



Department of Defense National Security Personnel System



Performance Appraisal Application

Quick Reference Guide



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Quick Reference Guide

Purpose

This Quick Reference Guide introduces you to the basic navigation steps and screens necessary to create a Performance Plan, Interim Review and Annual Appraisal.

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Department of Defense

Performance Appraisal Application

INTRODUCTION

The Appraisal Module is a part of Oracle Self-Service. Self-Service extends the functionality of the Defense Civilian Personnel Data System (DCPDS) by enabling both employees and managers to participate in Human Resources via a web browser.

Future Code Deliveries

In the next few months, the Appraisal Module in DCPDS will undergo several system changes, as code is being developed and delivered. This guidance contains information as of Patch 61.4, June 18, 2006. The next anticipated code delivery date will be August 13, 2006. Future guidance will be provided as new features become available.

What is Oracle Self-Service Human Resources (SSHR)?

Self-Service is the latest evolution in Defense Civilian Personnel Data System (DCPDS) applications. It provides the automated tool for employees, supervisors, and managers to participate as stakeholders in the Human Resources (HR) arena. Self-Service allows managers, supervisors and employees the capability to access, view and update personnel information relating to Appointment, Position, Person, Benefits, Awards and Bonuses, and Performance 24 hours a day/7 days a week.

The Appraisal Module is part of Oracle Self-Service Human Resources (SSHR). Self-Service extends the functionality of the DCPDS by enabling both employees and managers to participate in Human Resources via a web browser.

What is a “Self-Service Hierarchy”?

A self-service hierarchy is the mechanism used to create the one-to-one relationship necessary to identify supervisory chain within the organizations. The ‘Self Service’ hierarchy must be established to provide the Rating Official with access to their employees’ records. Until the hierarchy is established in the Components’ production databases, the appraisal menu item will not be available on the navigation menu. Note: Military Supervisors will also be established in the self-service hierarchy.

How will I get my User Accounts and Passwords to access Self-Service?

Component’s systems administrators for all users requiring access to the Appraisal module will establish user accounts and passwords.

How do I access the Appraisal Module?

A user must have Self-Service responsibilities in DCPDS in order to access the Appraisal Module; the Supervisor/Manager responsibility is “My Workplace” and the employee responsibility is “My Biz”.

The following navigation steps will access the Appraisal Module after the user has logged into Self-Service:

Rating Official Navigation: *My Workplace > Appraisals*

Employee Navigation: *My Biz > Appraisals*

NOTE: Rating Officials will access their personal appraisal through My Biz.

Rating Official Navigation: *My Workplace* > *Appraisals*

The log in takes the Rating Official into the main page. The main page contains:

Two navigation tabs. (1) The Notification tab alerts the user when something has been routed to him/her. (2) The Appraisals tab is the main page. It allows the user to initiate a new appraisal, view or update an in-progress appraisal or search for historical appraisals.

View All Appraisals by Employee Button. This function on the main page allows a rating official to view in-progress and completed appraisals.

Plans/Appraisals In Progress Area. This area contains appraisals the Rating Official has created and is still in progress. A Rating Official can also create a performance plan in this area by clicking “Go” next to the “Create Standard Appraisal.”

The highlighted pencil  under Appraise column indicates the Rating Official has ownership of the appraisal. Click this icon to update appraisal information.

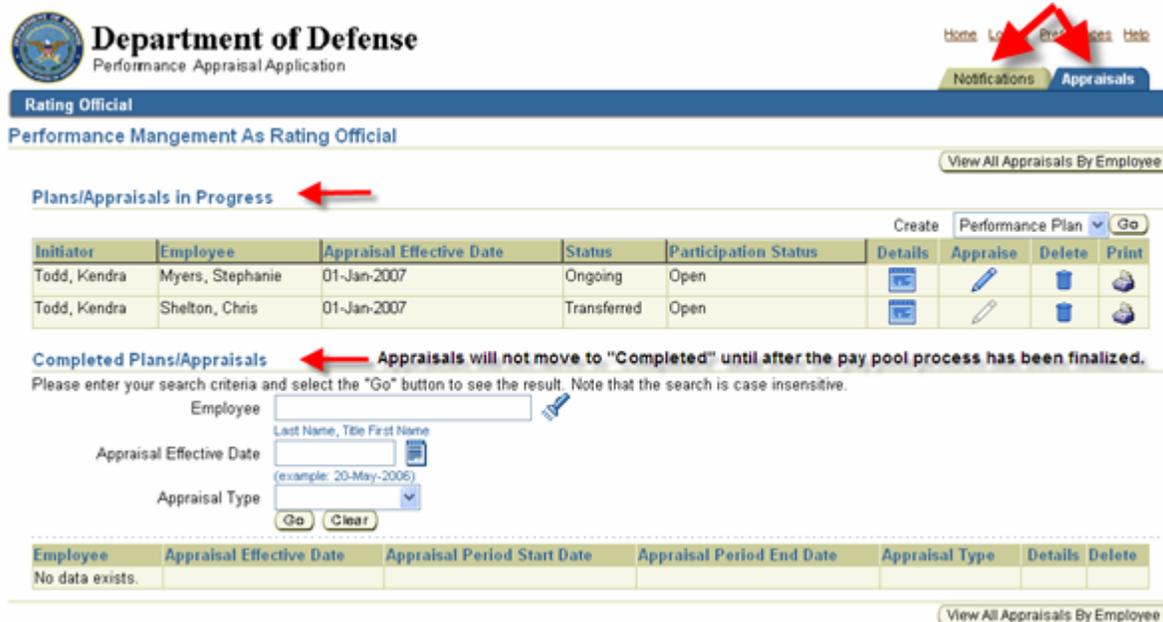
The grayed out pencil  under Appraise column indicates the employee has ownership of the appraisal. The Rating Official can view the appraisal for information only *up to the last sharing point*

through the Details Icon .

The Print icon  allows the user to print the form with completed information. At this time, only the performance plan will be printed and only “Approved” job objectives will appear on the form.

Completed Appraisals Area. This area contains appraisals that have gone through the final appraisal process. The Rating Official can specify filter values, such as appraisal type and employee, to locate particular completed appraisals in the list.

NOTE: The final appraisal approval process is associated with the pay pool payout process, which is not available at this time.



Department of Defense
Performance Appraisal Application

Home | Log Out | Processes | Help

Notifications | Appraisals

Rating Official

Performance Management As Rating Official

View All Appraisals By Employee

Plans/Appraisals in Progress

Initiator	Employee	Appraisal Effective Date	Status	Participation Status	Details	Appraise	Delete	Print
Todd, Kendra	Myers, Stephanie	01-Jan-2007	Ongoing	Open				
Todd, Kendra	Shelton, Chris	01-Jan-2007	Transferred	Open				

Completed Plans/Appraisals

Appraisals will not move to "Completed" until after the pay pool process has been finalized.

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Employee

Appraisal Effective Date

Appraisal Type

Go Clear

Employee	Appraisal Effective Date	Appraisal Period Start Date	Appraisal Period End Date	Appraisal Type	Details	Delete
No data exists.						

View All Appraisals By Employee

Employee Navigation: *My Biz > Appraisals*

The log in takes the Employee into the main page. The main page contains:

Two navigation tabs. (1) The Notification tab alerts the user when something has been routed to him/her. (2) The Appraisals tab is the main page. It allows the employee to view their appraisal and provide feedback to the Rating Official.

Appraisals of (Employee Name) Area. This area contains the appraisal that has been created for the employee.

The highlighted pencil  under Update column indicates the employee has ownership of the appraisal.

The grayed out pencil  under Update column indicates the Rating Official has ownership of the appraisal. The Employee can view the appraisal for information only *up to the last sharing point*

through the Details Icon .

