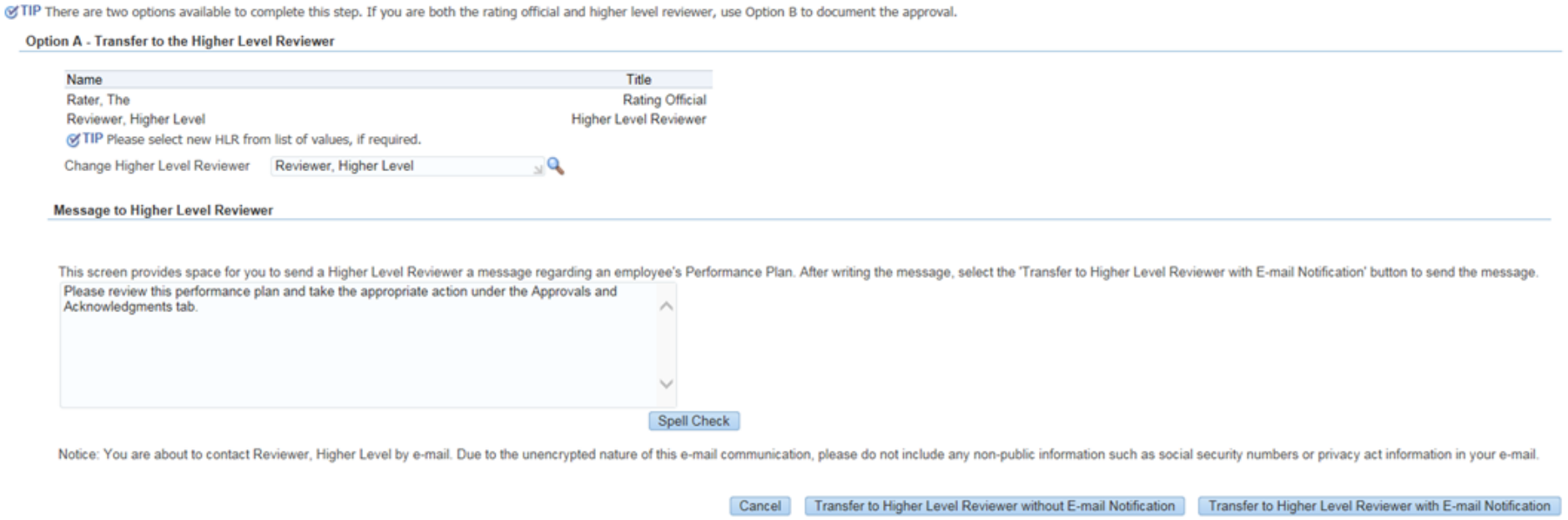
Step 4: Approvals and Acknowledgments

Employee reviewed the performance plan and transferred to rating official to start the approval and acknowledgments process.



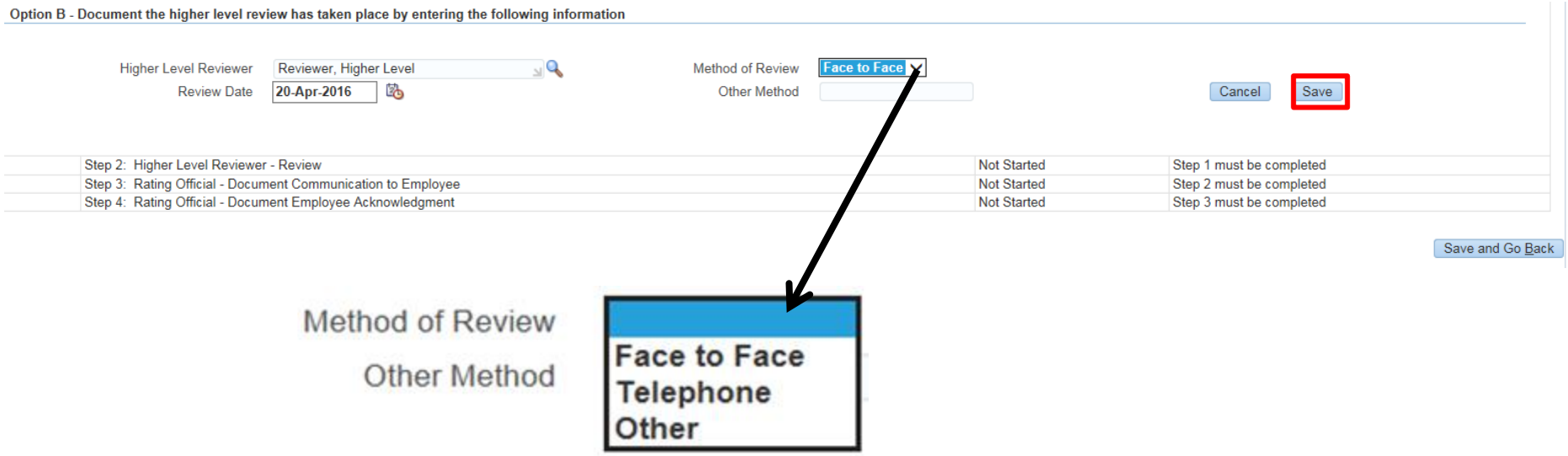
Step 1: Rating Official – Request or Document Higher Level Reviewer