The Print icon  allows the user to print the form with completed information. At this time, only the performance plan will be printed and only "Approved" job objectives will appear on the form.

Completed Appraisals Area. This area allows employees to see their historical appraisals.

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Performance Appraisal Application

Home Logout Preferences Help

Notifications Appraisals

My Appraisals

My Plans/Appraisals ←

Appraisals of Shelton, Chris

Initiator	Appraisal Effective Date	Rating Official	Appraisal Type	Status	Details	Update	Delete	Print
Todd, Kendra	01-Jan-2007	Todd, Kendra	Annual	Transferred				

Completed Plans/Appraisals ← **Appraisals will not move to "Completed" until after the pay pool process has been finalized.**

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Initiator

Last Name, Title First Name

Appraisal Effective Date

(example: 20-May-2006)

Appraisal Type

Initiator	Appraisal Effective Date	Appraisal Period Start Date	Appraisal Period End Date	Appraisal Type	Details	Delete
No data exists.						

Notifications | Appraisals | Home | Logout | Preferences | Help

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Can both Rating Officials and Employees contribute to the appraisal process?

With a paper appraisal, the employees' ability to contribute to the appraisal is limited. This Appraisal Module allows the Rating Officials to *transfer* the appraisals to the employees. The employees can review the appraisal on-line, and make their contribution to the appraisal, when requested by the Rating Official, and then *transfer* the appraisal back to the Rating Official. This sharing of the appraisal between Rating Officials and employees can occur as often as necessary during a single appraisal process.

How does "Ownership of the Appraisal" work? How does ownership affect other involved parties? Are there any limits to the number of times an appraisal can be transferred?

Either the Rating Official or the employee "owns" the appraisal at any given time. The Rating Official transfers ownership by *transferring* the appraisal to the employee, and the employee transfers ownership by *transferring* the appraisal to the Rating Official.

- **When Rating Official owns the appraisal, the employee:**
 - Cannot update the appraisal
 - Can view the appraisal for information only *up to the last sharing point through the Details Icon*. Any changes the Rating Official makes to an in-progress appraisal after resuming ownership are not visible to the employee until the Rating Official transfers the appraisal again.

- **When the employee owns the appraisal, the Rating Official:**
 - Cannot update the appraisal
 - Can see all sections of the appraisal through the Details icon; however, will not be able to see the employee's self-assessment or overall feedback until the employee has transferred the appraisal back to the Rating Official



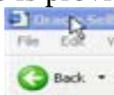
NOTE: When cutting and pasting from another document into the Appraisal Module, special characters may appear in the Cut and Paste area. Please review closely.

COMMONLY USED ICONS

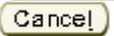
Navigation Rule

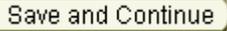
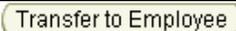
The ability to navigate to the previous page is provided on each screen.

DO NOT USE the browser's **Back** button.



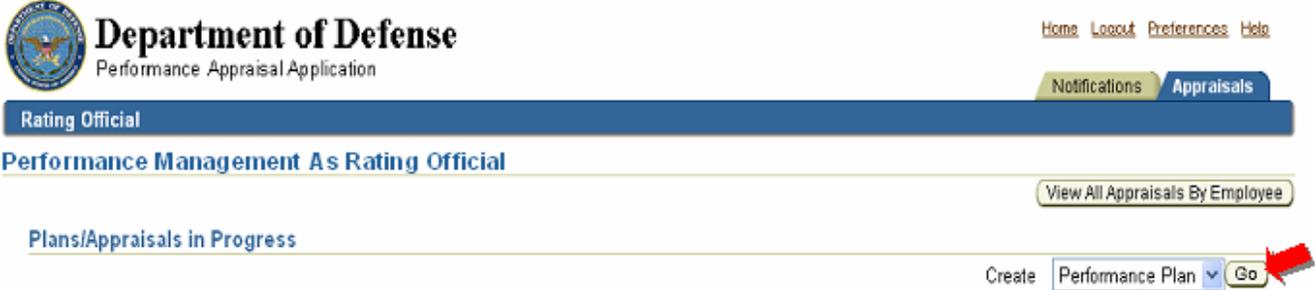
Instead use:

- (1) The  button at the top of your screen; or
- (2) The “**Return to.....**” in the lower left hand corner of your screen; or
- (3) The  button.

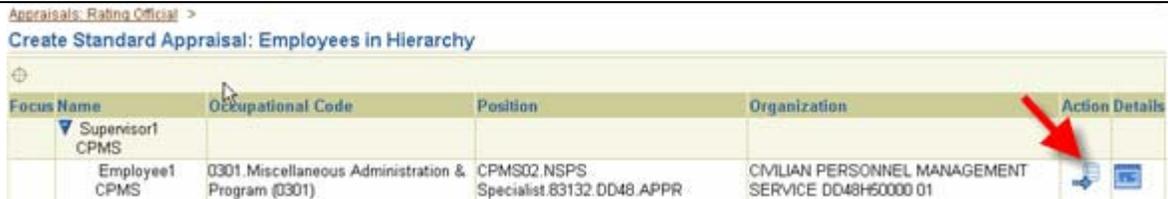
ICON	DESCRIPTION
	The Find icon invokes a Find window.
	Provides a dropdown list of values.
	If highlighted, able to update
	If not highlighted, unable to update
	Delete capability, will remove from the system and is permanent
	Displays “Read Only” information. The Details icon displays a different set of information depending on the screen it is located on.
	Changes are saved. The user can continue to work on the same page or navigate to other functions.
	On some pages, this will take the user to the previous page. On other pages, the user will receive the following warning. By answering, “Yes”, will take the user to the previous page (make sure the changes have been saved). 
	Navigation Bar. Overview page allows the user to update items. Review page allows the user to review your updates
	Takes the user to the next page.
	Takes the user back one page.
	Transfers appraisal to Rating Official.
	Transfers appraisal to Employee.
	Applies all changes.
	Calendar icon allows the user to select a date for update. Associated with date areas only.
	Expands all sections.
	Collapses all sections.

Performance Plan – Step 1: Rating Official Creates Performance Plan

Log In: Rating Official

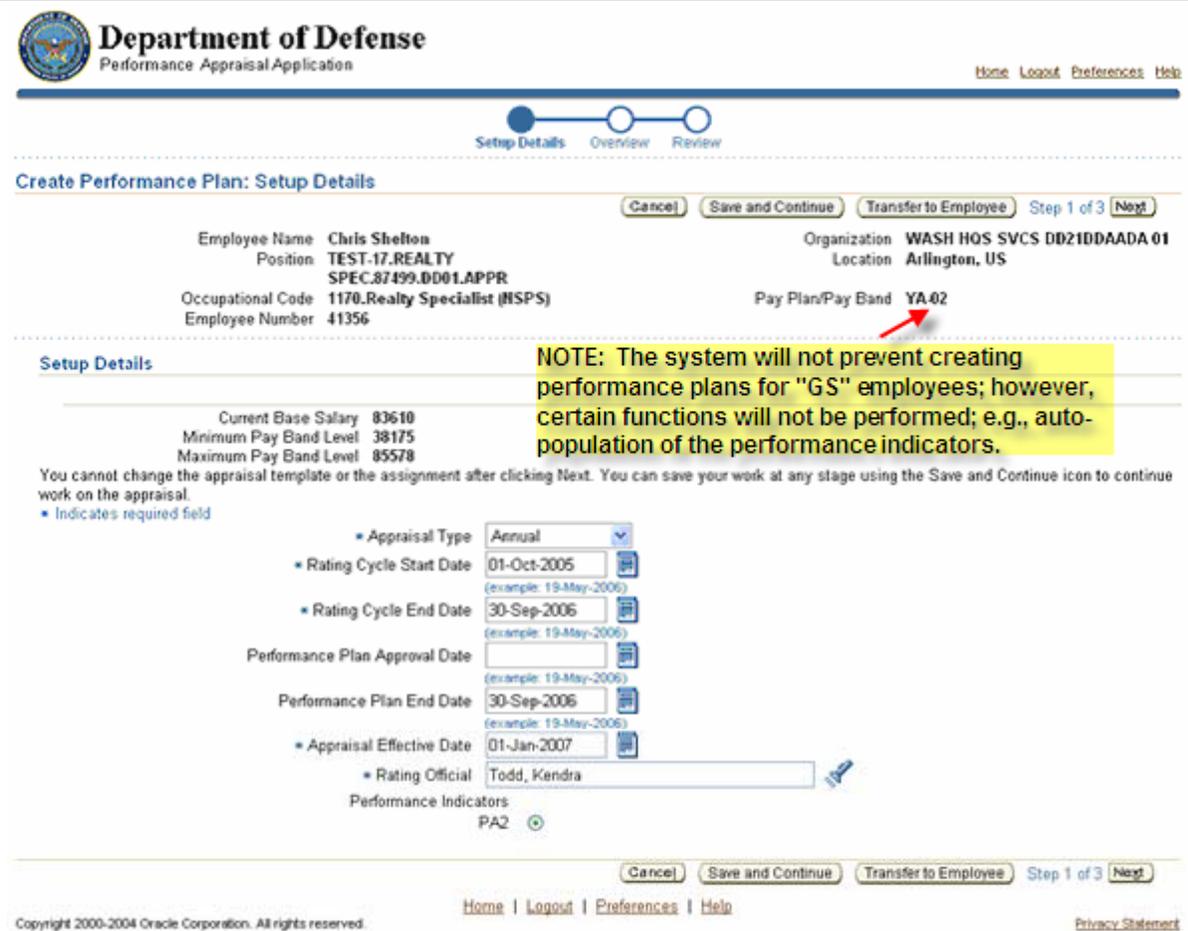
Step	Action
1.	 <p>Enter User Name and Password.</p>
2.	 <p>Click on My Workplace, click on Appraisals (My Workplace).</p>
3.	 <p>Click Go to Create the Performance Plan.</p>

4.



Click on the **Action** icon to select the employee. (Please make note of the Employee name.)

5.



*Indicates Required Field. The data is auto populated, but user has override capability by using the drop-down list or manual input of change:

Type of Appraisal - **Annual**

Rating Cycle Start Date - **01-Oct-2005**

Rating Cycle End Date - **30-Sep-2006**

Performance Plan Approval Date – **Blank (Until such time the plan is approved)**

Performance Plan End Date - **30-Sep-2006**

Appraisal Effective Date - **01-Jan –2007** (the system date auto-populates, override capability)

Rating Official - **auto-populates based on the Rating Official's log in**

Performance Indicators – This will be auto-populated based on the employee's pay schedule, band level and supervisory status; however, for YP pay plans, the rating official will have to select the appropriate performance indicators to use.

Click **Next**.

6.

Department of Defense
Performance Appraisal Application

Home Logout Preferences

Setup Details Overview Review

Create Performance Plan: Overview

Cancel Save and Continue Transfer to Employee Back Step 2 of 3 Next

Employee Name: Chris Shelton
Position: TEST-17.REALTY
Occupational Code: 1170.Realty Specialist (NSPS)
Employee Number: 41356

Organization: WASH HOS SVCS DD21DDAADA 01
Location: Arlington, US
Pay Plan/Pay Band: YA-02

Placement in Pay Band

Current Base Salary: 83610
Minimum Pay Band Level: 38175
Maximum Pay Band Level: 85578

Setup Details

Initiator: Todd, Kendra
Appraisal Type: Annual
Rating Cycle Start Date: 01-Oct-2005
Rating Cycle End Date: 30-Sep-2006

Rating Official: Todd, Kendra
Performance Plan Approval Date:

Strategic Organizational Objectives ← This will be changed to read "Relevant Organizational Mission/Strategic Goals"

Enter **Relevant Organizational Mission/Strategic Goals** in the open text box.

7.

Job Objectives

Add Objective

Job Objective	Update	Optional	Adjusted Weight	Job Objective	Contributing Factor	Adjusted	Weighted	
Select Title	Status Details	Weight	(%)	Rating	Impact	Rating	Rating	Delete
No data exists.								

Click **Add Objective**.

8.

 **Department of Defense**
Performance Appraisal Application

[Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Personalize Page](#)

Setup Details | **Overview** | Review

Add Job Objective
 * Indicates required field

Placement in Pay Band

Current Base Salary **65002**
 Minimum Pay Band Level **38175**
 Maximum Pay Band Level **85578**

[▶ Show Strategic Organizational Objectives](#)

The Job Objective Title must be input before you can click on "Show Strategic Organizational Objectives."

* Job Objective Title
(Enter up to 80 characters)

* Start Date **← This will default to System Date. Do not change.**
(example: 15-May-2006)

Job Objective Status

Date Last Modified
 Job Objective
(Limit to 770 characters)

Working Version Job Objective
(Limit to 2000 characters)

Contributing Factors

- Technical Proficiency
- Critical Thinking
- Cooperation and Teamwork
- Communication
- Customer Focus
- Resource Management
- Leadership

Optional Weight **→ Future enhancement will open the "Optional Weight" box for input.**

Job Objective Rating
[▶ Show Job Objective Rating](#)
[▶ Show Performance Indicators](#)

Contributing Factor Impact
[▶ Show Contributing Factor Impact](#)

Adjusted Rating
 Adjusted Weight
 Weighted Rating (If Used)

[Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Personalize Page](#)

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Job Objective – Getting Started

Step 1: Job Objective Title: Title is a required field. You may enter up to 80 characters for title.

Step 2: Start Date: The date defaults as the “System Date”, but can be changed.

Step 3: Job Objective: The maximum limit of characters for job objective is 770.

➤ -- Each eligible employee shall be assigned at least one and generally three to five job objectives

Step 4: Working Version Job Objectives: The maximum limit of characters for the working version box is 2000.

➤ --Both the Rating Official and Employee when developing job objectives can use the working version job objectives area. Employees are encouraged to develop their job objectives and identifying applicable contributing factors.

➤ --Once the job objective is approved, the data in the working version job objective area will be purged. The data will only be purged if job objective is approved.

Step 5: Contributing Factors: Selecting contributing factors for job objectives identify the manner of performance that will significantly contribute to the accomplishment. The contributing factors are: Technical Proficiency, Critical Thinking, Cooperation and Teamwork, Communication, Customer Focus, Resource Management and Leadership. Generally, no more than three (3) contributing should be identified for each job objective.

➤ --The “Leadership” contributing factor has to be selected for a supervisory job objective and, may be assigned to any employee who is responsible for directing work and developing other employees

Step 7: Optional Weight (You can enter an Optional Weight at the Main Screen for Job Objectives.) Future enhancement will provide user the capability to enter Optional Weight from this area.

Step 6:

Cancel

Save and Continue

Apply and Add Another

Apply

Cancel: If you wish to cancel the work so far that has been created; you may do so by clicking the “Cancel” button.

Save and Continue: Changes are saved and user can continue to work on the same page or navigate to other functions.

Apply and Add Another: Apply what has been done so far and provides the ability to add another job objective.

Apply: Click when you want all “job objectives” to get added. The status of job objectives will be “pending” until such time they are approved.

Final Step: Click “Apply”

9.