Option A – Transfer to the Higher Level Reviewer

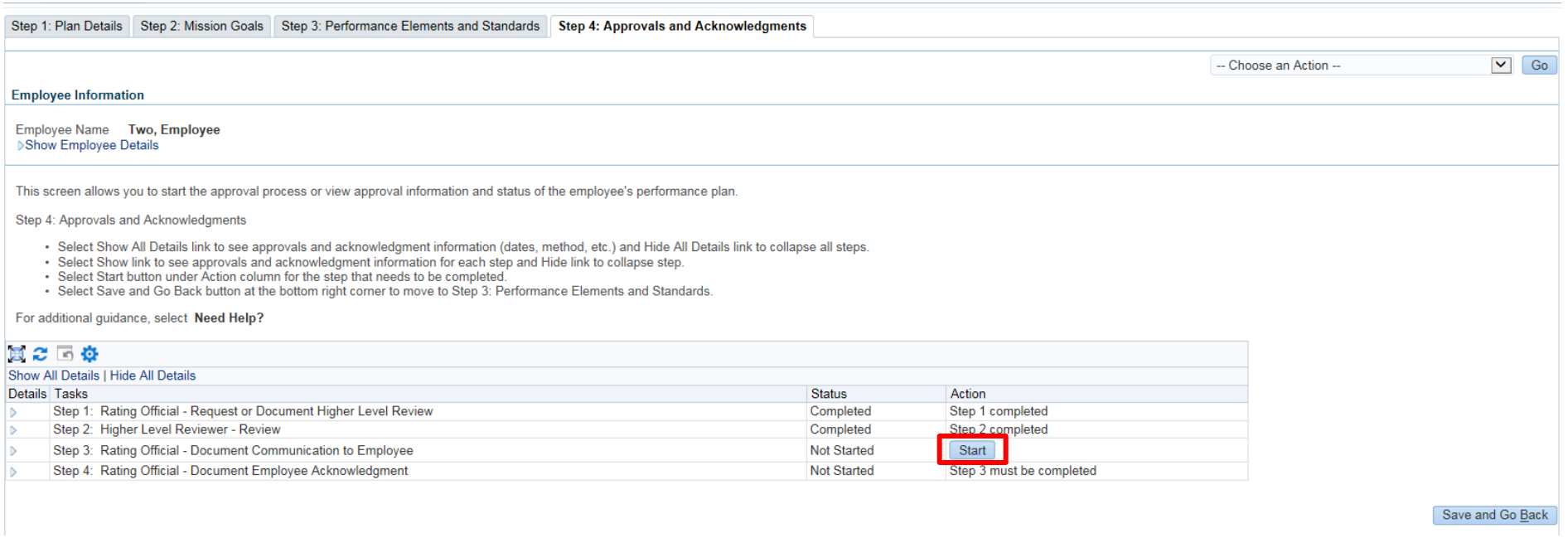


Step 1: Rating Official – Request or Document Higher Level Reviewer

Option B - Document the higher level review has taken place



Step 3: Rating Official – Document Communication to Employee



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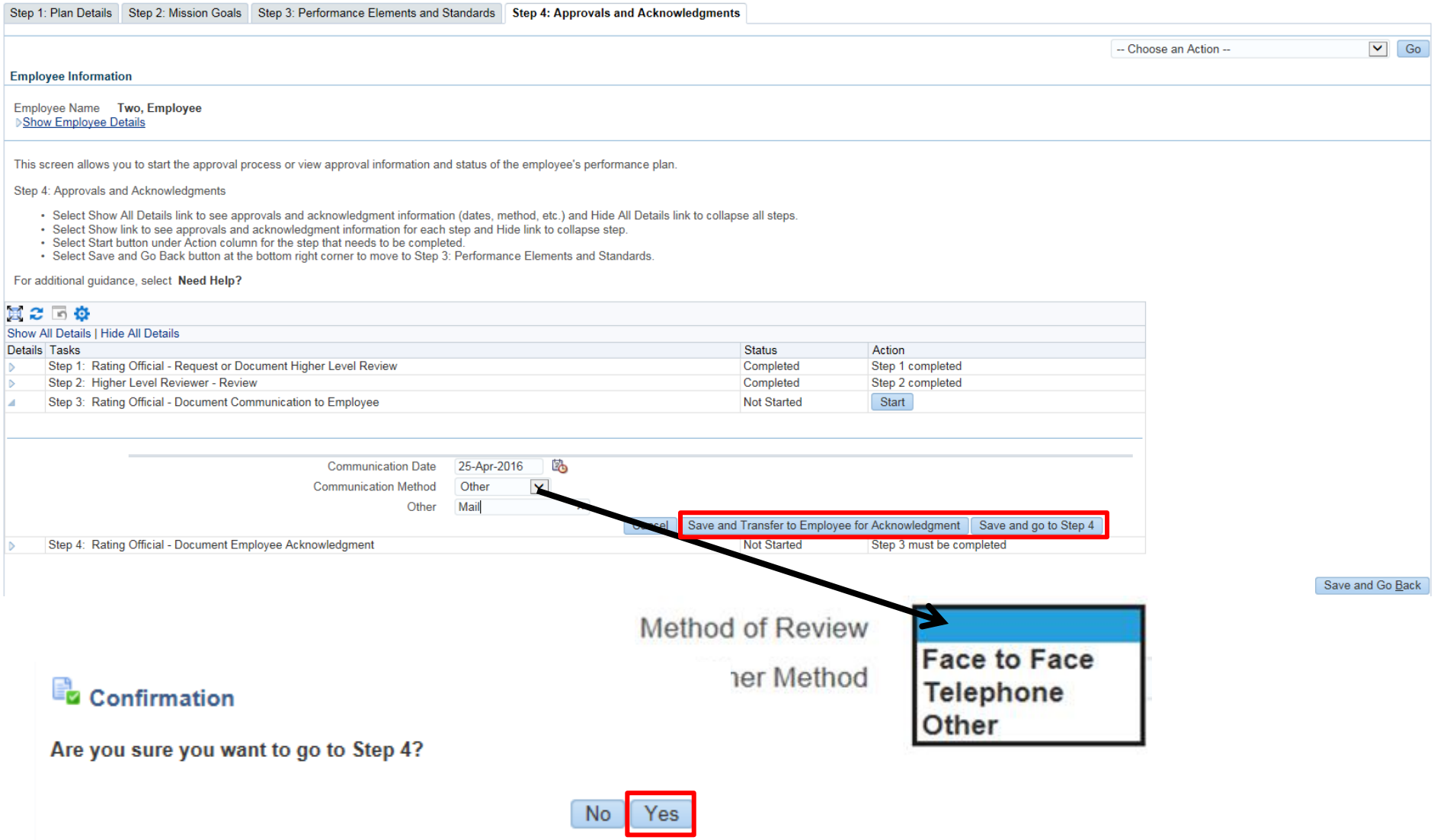
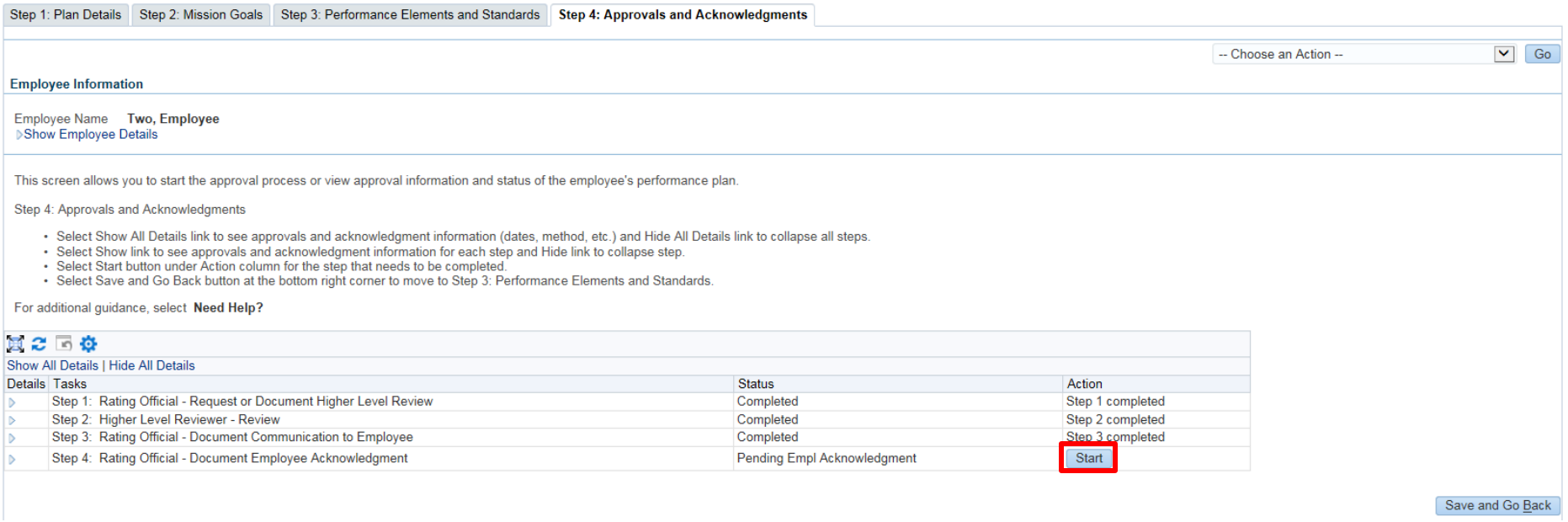


Step 4: Rating Official Document Employee Acknowledgment



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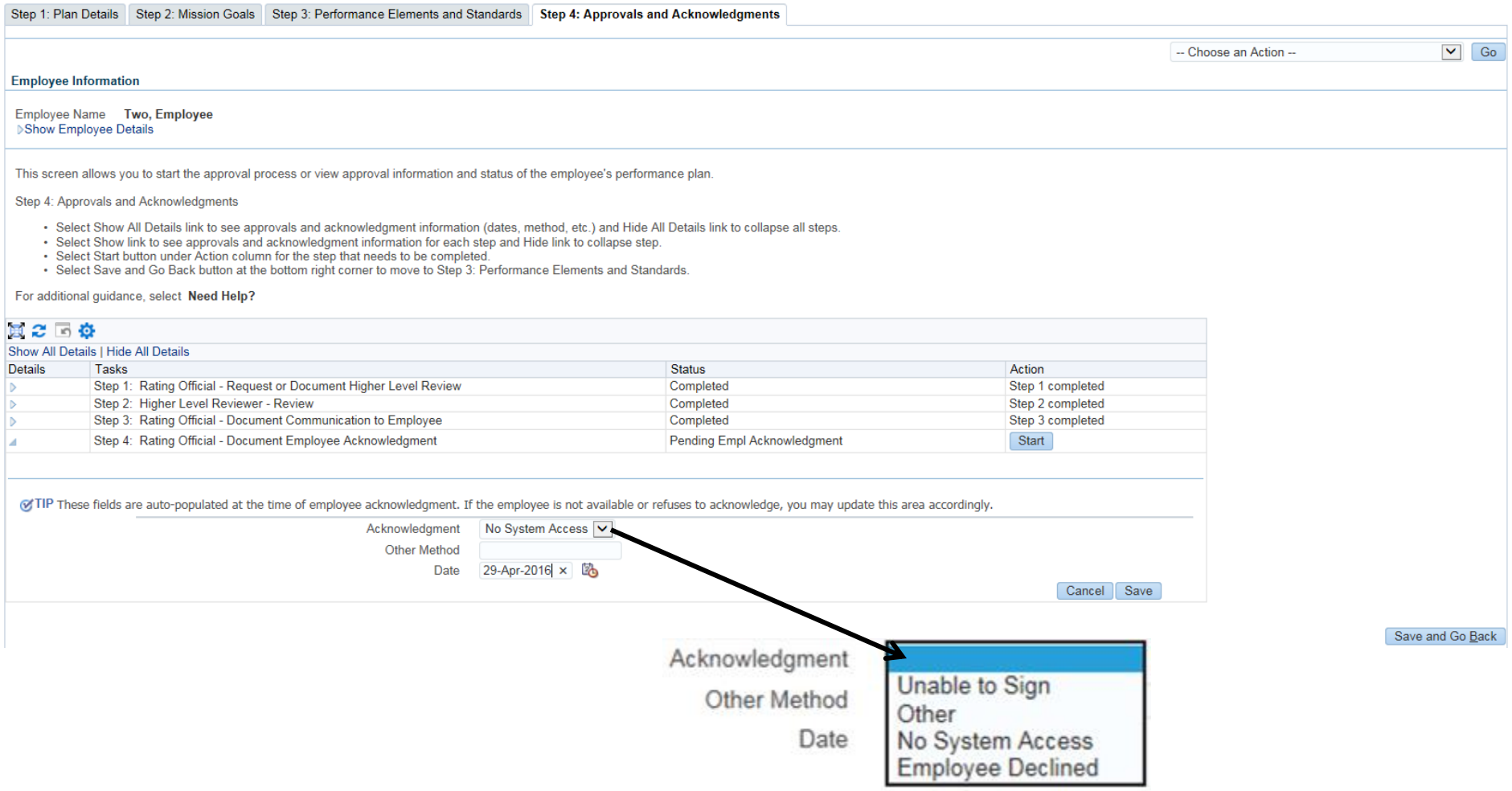
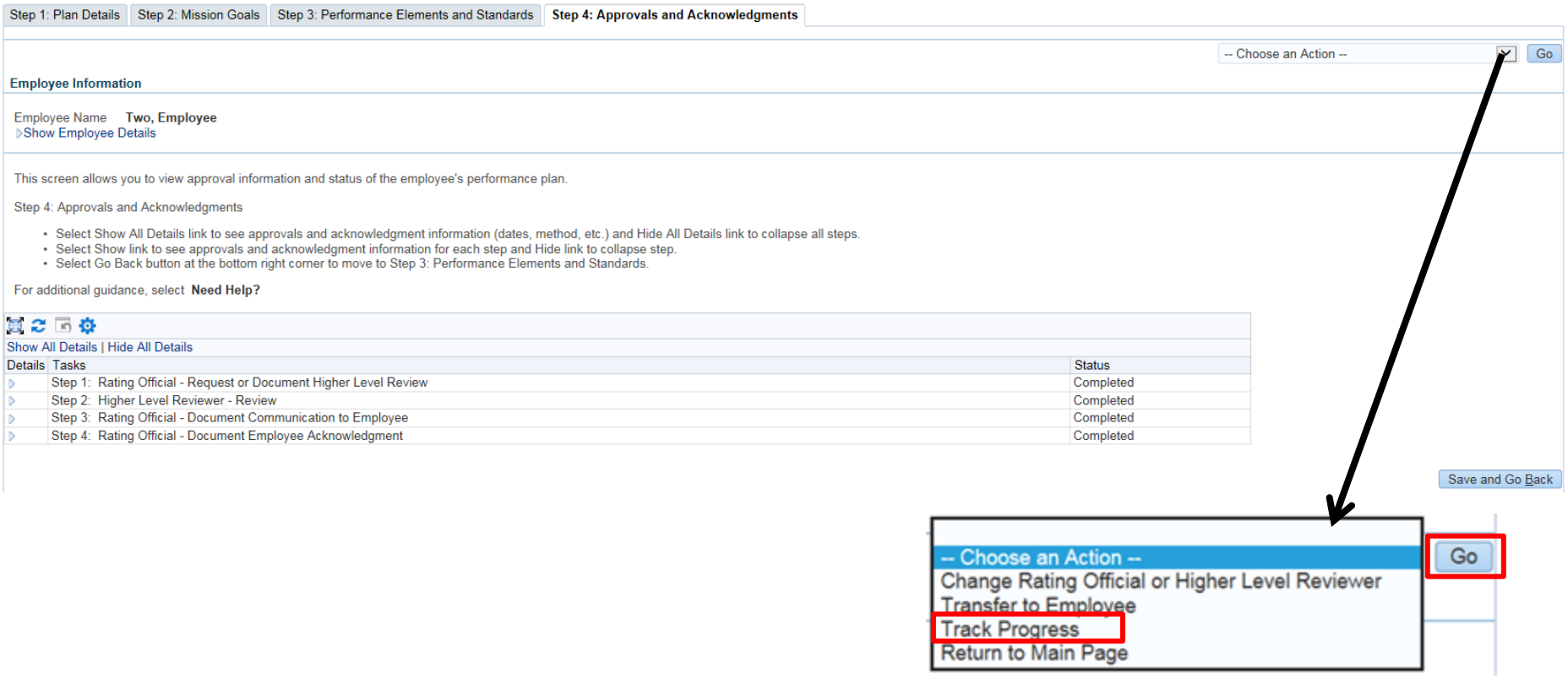