(Cancel) (Save and Continue) (Transfer to Employee) (Back) **Step 2 of 3** (Next)

Employee Name: Chris Shelton
Position: TEST-17.REALTY
Occupational Code: 1170.Realty Specialist (NSPS)
Employee Number: 41356

Organization: WASH HQS SVCS DD21DDAADA 01
Location: Arlington, US
Pay Plan/Pay Band: YA-02

Placement in Pay Band

Current Base Salary: 80610
Minimum Pay Band Level: 38175
Maximum Pay Band Level: 85578

Setup Details

Initiator: Todd, Kendra
Appraisal Type: Annual
Rating Cycle Start Date: 01-Oct-2005
Rating Cycle End Date: 30-Sep-2006

Rating Official: Todd, Kendra
Performance Plan Approval Date:

Strategic Organizational Objectives

Mission of organization is to enhance our customers' business by providing the very highest quality products and services possible. Our customer support strategy is based upon total, no-compromise customer satisfaction and we continually strive to offer a complete package of up-to-date value added solutions to meet our customers' needs. We value above all our long-term customer relations.

Job Objectives Enter Optional Weight here, if used.

Select Object: (Approve) | (Add Objective)

Select All | Select None

Select	Job Objective Title	Status	Update Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
<input type="checkbox"/>	Objective 1 - Implement NSPS	PENDING		<input type="text"/>		1	0			

Add **Optional Weights**, if used.

Note: No job objective may be weighted less than 10 percent and increments of 5 percent. Weighted job objectives must TOTAL 100 percent.

10.

Setup Details **Overview** Review

Create Performance Plan: Overview

(Cancel) (Save and Continue) (Transfer to Employee) (Back) **Step 2 of 3** (Next)

Click **Next**.

11.

Setup Details Overview Review

Strategic Organizational Objectives Job Objectives Employee Self-Assessment Rating of Record and Comments

Create Performance Plan: Review

Cancel Save and Continue Printable Page Transfer to Employee Back Step 3 of 3 Apply

Employee Name Chris Shelton Organization WASH HOS SVCS DD21DDAADA 01
 Position TEST-17.REALTY Location Arlington, US
 Occupational Code 1170.Realty Specialist (NSPS) Pay Plan/Pay Band YA-02
 Employee Number 41356

To make changes to the appraisal, click Back.

Setup Details

Initiator Todd, Kendra Rating Official Todd, Kendra
 Appraisal Type Annual Performance Plan Approval Date
 Rating Cycle Start Date 01-Oct-2005
 Rating Cycle End Date 30-Sep-2006

Strategic Organizational Objectives Return to Top

Mission of organization is to enhance our customers' business by providing the very highest quality products and services possible. Our customer support strategy is based upon total, no-compromise customer satisfaction and we continually strive to offer a complete package of up-to-date value added solutions to meet our customers' needs. We value above all our long-term customer relations.

Job Objectives Return to Top

Show All Details Hide All Details

Details	Job Objective Title	Status	Optional Weight	Adjusted Weight	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating
Show	Objective 1 - Implement NSPS	PENDING						

On this screen, the Rating Official has the opportunity to review all the information he/she has captured on the Performance Plan before submitting to the Employee for review and comment. To view an individual objective, click “Show.” To collapse the “Show” folder, click “Hide”. This functionality is available throughout the application. Click **Apply**.

12.

Department of Defense Performance Appraisal Application Home Logout Preferences

Confirmation Your changes have been saved.

Rating Official Review

Transfer to Employee Update Plan/Appraisal Submit Recommended Ratings

Employee Name Chris Shelton Organization WASH HOS SVCS DD21DDAADA 01
 Position TEST-17.REALTY Location Arlington, US
 Occupational Code 1170.Realty Specialist (NSPS) Pay Plan/Pay Band YA-02
 Employee Number 41356

Setup Details Change Rating Official

Initiator Todd, Kendra Rating Official Todd, Kendra
 Appraisal Type Annual Appraisal Effective Date 01-Jan-2007
 Appraisal Period Start Date 01-Oct-2005 Performance Plan Approval Date
 Appraisal Period End Date 30-Sep-2006

The Appraisal Module allows the Rating Official to **transfer** the appraisal to the employee. This transfer can occur any time during the performance year.

Click **Transfer to Employee**.

13.

Home | Logout | Preferences

Rating Official Review >

Share Appraisal Details with Employee

Cancel Submit

Details to be Shared with Employee
Select appraisal components completed by the rating official to share with the employee.
 Objective Ratings and Comments

Employee Permissions
Indicate whether the employee can update plan/appraisal.
 Update Plan/Appraisal

Notification Message to Employee
Enter your message, and click Submit to share the appraisal with the employee.

Cancel Submit

Home | Logout | Preferences

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Enter comments to the employee in the **Notification Message to Employee**. These comments can be instructional or informational in nature. This message will show up in the Employee's notification under the Notifications tab.

Click **Submit** to send the Performance Plan to the Employee.

14.

Home | Logout | Preferences | Help

Department of Defense
Performance Appraisal Application

Notifications Appraisals

Rating Official

Confirmation
The appraisal has been transferred to the employee.

Click **Logout**. At this time you are logging out of the application under your Rating Official responsibility. You will need to log back into the application under your Employee responsibility.

Performance Plan – Step 2: Employee Reviews Performance Plan

Log In: Employee

Step	Action
1.	 <p>Enter User Name and Password.</p>
2.	 <p>Access the Appraisal application by clicking on My Biz, then Appraisals (My Biz).</p>
3.	 <p>Click on the Notifications tab. Click on <u>Your appraisal has been transferred to you.</u></p>

4.

Information
This notification does not require a response.

Your appraisal has been transferred to you.

From **Todd, Kendra**
To **Shelton, Chris**
Sent **03-Jun-2006 11:06:56**
ID **422812**

Summary
Effective Date **03-Jun-2006**

Employee Name	Chris Shelton	Employee Number	41356
Organization	WASH HOS SVCS DD21DDAADA 01	Occupational Code	1170.Realty Specialist (NSPS)
Position	TEST-17.REALTY SPEC.87499.DD01.APPR	Pay Plan/Pay Band	YA.02
Location	Arlington, US		

Rating Official Comments
Please review your performance plan. ←

Appraisal Details

Rating Cycle End Date	30-Sep-2006	Rating Cycle Start Date	01-Oct-2005
Appraisal Type	Annual	Performance Plan Approval Date	
Appraisal Effective Date	01-Jan-2007		
Rating Official Name	Todd, Kendra		

Related Applications
Update Action ←

[Return to Worklist](#)

Employee reviews Rating Official comments.

Click **Update Action**. Do not use the OK button. The OK button will close the notification.
NOTE1: This OK button is being renamed to “Close”.
NOTE2: If the employee closes the notification, the plan/appraisal can be access through the main page under Update.

5.

Department of Defense
Performance Appraisal Application

Home Logout Preferences

Details: Employee

Back Transfer to Rating Official Update

Employee Name	Chris Shelton	Employee Number	41356
Organization	WASH HOS SVCS DD21DDAADA 01	Occupational Code	1170.Realty Specialist (NSPS)
Position	TEST-17.REALTY SPEC.87499.DD01.APPR	Pay Plan/Pay Band	YA.02
Location	Arlington, US		

Setup Details

Initiator	Todd, Kendra	Rating Official	Todd, Kendra
Appraisal Type	Annual	Appraisal Effective Date	01-Jan-2007
Rating Cycle Start Date	01-Oct-2005	Performance Plan Approval Date	
Rating Cycle End Date	30-Sep-2006		

Relevant Organizational Mission/Strategic Goals

Mission of organization is to enhance our customers' business by providing the very highest quality products and services possible. Our customer support strategy is based upon total, no-compromise customer satisfaction and we continually strive to offer a complete package of up-to-date value added solutions to meet our customers' needs. We value above all our long-term customer relations.

Job Objectives

Show All Details | Hide All Details

Details	Job Objective Title	Status
▶ Show	Objective 1 - Implement NSPS	PENDING

The Details page allows the employee to review the information about the performance plan. The

employee can click on **Update** to go to the “Update Performance Plan: Overview” page (e.g, to add a job objective). If employee does not add a job objective, click **Transfer to Rating Official**

6.

Department of Defense
Performance Appraisal Application

Home Logout Preferences

Overview Review

Update Performance Plan: Overview

Cancel Save as Draft Share with Main Appraiser Continue

Employee Name **Chris Shelton** Employee Number **41356**
 Organization **WASH HOS SVCS DD21DDAADA 01** Occupational Code **1170.Realty Specialist (NSPS)**
 Position **TEST-17.REALTY** Pay Plan/Pay Band **YA-02**
 Location **Arlington, US**

Complete all applicable items.

Placement in Pay Band

Current Base Salary **83610**
 Minimum Pay Band Level **38175**
 Maximum Pay Band Level **85578**

Setup Details

Indicates required field

Appraisal Type **Annual** Rating Official **Todd, Kendra**
 Performance Cycle Start Date **01-Oct-2005** Performance Plan Approval Date **01-Oct-2005**
 Performance Cycle End Date **30-Sep-2006**
 Appraisal Effective Date **01-Jan-2007**

Relevant Organizational Mission/Strategic Goals

Mission of organization is to enhance our customers' business by providing the very highest quality products and services possible. Our customer support strategy is based upon total, no-compromise customer satisfaction and we continually strive to offer a complete package of up-to-date value added solutions to meet our customers' needs. We value above all our long-term customer relations.

Job Objectives

Employee can click "Add Objective" to add their own job objective or click "View Details" to show the Rating Official job objective.

Add Objective

Job Objective Title	Status	View Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
Objective 1 - Implement NSPS	PENDING		<input type="text"/>			0			

Navigate to **Job Objectives**.

7.

Click **View Details**.

Cautionary Note: This area is under development. Do not use at this time.

8.

Click **Add Objective**.



Add Job Objective

* Indicates required field

[Cancel](#) [Save and Continue](#) [Apply and Add Another](#) [Apply](#)

Placement in Pay Band

Current Base Salary **65002**
Minimum Pay Band Level **38175**
Maximum Pay Band Level **85578**

[▶ Show Strategic Organizational Objectives](#)

The Job Objective Title must be input before you can click on "Show Strategic Organizational Objectives."

* Job Objective Title
(Enter up to 80 characters)

* Start Date
(example: 15-May-2006)

← This will default to System Date. Do not change.

Job Objective Status

Date Last Modified
Job Objective

(Limit to 770 characters)

Working Version Job Objective

(Limit to 2000 characters)

- Contributing Factors
- Technical Proficiency
 - Critical Thinking
 - Cooperation and Teamwork
 - Communication
 - Customer Focus
 - Resource Management
 - Leadership

Optional Weight

Job Objective Rating

[▶ Show Job Objective Rating](#)

[▶ Show Performance Indicators](#)

Contributing Factor Impact

[▶ Show Contributing Factor Impact](#)

Adjusted Rating

Adjusted Weight

Weighted Rating (If Used)

[Personalize Region](#)

[Cancel](#) [Save and Continue](#) [Apply and Add Another](#) [Apply](#)

[Home](#) | [Logout](#) | [Preferences](#) | [Personalize Page](#)

Employee Creating a Job Objective

Step 1: Job Objective Title: Title is a required field. You may enter up to 80 characters for title.

Step 2: Start Date: The date defaults as the “System Date”, but can be changed.

Step 3: Job Objective: The maximum limit of characters for job objective is 770.

- Employee shall be assigned at least one job objective and generally three to five.

Step 4: Working Version Job Objectives: The maximum limit of characters for the working version box is 2000.

➤ Both the Rating Official and Employee when developing job objectives can use the working version job objectives area. Employees are encouraged to develop their job objectives and identifying applicable contributing factors.

➤ Once the job objective is approved, the data in the working version job objective area will be purged. The data will only be purged if job objective is approved.

Step 5: Contributing Factors: Selecting contributing factors for job objectives identify the manner of performance that will significantly contribute to the accomplishment. The contributing factors are: Technical Proficiency, Critical Thinking, Cooperation and Teamwork, Communication, Customer Focus, Resource Management and Leadership. Generally, no more than three (3) contributing should be identified for each job objective created.

➤ The “Leadership” contributing factor has to be selected for a supervisory job objective and, may be assigned to any employee who is responsible for directing work and developing other employees

Final Step:



Cancel: If you wish to cancel the work so far that has been created; you may do so by clicking the “Cancel” button.

Save and Continue: Changes are saved and user can continue to work on the same page or navigate to other functions.

Apply and Add Another: Apply what has been done so far and provides the ability to add another job objective.

Apply: Click when you want all “job objectives” to get added. The status of job objectives will be “pending” until such time they are approved.

Click “Apply” when all job objectives have been added.

Update Performance Plan: Overview

Employee Name **Chris Shelton**
 Organization **WASH HOS SVCS DD21DDAADA 01**
 Position **TEST-17.REALTY**
 SPEC.87499.DD01.APPR
 Location **Arlington, US**

Employee Number **41356**
 Occupational Code **1170.Realty Specialist (NSPS)**
 Pay Plan/Pay Band **YA-02**

Complete all applicable items.

Placement in Pay Band

Current Base Salary **83610**
 Minimum Pay Band Level **38175**
 Maximum Pay Band Level **85578**

Setup Details

* Indicates required field

Appraisal Type **Annual**
 Performance Cycle Start Date **01-Oct-2005**
 Performance Cycle End Date **30-Sep-2006**
 Appraisal Effective Date **01-Jan-2007**

Rating Official **Todd, Kendra**
 Performance Plan Approval Date **01-Oct-2005**

Relevant Organizational Mission/Strategic Goals

Mission of organization is to enhance our customers' business by providing the very highest quality products and services possible. Our customer support strategy is based upon total, no-compromise customer satisfaction and we continually strive to offer a complete package of up-to-date value added solutions to meet our customers' needs. We value above all our long-term customer relations.

Job Objectives

Job Objective Title	Status	View Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
Employee Objective - Training	PENDING		<input type="text"/>						
Objective 1 - Implement NSPS	PENDING		<input type="text"/>						

Click **Continue** to go to Review Page or click **Share with Rating Official** to transfer performance plan to Rating Official.

10.

Home Logout Preferences Personalize Page

[Details: Employee >](#)

Share Appraisal Details with Rating Official

When you click Submit, ownership of this appraisal transfers to the Rating Official.

Notification Message for Rating Official

I have added an objective please review. I agree with your objective.

Home | Logout | Preferences | Personalize Page

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Enter comments to the Performance Plan in the **Notification Message to Rating Official**.
Click **Submit**.

11.

Department of Defense
Performance Appraisal Application

Home Logout Preferences Help

Notifications Appraisals

Click **Logout**. At this time you are logging out of the application under your Employee responsibility. You will need to log back into the application under your Rating Official responsibility.