Step 4: Approvals and Acknowledgments



Track Progress

Track Progress

Go Back | Print

Employee Information

Employee Name **Two, Employee**
Show Employee Details

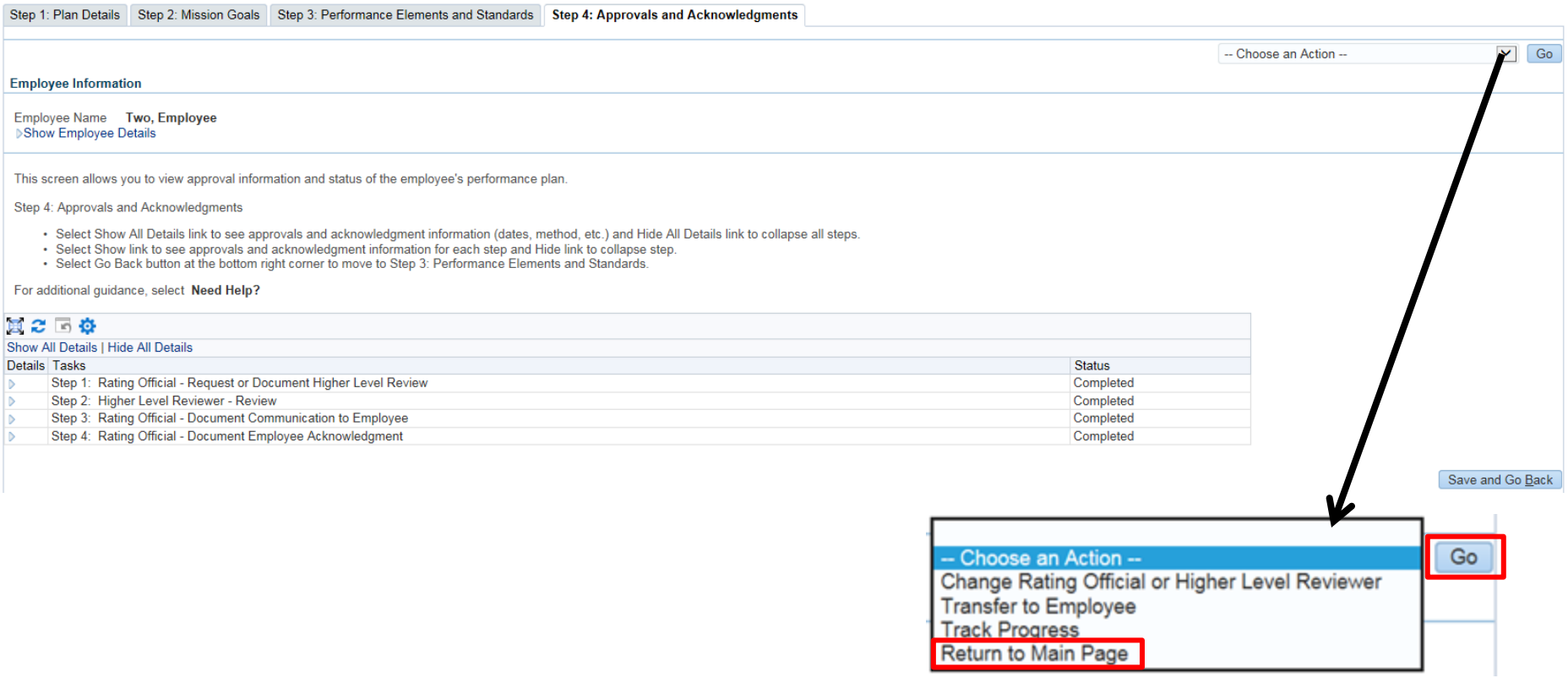
This screen provides information regarding the status of the performance plan/appraisal throughout the performance cycle.

- Review the performance plan/appraisal status and select Go Back button at top right corner when finished.
- A Print button is located at the top right corner, if you would like to print Track Progress.

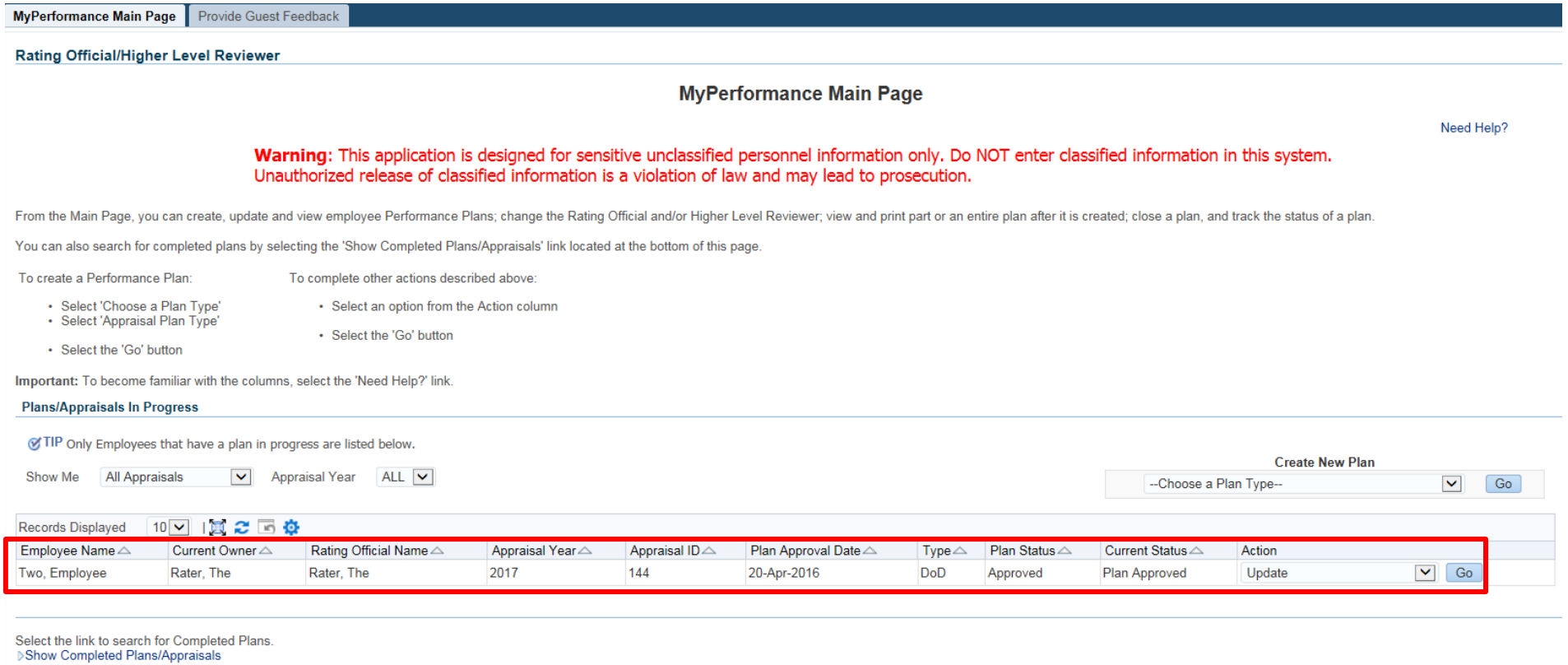
For additional guidance, select **Need Help?**

Plan		Date	User	
	Drafted	01-Jun-2016	Rater, The	☑
	Reviewed by Higher Level Reviewer	20-Apr-2016	Rater, The	☑
	Approved	20-Apr-2016	Rater, The	☑
	Communicated to Employee by Rating Official	25-Apr-2016	Rater, The	☑
	Acknowledged by Employee	29-Apr-2016	Rater, The	☑
Progress Review				
	Employee Input			☐
	Rating Official - Assessment			☐
	Reviewed by Higher Level Reviewer - If Required			☐
	Communicated to Employee by Rating Official			☐
	Acknowledged by Employee			☐
Appraisal				
	Employee Input			☐
	Rating Official - Assessment			☐
	Higher Level Reviewer Approved			☐
	Communicated to Employee by Rating Official			☐