Performance Plan – Step 3: Rating Official Approves Performance Plan

Log In: Rating Official

Step	Action														
1.	 <p>Enter User Name and Password.</p>														
2.	 <p>Click on My Workplace; click on Appraisals (My Workplace).</p>														
3.	 <p>Click on the Notification tab. Click on <u>The appraisal of (Employee), needs your attention as main appraiser.</u></p> <table border="1" data-bbox="516 1619 1474 1724"> <thead> <tr> <th>Subject</th> <th>Sent</th> <th>Name</th> <th>Organization</th> <th>Occupational Code</th> <th>Update</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>The appraisal of Shelton, Chris needs your attention as main appraiser.</td> <td>04-Jun-2006</td> <td>Chris Shelton</td> <td>WHS DEF FACILITIES DIRECTORATE, DD21DDAADB 01</td> <td>1170.Realty (1170)</td> <td></td> <td></td> </tr> </tbody> </table>	Subject	Sent	Name	Organization	Occupational Code	Update	Delete	The appraisal of Shelton, Chris needs your attention as main appraiser.	04-Jun-2006	Chris Shelton	WHS DEF FACILITIES DIRECTORATE, DD21DDAADB 01	1170.Realty (1170)		
Subject	Sent	Name	Organization	Occupational Code	Update	Delete									
The appraisal of Shelton, Chris needs your attention as main appraiser.	04-Jun-2006	Chris Shelton	WHS DEF FACILITIES DIRECTORATE, DD21DDAADB 01	1170.Realty (1170)											

4.

Appraisee Notification Comments
 I have added an objective please review. I agree with your objective.

Appraisal Details
 Rating Cycle End Date **30-Sep-2006** Rating Cycle Start Date **01-Oct-2005**
 Appraisal Type **Annual** Performance Plan Approval Date
 Appraisal Effective Date **01-Jan-2007**
 Rating Official Name **Todd, Kendra**

Related Applications

[Update Action](#)

[Return to Worklist](#) [Close](#)

[Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#) | [Personalize Page](#)

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Rating Official reviews Employee comments.

Click **Update Action**. Do not use the OK button. The OK button will close the notification.
NOTE: If the rating officials closes the notification, the plan/appraisal can be access through the main page under “Appraise” icon.

5.

Department of Defense
 Performance Appraisal Application

[Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Personalize Page](#)

Details: Rating Official

[Update](#) [Transfer to Employee](#)

Employee Name	Chris Shelton	Organization	WHS DEF FACILITIES DIRECTORATE, DD2100AADB 01
Position	NSPS-E3.Realty Specialist.80606.DD21.APPR	Location	Arlington, US
Occupational Code	1170.Realty (1170)	Pay Plan/Pay Band	YA-02
Employee Number	39356	Assignment Status	

Click on **Update**.

6.

Department of Defense
 Performance Appraisal Application

[Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Personalize Page](#)

Rating Official Review

[Transfer to Employee](#) [Update Appraisal](#) [Submit Recommended Ratings](#)

Employee Name	Chris Shelton	Organization	WHS DEF FACILITIES DIRECTORATE, DD2100AADB 01
Position	NSPS-E3.Realty Specialist.80606.DD21.APPR	Location	Arlington, US
Occupational Code	1170.Realty (1170)	Pay Plan/Pay Band	YA-02
Employee Number	39356	Assignment Status	

Click on **Update Appraisal**.

7.

Department of Defense
Performance Appraisal Application

Diagnostics Home Logout Preferences Personalize Page

Update Plan/Appraisal

Cancel Save and Continue Apply

Employee Name: **Chris Shelton** Organization: **WHS DEF FACILITIES**
 Position: **NSPS-E3.Realty Specialist.80606.DD21.APPR** Location: **DIRECTORATE, DD21DDAADB 01**
 Occupational Code: **1170.Realty (1170)** Pay Plan/Pay Band: **YA-02**
 Employee Number: **39356** Assignment Status:

Setup Details

* Indicates required field

Appraisal Type: Annual

* Rating Cycle Start Date: 01-Oct-2005 (example: 20-May-2005)

* Rating Cycle End Date: 30-Sep-2006

* Appraisal Effective Date: 01-Jan-2007

Assignment Number: 39356
 Rating Official: **Todd, Kendra**
 Performance Plan Approval Date: (example: 20-May-2005)

Job Objectives

Select Object: **Approve** | Add Objective

Select All | Select None

Select	Details	Objective Title	Status	Update Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
<input checked="" type="checkbox"/>	Show	Employee Objective - Training	PENDING								
<input checked="" type="checkbox"/>	Show	Objective 1 - Implement NSPS	PENDING								

To approve the Job Objectives check the box under “Select ” (individually) or the “Select All”. Click **Approve**.

Job Objectives

Select Object: **Approve** | Add Objective

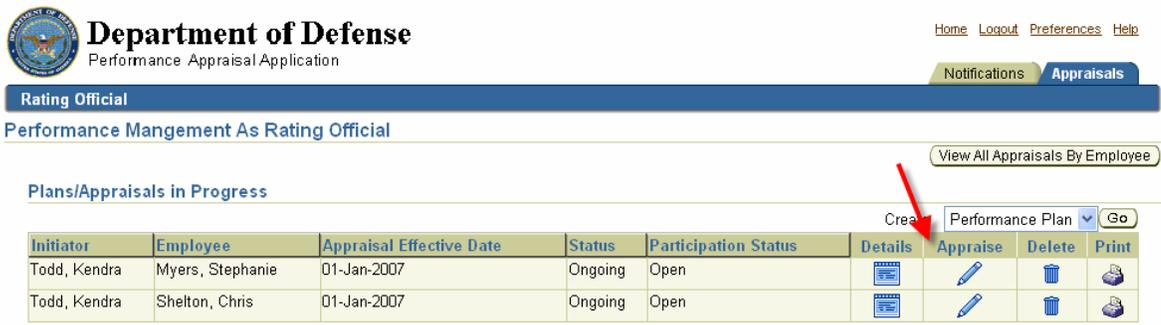
Select All | Select None

Select	Details	Objective Title	Status	Update Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
<input type="checkbox"/>	Show	Employee Objective - Training	APPROVED								
<input type="checkbox"/>	Show	Objective 1 - Implement NSPS	APPROVED								

The Job Objectives are now in an “Approved” Status.

Annual Appraisal – Step 1: Rating Official Invites Employee Self-Assessment

Log In: Rating Official

Step	Action
1.	 <p>Enter User Name and Password.</p>
2.	 <p>Click on My Workplace. Click on Appraisals (My Workplace).</p>
3.	 <p>Click Appraise.</p>

4. **Note:** For the annual Appraisal, the Employee is offered the opportunity to complete a self-assessment of his or her performance and submit it to the Rating Official for consideration. The first step in this process is for the Rating Official to request self-assessment input from the Employee.

Department of Defense
Performance Appraisal Application

Rating Official Review

Transfer to Employee Update Appraisal Submit Recommended Ratings

Employee Name **Chris Shelton** Organization **WHS DEF FACILITIES
DIRECTORATE, DD21DDAADB 01**

Position **NSPS-E3.Realty
Specialist.80606.DD21.APPR** Location **Arlington, US**

Occupational Code **1170.Realty (1170)** Pay Plan/Pay Band **YA-02**

Employee Number **39356** Assignment Status

Click on **Transfer to Employee**.

Rating Official Review >
Share Appraisal Details with Employee

Cancel Submit

Details to be Shared with Employee

Select appraisal components completed by the rating official to share with the employee.

Objective Ratings and Comments

Employee Permissions

Indicate whether the employee can update plan/appraisal.

Update Plan/Appraisal

Notification Message to Employee

Enter your message, and click Submit to share the appraisal with the employee.

Please provide your self-assessment.

Cancel Submit

Enter comments to the employee in the **Notification Message to Employee**.
Click **Submit**.

Department of Defense
Performance Appraisal Application

Home Logout Preferences Help

Notifications Appraisals

Click **Logout**. At this time you are logging out of the application under your Rating Official responsibility. You will need to log back into the application under your Employee responsibility.

Annual Appraisal – Step 2: Employee Provides Self-Assessment

Log In: Employee

Step	Action
1.	 <p>Enter User Name and Password.</p>
2.	 <p>Click on My Biz. Click on Appraisals (My Biz).</p>
3.	 <p>Click on the Notifications tab.</p>

Click on [Your appraisal has been transferred to you.](#)

4.

Rating Official Comments

Please provide your self-assessment. 

Appraisal Details

Rating Cycle End Date **30-Sep-2006** Rating Cycle Start Date **01-Oct-2005**
Appraisal Type **Annual** Performance Plan Approval Date **01-Nov-2005**
Appraisal Effective Date **01-Jan-2007**
Rating Official Name **Todd, Kendra**

Related Applications

 [Update Action](#) 

[Return to Worklist](#)

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#) | [Personalize Page](#)

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Employee reviews Rating Official comments.

Click **Update Action**. Do not use the OK button. The OK button will close the notification.

NOTE: If the employee closes the notification, the plan/appraisal can be access through the main page under “Update” icon.

5.



Department of Defense

Performance Appraisal Application

[Home](#) | [Logout](#) | [Preferences](#) | [Personalize Page](#)

Details: Employee

[Back](#) [Transfer to Rating Official](#) [Update](#) 

Employee Name	Chris Shelton	Employee Number	39356
Organization	WHS DEF FACILITIES DIRECTORATE, DD21DDAADB 01	Occupational Code	1170.Realty (1170)
Position	NSPS-E3.Realty Specialist.80606.DD21.APPR	Pay Plan/Pay Band	YA-02
Location	Arlington, US	Assignment Category	

Click **Update**.

6.



Department of Defense

Performance Appraisal Application

[Home](#) | [Logout](#) | [Preferences](#) | [Personalize Page](#)

[Overview](#) [Review](#)

Update Performance Plan: Overview

[Cancel](#) [Save as Draft](#) [Share with Rating Official](#) [Continue](#) 



	<p>Employee Self-Assessment</p> <div data-bbox="337 205 1209 289" style="border: 1px solid #ccc; height: 40px; width: 537px;"></div> <p>From this page, go to the Employee Self-Assessment box.</p> <p>Employee updates Employee Self-Assessment.</p> <p>Click Continue to go to the Review page or Share with Rating Official to transfer to the Rating Official.</p>
7.	<div data-bbox="316 699 1461 1029"> </div> <p>Enter comments to the Rating Official in the Notification Message to Rating Official.</p> <p>Click Submit.</p>
8.	<div data-bbox="316 1218 1461 1302"> </div> <p>Click Logout. At this time you are logging out of the application under your Employee responsibility. You will need to log back into the application under your Rating Official responsibility.</p>

Annual Appraisal – Step 3: Rating Official Submits Recommended Ratings

Log In: Rating Official

Step	Action
1.	 <p style="text-align: center;">Enter User Name and Password.</p>
2.	<p>Navigator</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> HR Professional V4.0_Standard Manager Self-Service_Standard My Biz My Workplace System Administrator US Benefits Manager US Federal HR Manager </div> <div style="width: 45%;"> <p>My Workplace</p> <ul style="list-style-type: none"> All Actions Awaiting Your Attention Appraisals (My Workplace) My Employee Information </div> </div> <p style="text-align: center;">Click on My Workplace. Click on Appraisals (My Workplace).</p>
3.	 <p style="text-align: center;">Click on the Notification tab. Click on The appraisal of (Employee), needs your attention as main appraiser</p>

4.

Appraisee Notification Comments
I have updated my self-assessment for my final appraisal.

Appraisal Details
Rating Cycle End Date **30-Sep-2006** Rating Cycle Start Date **01-Oct-2005**
Appraisal Type **Annual** Performance Plan Approval Date **01-Nov-2005**
Appraisal Effective Date **01-Jan-2007**
Rating Official Name **Todd, Kendra**

Related Applications
[Update Action](#)

[Return to Worklist](#) Close

[Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#) | [Personalize Page](#)
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Rating Official reviews Employee comments.

Click **Update Action**. Do not use the Close button. The Close button will close the notification.

NOTE: If the rating official closes the notification, the plan/appraisal can be access through the main page under “Appraise” icon.

5.

Department of Defense
Performance Appraisal Application

[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Personalize Page](#)

Details: Rating Official Update Transfer to Employee

Employee Name	Chris Shelton	Organization	WHS DEF FACILITIES DIRECTORATE, DD21DDAADB 01
Position	NSPS-E3.Realty Specialist.80606.DD21.APPR	Location	Arlington, US
Occupational Code	1170.Realty (1170)	Pay Plan/Pay Band	YA-02
Employee Number	39356	Assignment Status	

Click on **Update**.

6.

Department of Defense
Performance Appraisal Application

[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Personalize Page](#)

[Details: Rating Official](#) >

Rating Official Review Transfer to Employee Update Appraisal Submit Recommended Ratings

Employee Name	Chris Shelton	Organization	WHS DEF FACILITIES DIRECTORATE, DD21DDAADB 01
Position	NSPS-E3.Realty Specialist.80606.DD21.APPR	Location	Arlington, US
Occupational Code	1170.Realty (1170)	Pay Plan/Pay Band	YA-02
Employee Number	39356	Assignment Status	

Click on **Update Appraisal**. This action will take you to the Update Appraisal Page.

7.

Department of Defense
Performance Appraisal Application

[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Personalize Page](#)

[Details: Rating Official](#) > [Rating Official Review](#) >

Update Plan/Appraisal [Cancel](#) [Save and Continue](#) [Apply](#)

Job Objectives

Select Object: [Approve](#) | [Add Objective](#)

[Select All](#) | [Select None](#)

Select	Details	Objective Title	Status	Update Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
<input type="checkbox"/>	Show	Employee Objective - Training	APPROVED	Update Details	<input type="text"/>						
<input type="checkbox"/>	Show	Objective 1 - Implement NSPS	APPROVED	Update Details	<input type="text"/>						

From this page, go to Job Objectives. Click **Update Details** on each job objective to provide the Job Objective Rating and Contributing Factor Impact.

Department of Defense
Performance Appraisal Application

[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Personalize Page](#)

Update Job Objective

Click Add Objective to create objectives against which you measure performance. [Cancel](#) [Save and Continue](#) [Apply and Update Next](#) [Apply](#)

* Indicates required field

* Objective Title
(Enter up to 80 characters)

Job Objective Status

Date Last Modified
(example: 20-May-2006)

Performance Objective
(Enter up to 800 characters)

[Need Help to Write Objectives](#)

Technical Proficiency
 Critical Thinking
 Cooperation and Teamwork
 Communication
 Customer Focus
 Resource Management
 Leadership

Optional Weight

Job Objective Rating ←

[▶ Show Job Objective Rating](#)
[▶ Show Performance Indicators](#)

Contributing Factor Impact ←

[▶ Show Contributing Factor Impact](#)
[▶ Show Additional Information on Contributing Factors](#)

Adjusted Rating 4

Adjusted Weight

Weighted Rating (If Used)

These areas will auto-populate based on the Job Objective Rating, Contributing Factor Impact, and Optional Weights (if used).

[Personalize Region](#)

Business Rule for Job Objective Rating:

➤ **Job Objective Rating: If a Job Objective is scored at Level 5, the contributing factor impact can +1, but the Adjusting Rating must equal “5”.**

Business Rule for Contributing Factor Impact:

➤ **If no Contributing Factors are selected, the Contributing Factor impact will automatically auto-populate to “0 Neutral”.**

Click on **Apply and Add Another** to update the next job objective or Click **Apply** when all job objectives have been updated.

Job Objectives

Select Object: |

[Select All](#) | [Select None](#)

Select	Details	Objective Title	Status	Update Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating
<input type="checkbox"/>	▶ Show	Objective 1 - Implement NSPS	APPROVED		<input type="text" value=""/>		3	+1	4	
<input type="checkbox"/>	▶ Show	Employee Objective - Training	APPROVED		<input type="text" value=""/>		3	0	3	

Results

8. **Rating of Record and Comments**

Rating of Record
Rating Official Assessment

Employee did well this year with all projects assigned.
Employee displayed great communication skills with our customers.