Step 4: Approvals and Acknowledgments

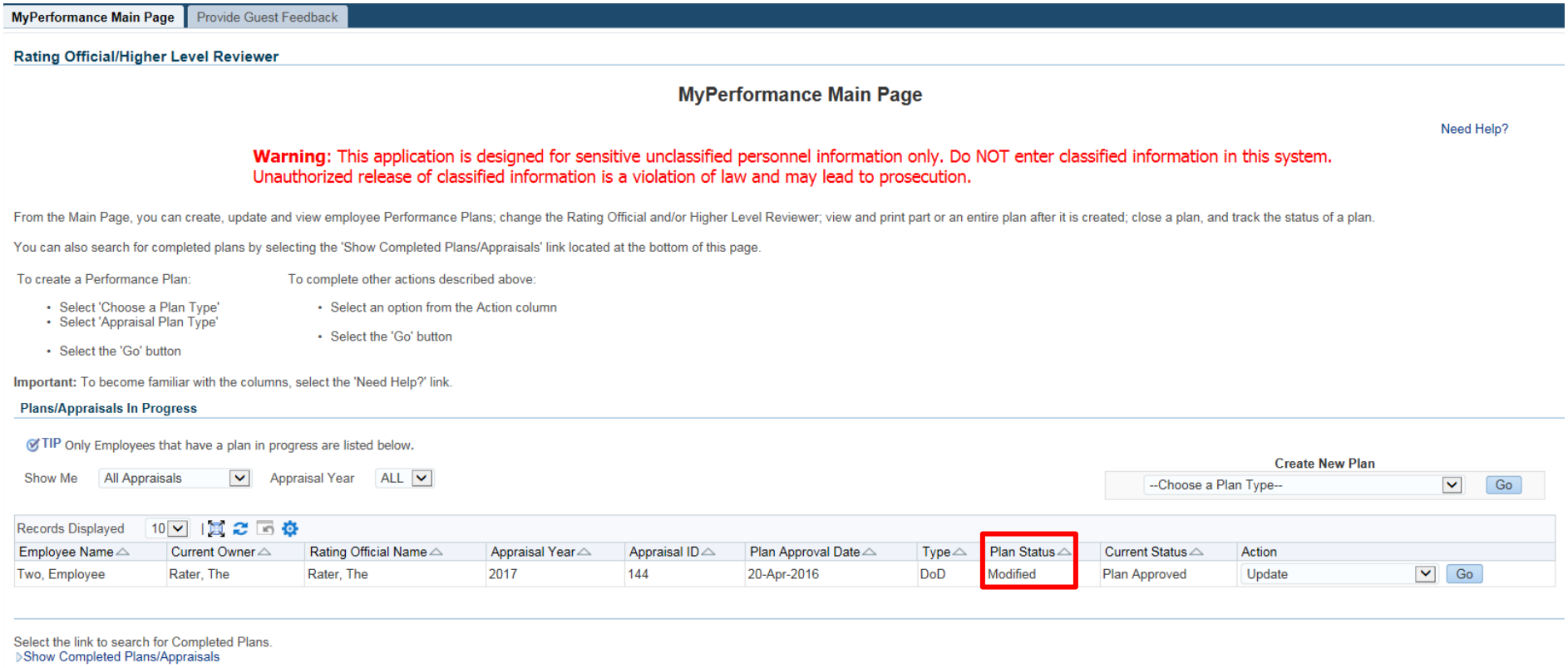


MyPerformance Main Page



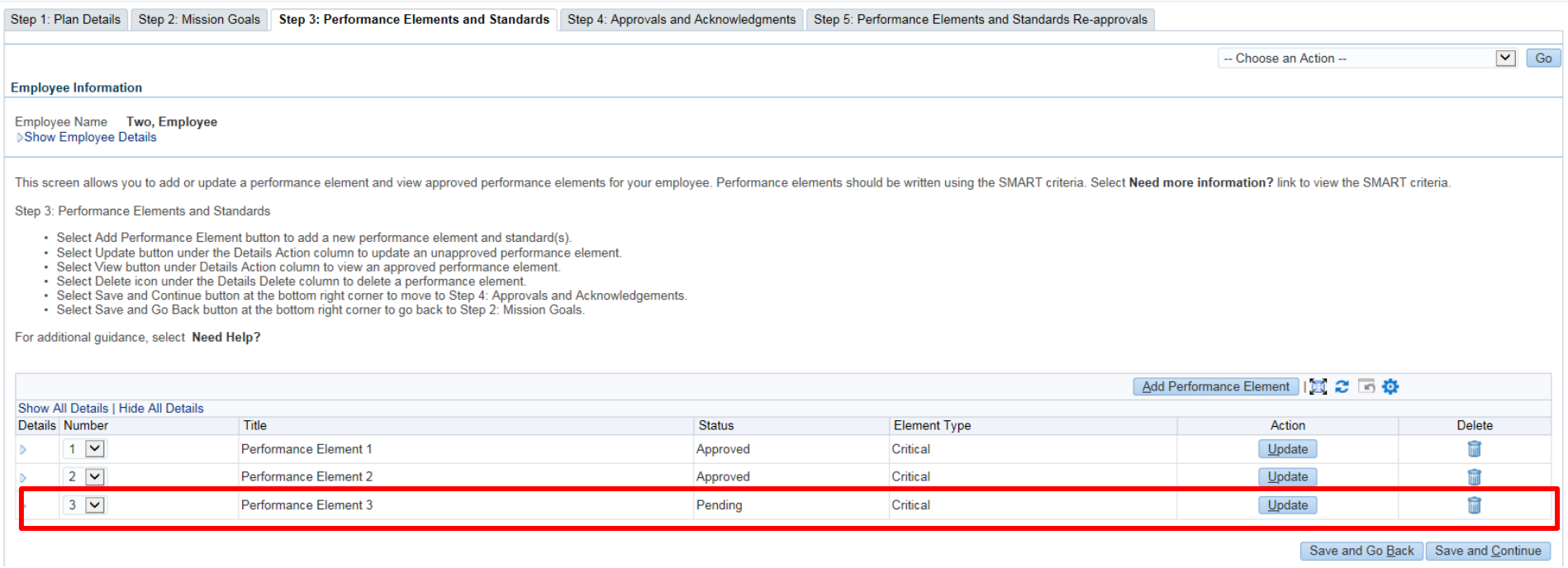
MyPerformance Main Page

Rating Official transferred approved performance plan to employee. Employee modified the approved performance plan and transferred to Rating Official for review and approval.



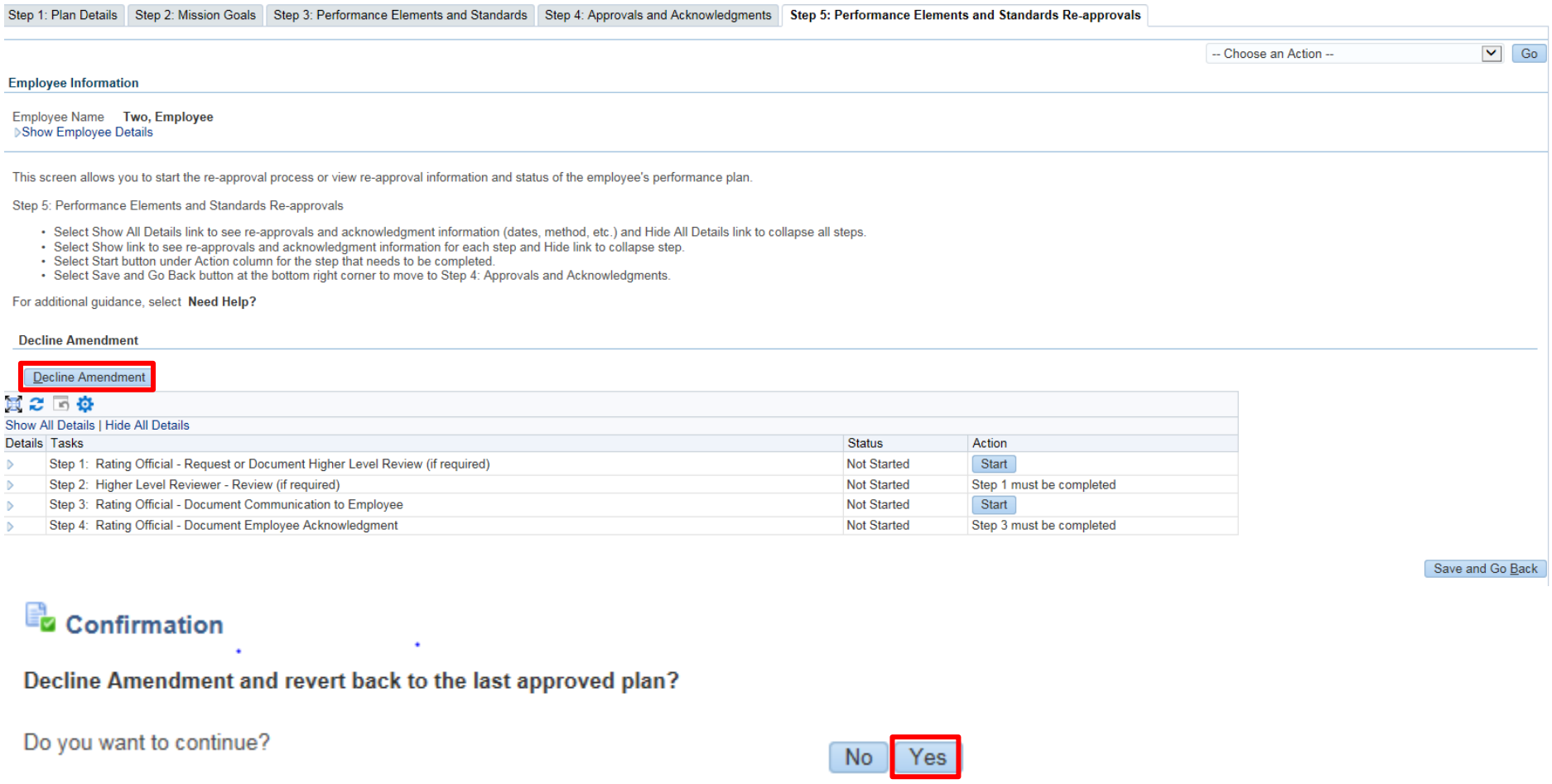
Step 3: Performance Elements and Standards

Rating official reviewed the new performance element and standard the employee created.



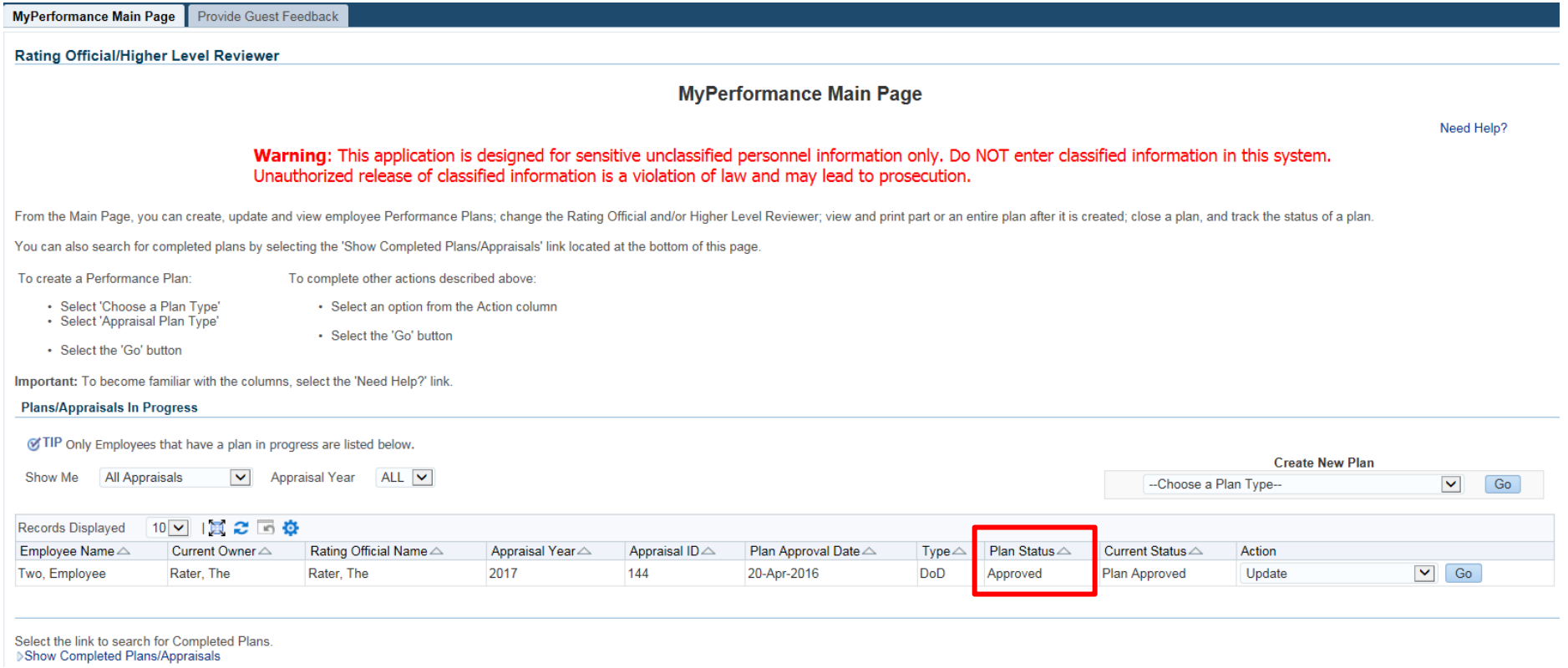
Step 5: Performance Elements and Standards Re-approvals

When the performance plan is modified Step 5: Performance Elements and Standards Re-approvals tab becomes available. Rating Official has the capability to Decline Amendment (all or nothing) and revert back to the last approved plan or re-approve the performance plan.



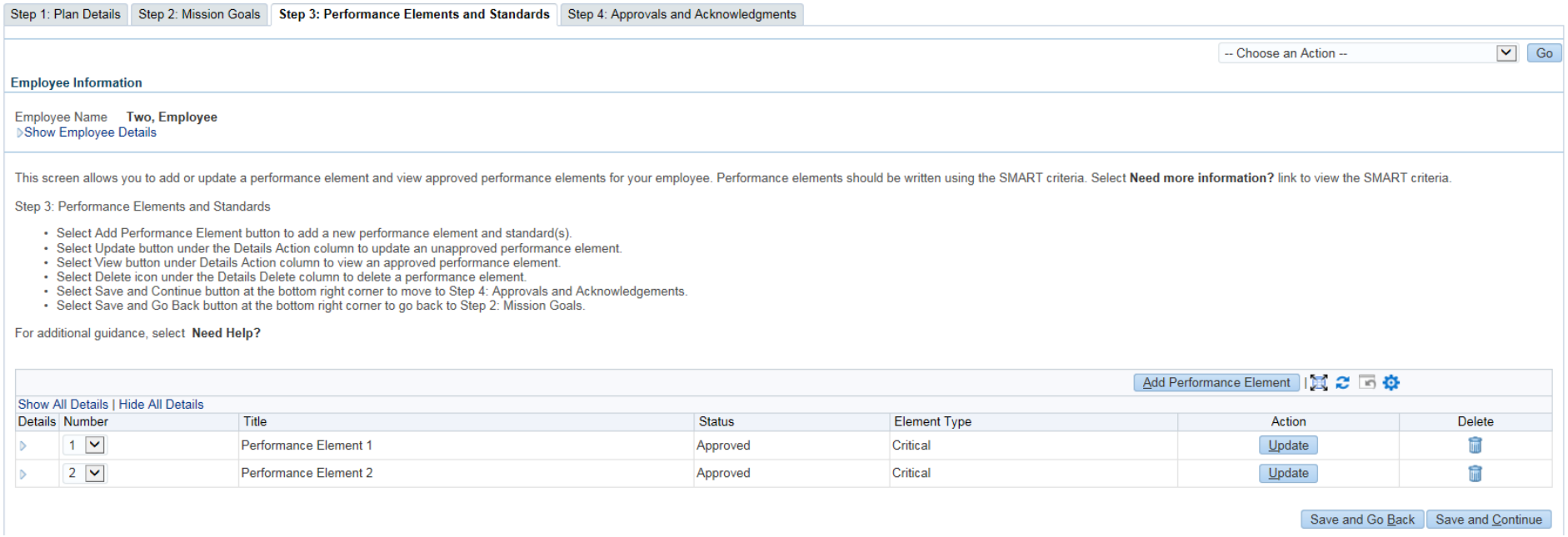
MyPerformance Main Page

Rating official declined amendment and the Plan Status reverted back to Approved from Modified.

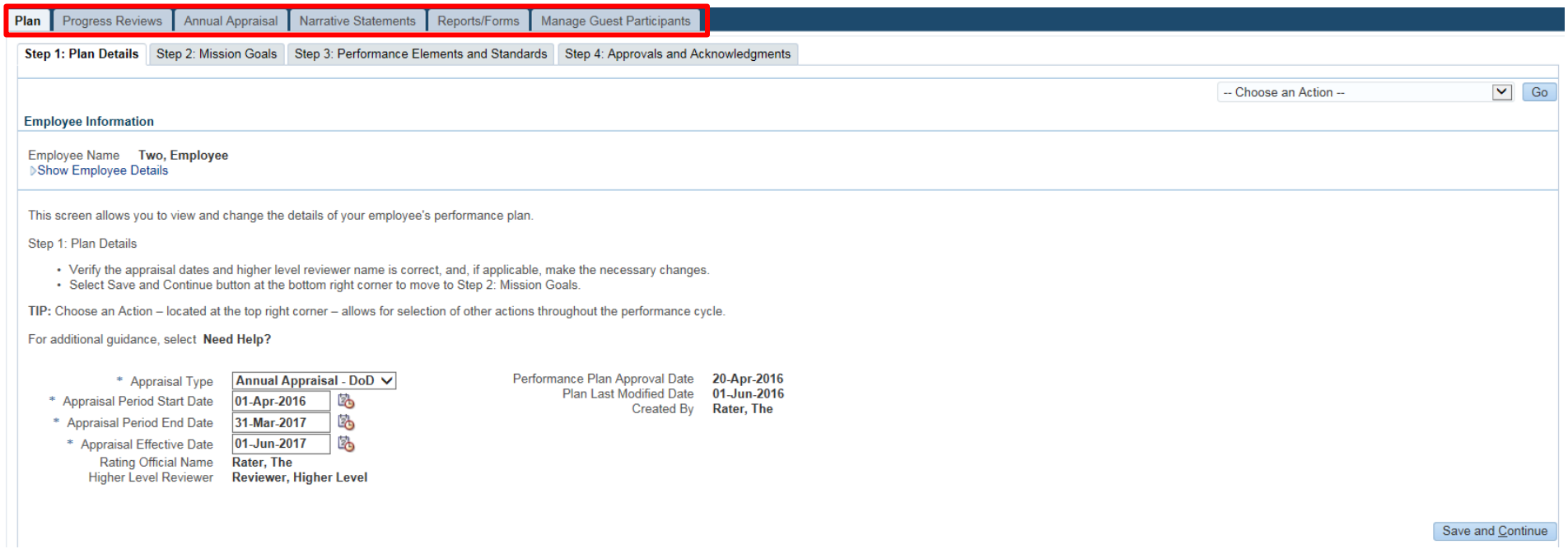


Step 3: Performance Elements and Standards

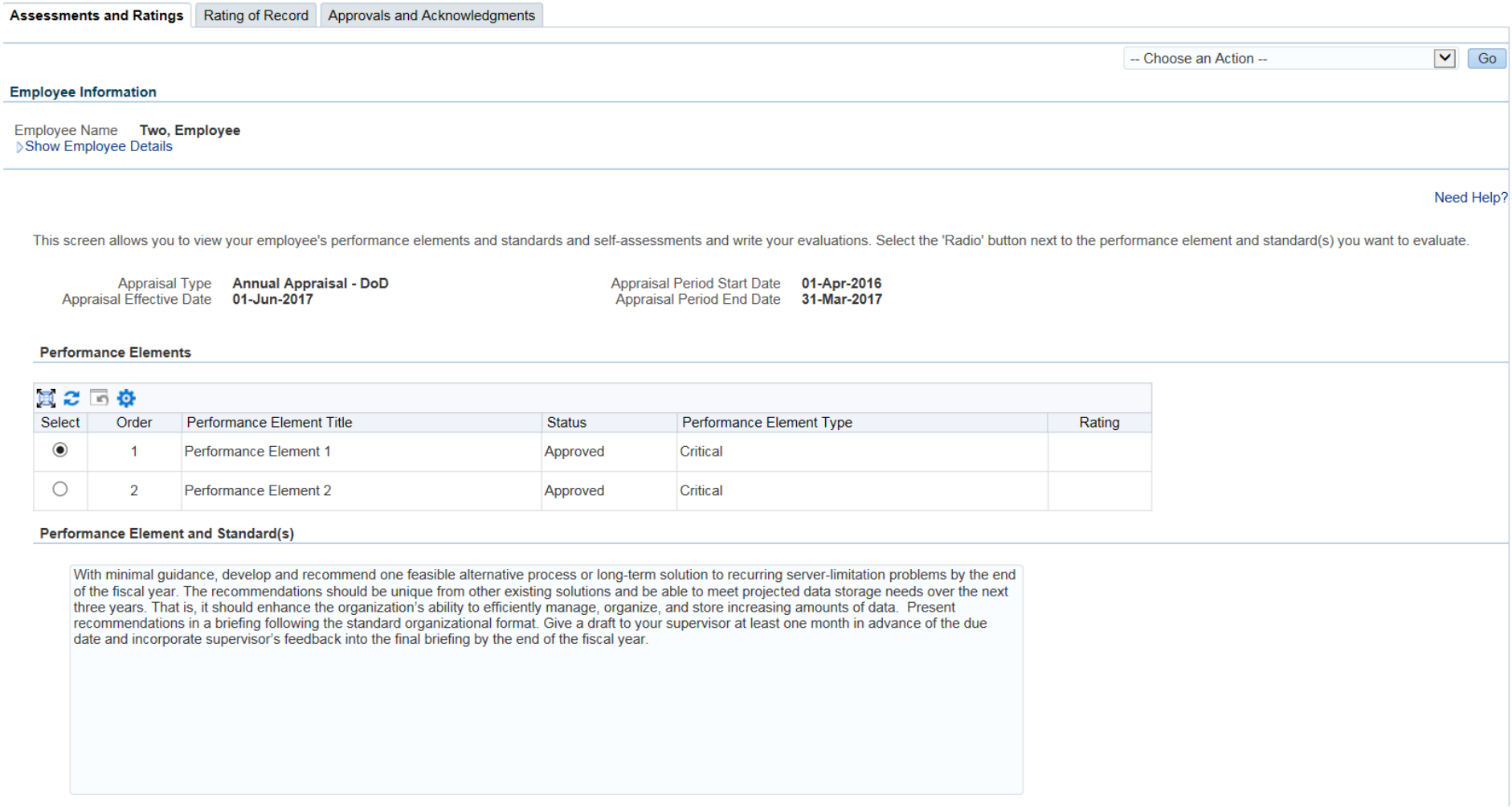
The new Performance Element and Standard has been removed.



Annual Appraisal

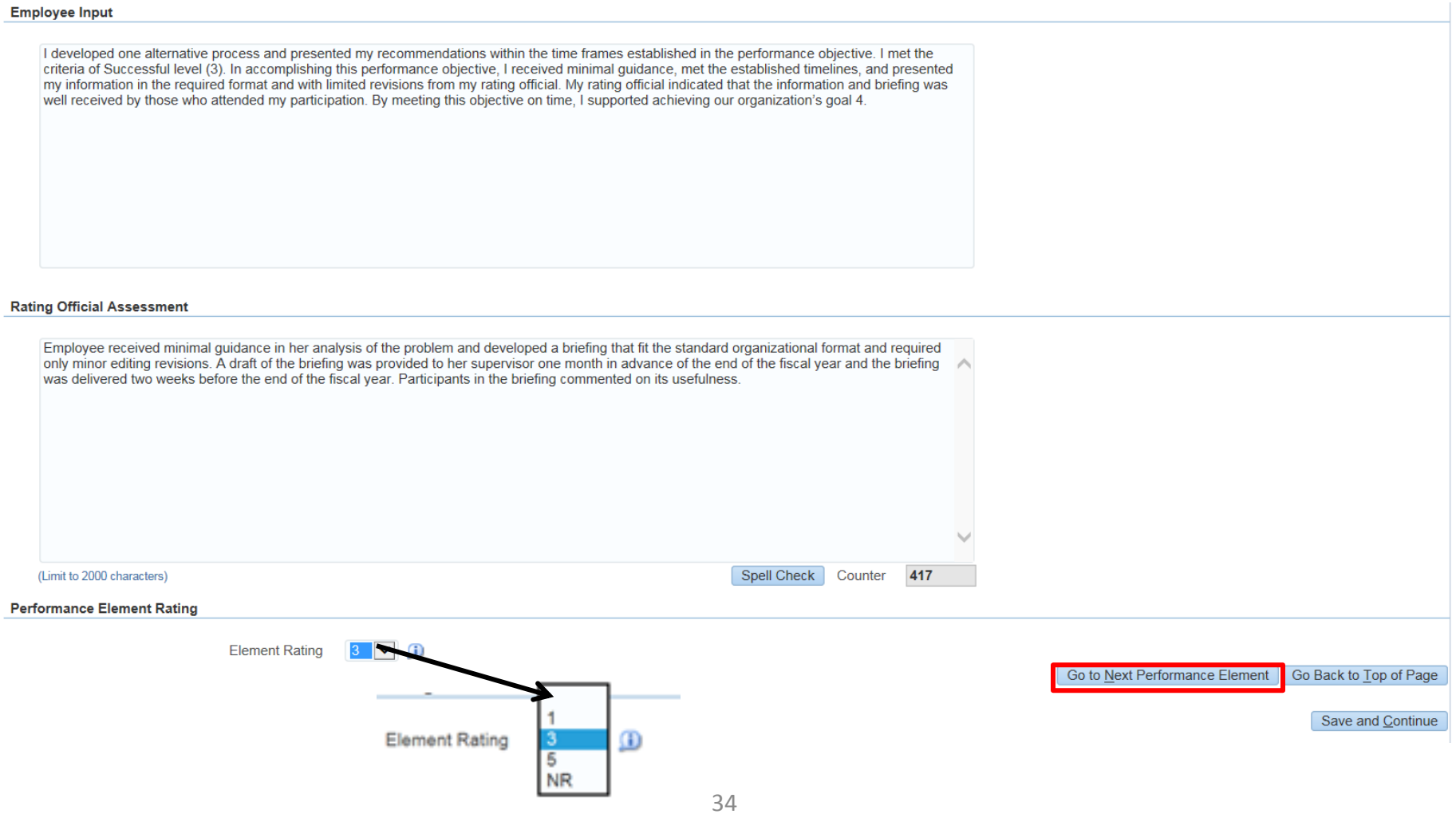


Assessments and Ratings

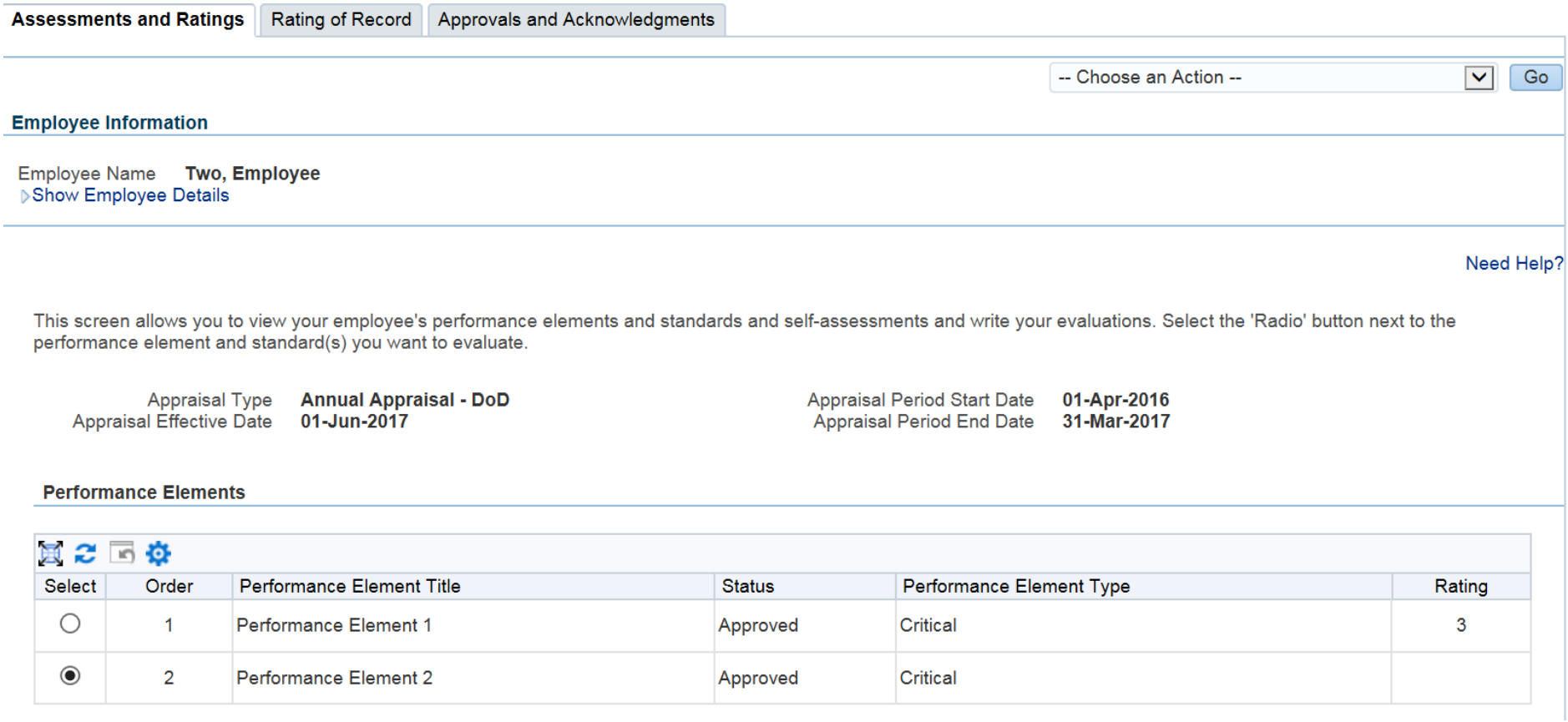


Assessments and Ratings (cont'd)

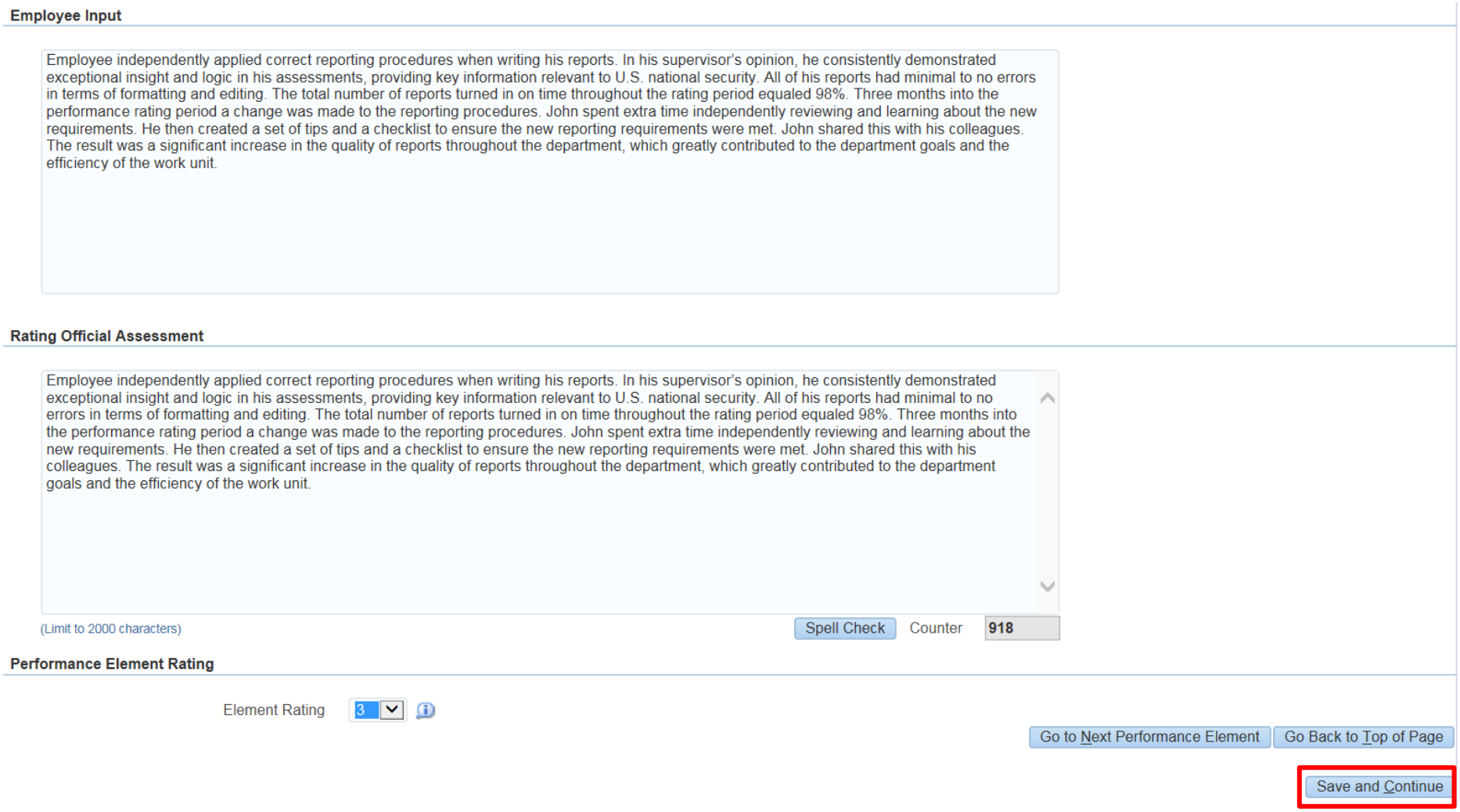
Rating official transferred to employee to provide their input for the annual appraisal. Once entered, employee transferred to rating official.



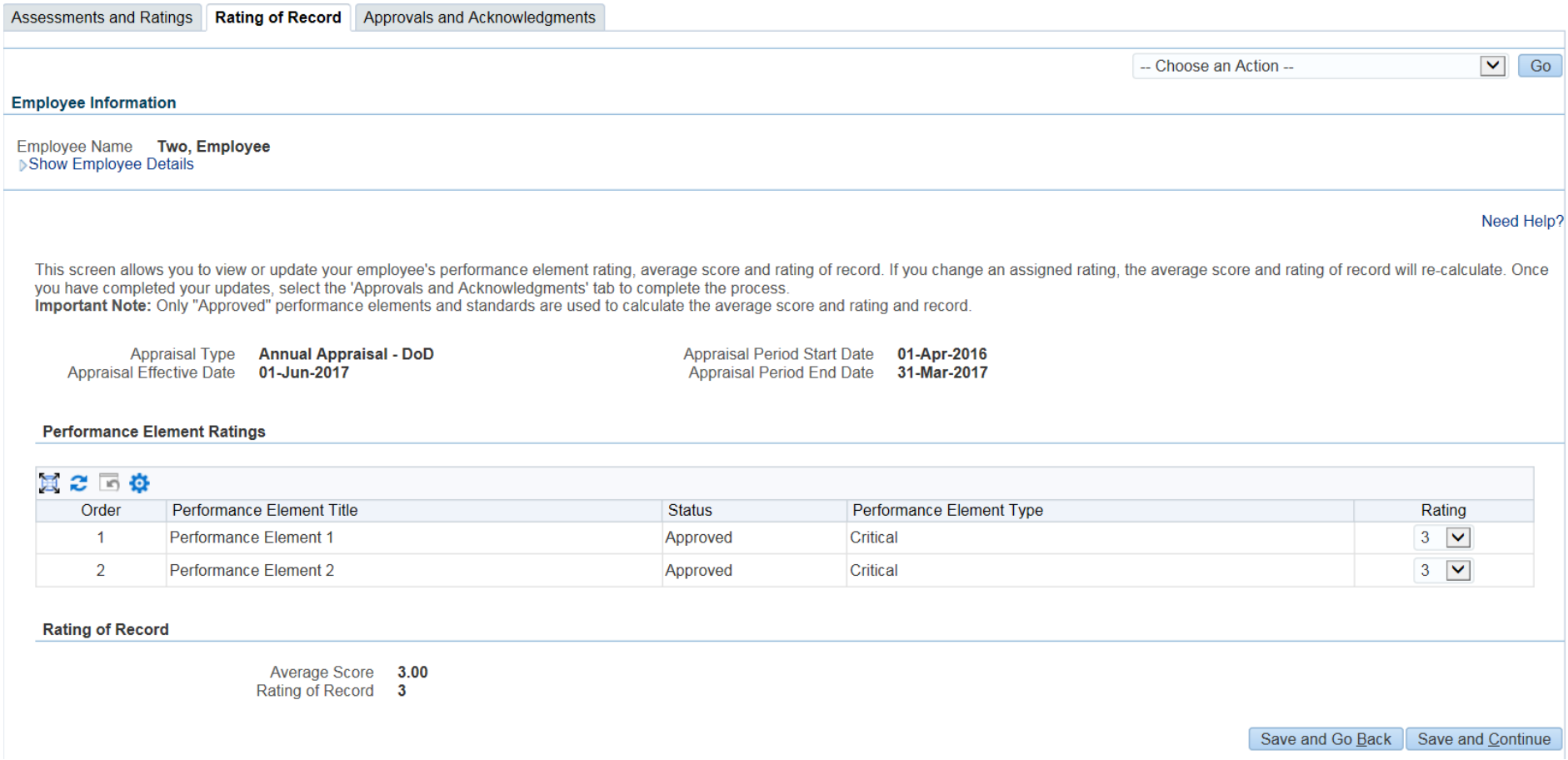
Assessments and Ratings (cont'd)



Assessments and Ratings (cont'd)

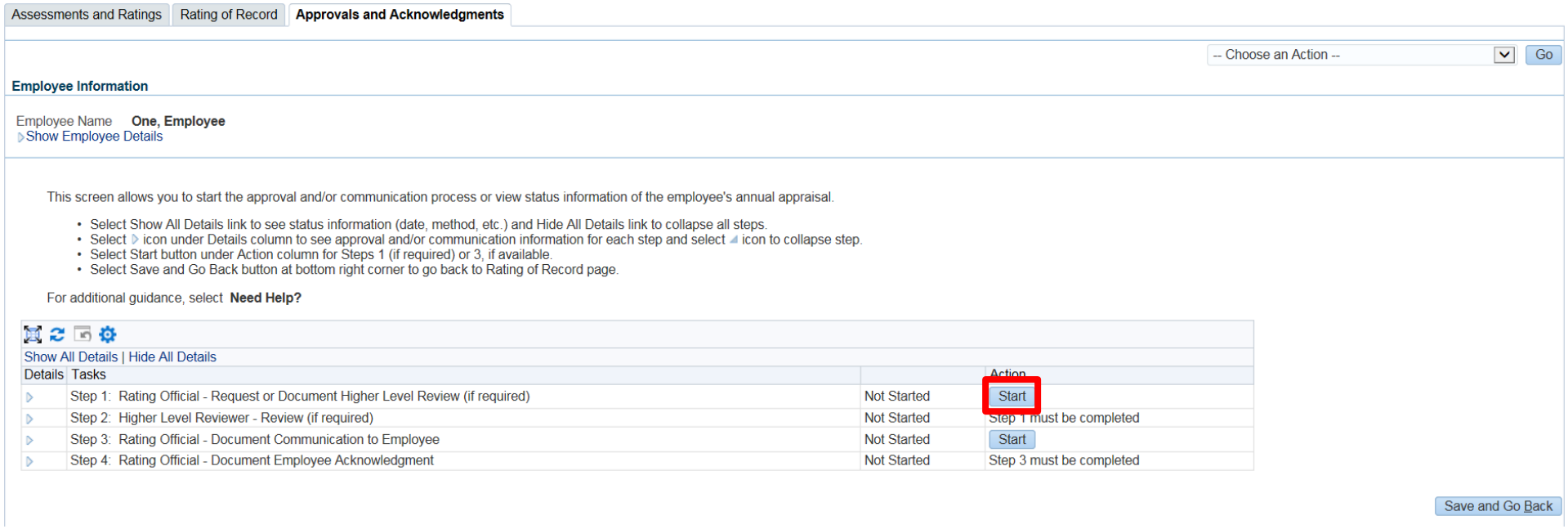


Rating of Record



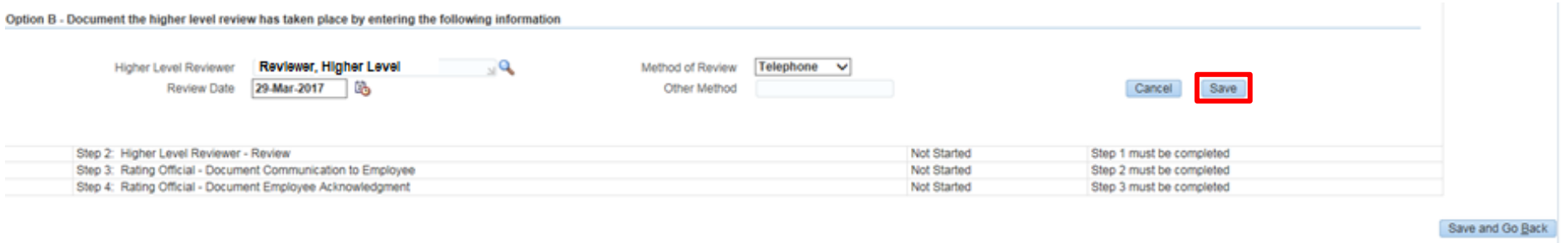
Approvals and Acknowledgments

Annual Appraisal Approvals and Acknowledgments function works the same as Performance Plans Approvals and Acknowledgments

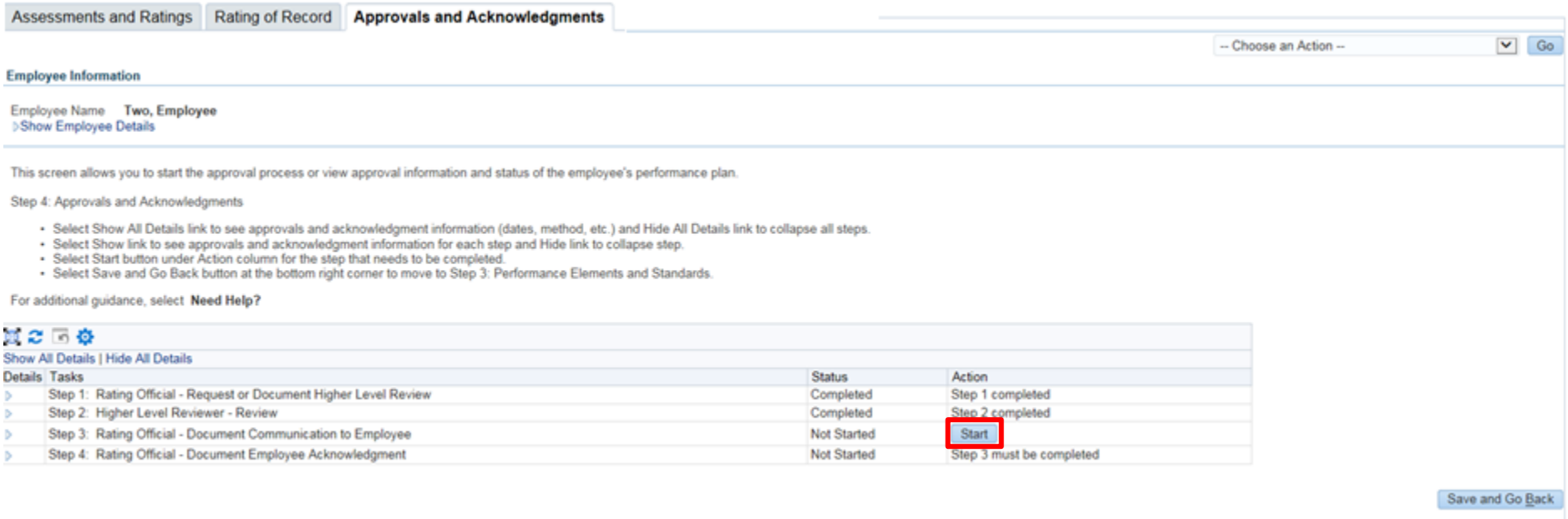


Step 1: Rating Official – Request or Document Higher Level Reviewer

Rating official used Option B to Document the higher level review has taken place.



Step 3: Rating Official – Document Communication to Employee



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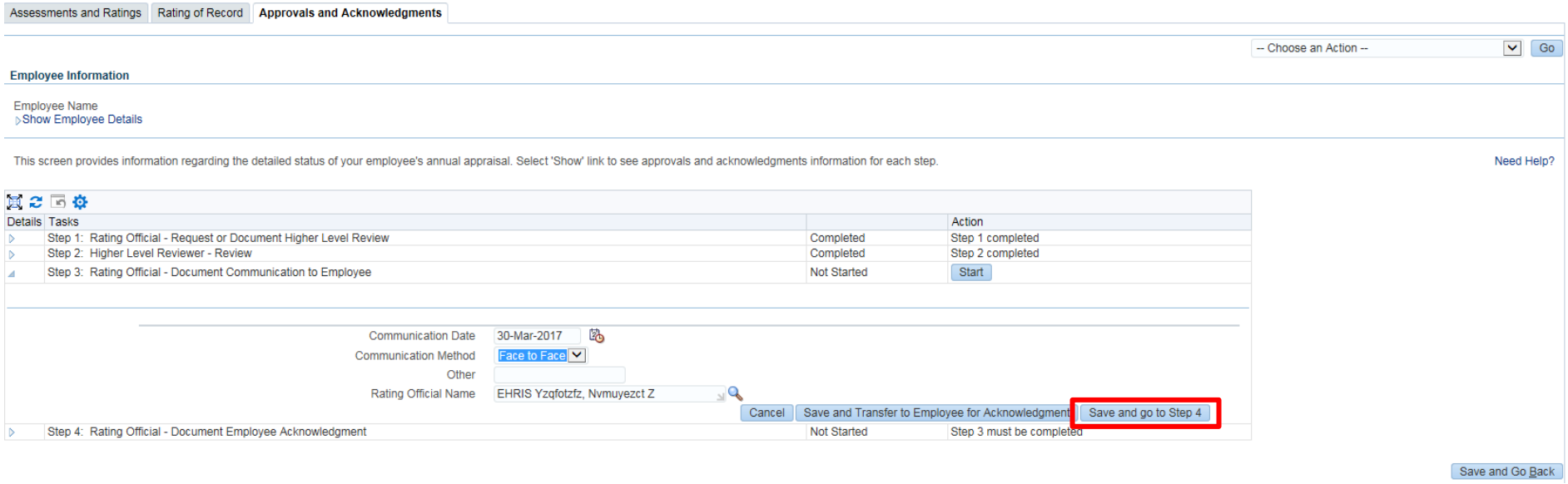
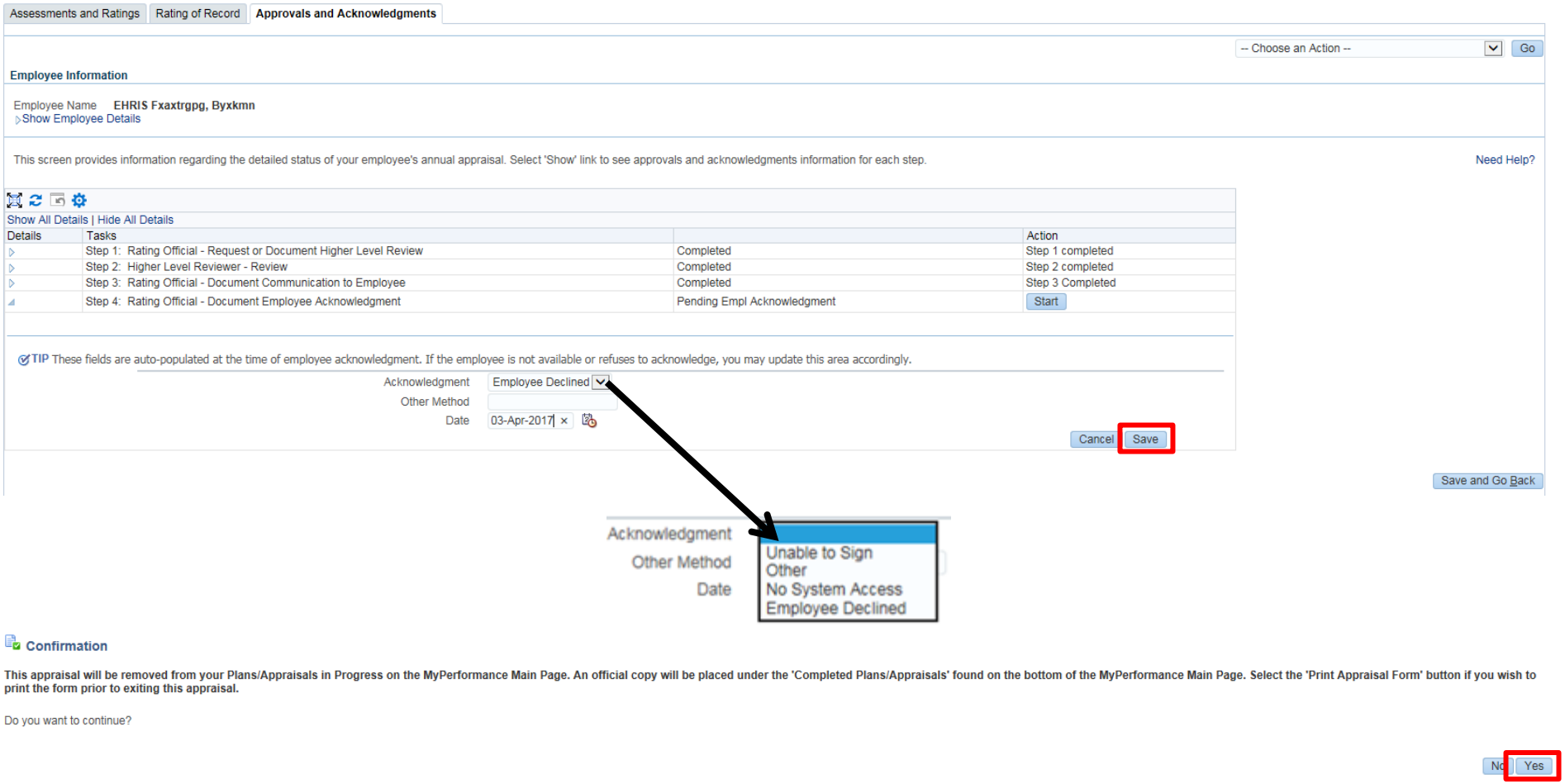
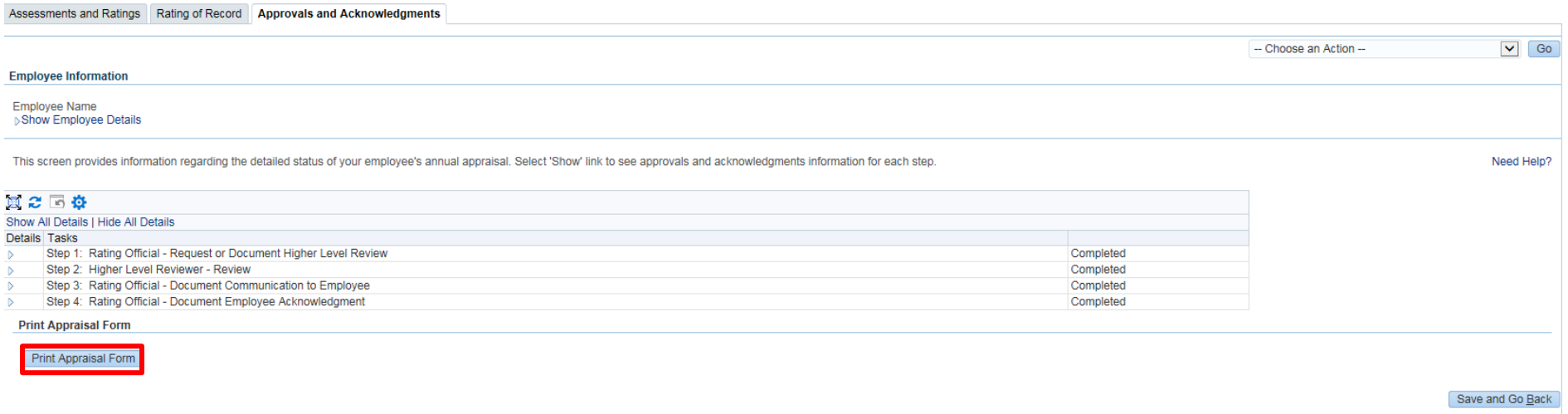
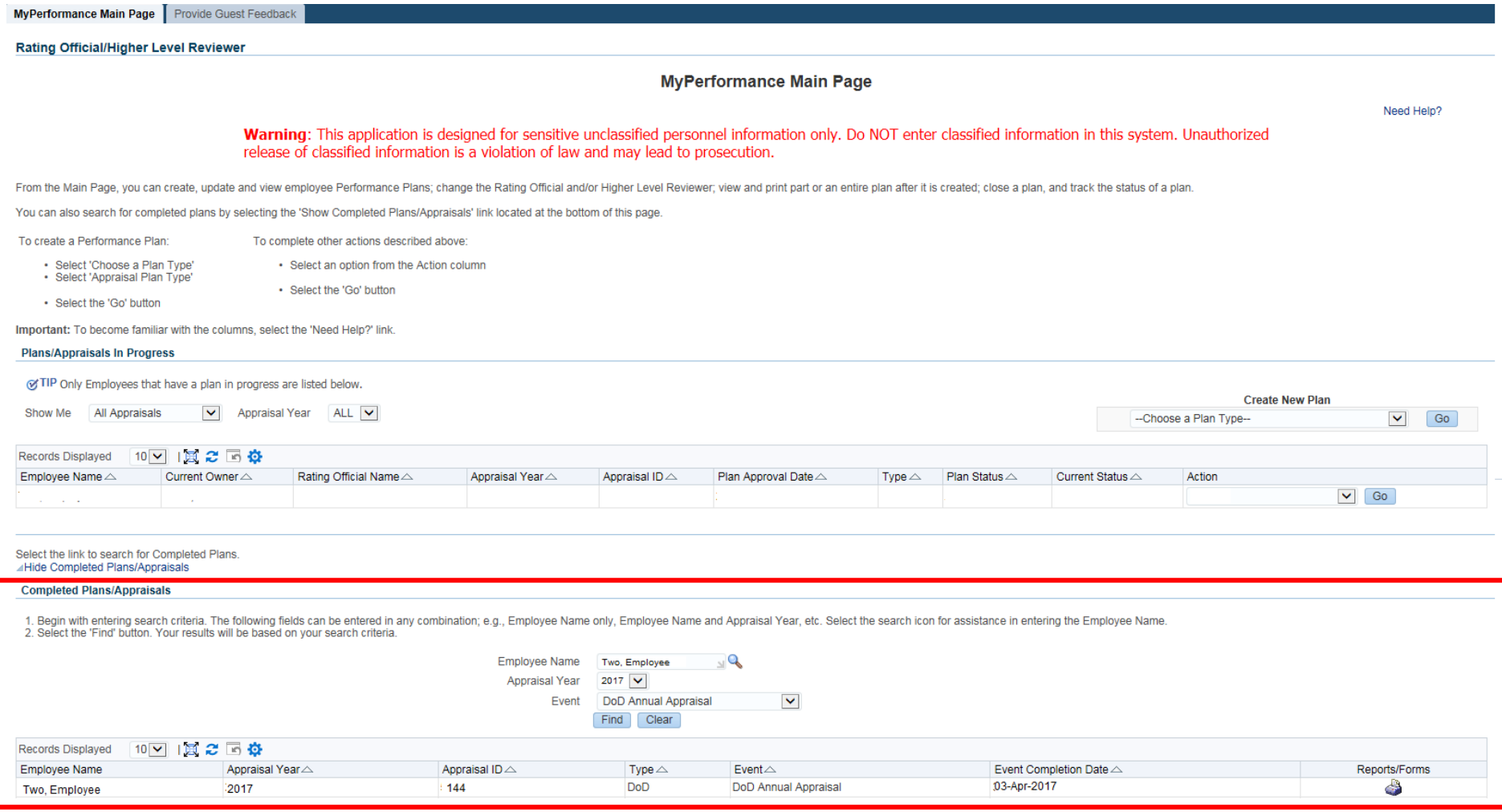


Step 4: Rating Official – Document Employee Acknowledgment



Annual Appraisal Completed –
Print Appraisal Form



Completed Plans/Appraisals