(Comments that appear in this box will be shown on DD Form 2906, Annual Performance Appraisal. This box is limited to 2,000 characters.)

[Cancel](#) [Save and Continue](#) [Apply](#)

Rating Official enters Rating Official Assessment.
Click **Apply**.

9. **Department of Defense**
Performance Appraisal Application

[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Personalize Page](#)

[Details: Rating Official >](#)
Rating Official Review

[Transfer to Employee](#) [Update Appraisal](#) [Submit Recommended Ratings](#)

Click on **Submit Recommended Ratings**.

10. **Department of Defense**
Performance Appraisal Application

[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

[Details: Rating Official >](#) [Rating Official Review >](#)
Give Recommended Ratings: Rating Official

[Cancel](#) [Save and Continue](#) [Continue](#)

Employee Name	Chris Shelton	Organization	WHS DEF FACILITIES DIRECTORATE, DD21DDAADB 01
Position	NSPS-E3.Realty Specialist.80606.DD21.APPR	Location	Arlington, US
Occupational Code	1170.Realty (1170)	Pay Plan/Pay Band	YA-02
Employee Number	39356	Assignment Status	

Relevant Organizational Mission/Strategic Goals

Mission of organization is to enhance our customers' business by providing the very highest quality products and services possible. Our customer support strategy is based upon total, no-compromise customer satisfaction and we continually strive to offer a complete package of up-to-date value added solutions to meet our customers' needs. We value above all our long-term customer relations.

Job Objectives

[Show All Details](#) | [Hide All Details](#)

Details	Job Objective Title	Status	Optional Weight	Adjusted Weight	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating
▶ Show	Objective 1 - Implement NSPS	APPROVED			3	+1	4	
▶ Show	Employee Objective - Training	APPROVED			3	0	3	

Overall Job Objectives Information

Average Score 3.50 

Rating of Record and Comments

Rating of Record 4-Exceeds Expectations 
Rating Official Assessment

Employee did well this year with all projects assigned.
Employee displayed great communication skills with our customers.

(Comments that appear in this box will be shown on DD Form 2906, Annual Performance Appraisal. This box is limited to 2,000 characters.)

Component Unique Information

Input any Component unique information that needs to be printed on Part Q - For Component Use Only, on DD Form 2906.

Details to be shared with Employee

Select appraisal components to share with the employee on completion of appraisal.

- Additional Details 
 Guest Participant Names
 Guest Participant Ratings

**No update allowed here.
Area still being reviewed.**

- Overall Rating
 Overall Comments

Employee Self-Assessment



Average Score:

- If a Level 1 has been assigned to any job objective, the overall recommended rating of record would be a “Level 1” regardless of the “adjusted rating” of any other job objective.
- Any job objected rated as “NR – Not Ratable”, is not counted when averaging ratings.

Using Adjusted Rating: If no weights are used, total the adjusted ratings and divide by the number of “Approved” objectives to obtain the average. Any average of (x.50) where there is any number to the right of the 2nd decimal place, round up to (x.51). This satisfies the rule that any number above .50 can be rounded up.

Using Weight Rating Total: If job objectives were weighted, add the weighted ratings. Any total of (x.50) where there is any number to the right of the 2nd decimal place, round up to (x.51). This satisfies the rule that any number above .50 can be rounded up.

Rating of Record: Overall Rating will apply to the rounding rules (Round up if .50 or higher, else round down.) **Exception:** If any Job Objective has a rating of 1, the overall rating will be 1.

Click on **Continue** to go to the Review Page.

11.



Department of Defense

Performance Appraisal Application

[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

[Details: Rating Official](#) > [Rating Official Review](#) > [Give Recommended Ratings: Rating Official](#) >

Give Recommended Ratings: Review

To make changes to the appraisal, click Back. To complete the appraisal, click Submit.

[Cancel](#) [Back](#) [Submit](#)

Employee Name **Chris Shelton**
 Position **NSPS-E3.Realty Specialist.80606.DD21.APPR**
 Occupational Code **1170.Realty (1170)**
 Employee Number **39356**

Organization **WHS DEF FACILITIES DIRECTORATE, DD21DDAADB 01**
 Location **Arlington, US**
 Pay Plan/Pay Band **YA-02**
 Assignment Status

Relevant Organizational Mission/Strategic Goals

Overall Job Objectives Information

Average Score **3.50**

Rating of Record and Comments

Rating of Record **4-Exceeds Expectations**

Job Objectives

[Show All Details](#) | [Hide All Details](#)

Details	Job Objective Title	Status	Optional Weight	Adjusted Weight	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating
Show	Objective 1 - Implement NSPS	APPROVED			3	+1	4	
Show	Employee Objective - Training	APPROVED			3	0	3	

Employee Self-Assessment

Details to be Shared with Employee

- Additional Details [?](#)
- Guest Participant Names
- Guest Participant Ratings
- Overall Rating
- Overall Comments

Approvers When fixed, this area will default to the first-level and second-level supervisors as Approvers.

Line No	Approver	Approver Group	Category	Delete
1	NSPS-S6, Chief, Realty Programs.80584.DD21.APPR		Approver	

▶ Add Adhoc Approver

Comments to Approvers

The Review Page allows the Rating Official to look over the information one last time.

Click **Submit**.

12.

A decision box will appear informing the Rating Official that the Appraisal is about to be completed. Click **Yes**. No more changes or updates are allowed once the user clicks on “Yes.”

13.

The appraisal has been submitted to the Pay Pool Manager for review and approval.

Click **OK**.

14.

Initiator	Employee	Appraisal Effective Date	Status	Participation Status	Details	Appraise	Delete	Print
Todd, Kendra	Myers, Stephanie	01-Jan-2007	Ongoing	Open				
Todd, Kendra	Shelton, Chris	01-Jan-2007	Pending Approval	Open				

	<p>The employee's record on the Main Page will read "Pending Approval" under the Status column. NOTE: The Rating Official no longer has ownership of the appraisal.</p>
--	--

Interim Review – Step 1: Rating Official Creates Interim Review

An interim review can be done at any time during the rating cycle, but it is required at least once.

Note: The processes for the “Closeout Assessment” will be the same steps as identified for “Interim Review”, except that the “Create Closeout Assessment” button is used.

Log In: Rating Official

Step	Action
1.	 <p style="text-align: center;">Enter User Name and Password.</p>
2.	<p>Navigator</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> HR Professional V4.0, Standard Manager Self-Service, Standard My Biz My Workplace System Administrator US Benefits Manager US Federal HR Manager <div style="float: right; border-left: 1px solid black; padding-left: 5px;"> <p>My Workplace</p> <ul style="list-style-type: none"> All Actions Awaiting Your Attention Appraisals (My Workplace) ← My Employee Information </div> </div> <p style="text-align: center;">Click on My Workplace. Click on Appraisals (My Workplace).</p>

3.

Department of Defense
Performance Appraisal Application

Home Logout Preferences Help

Notifications Appraisals

Rating Official

Performance Mangement As Rating Official

View All Appraisals By Employee

Plans/Appraisals in Progress

Initiator	Employee	Appraisal Effective Date	Status	Participation Status	Details	Appraise	Delete	Print
Todd, Kendra	Myers, Stephanie	01-Jan-2007	Ongoing	Open				

Click on [Appraise](#).

4.

Department of Defense
Performance Appraisal Application

Home Logout Preferen

Rating Official Review

Transfer to Employee Update Plan/Appraisal Submit Recommended Rating

Employee Name **Stephanie Myers** Organization **WASH HOS SVCS DD21DDAADA 01**
 Position **TEST-18.REALTY SPEC.87500.DD01.APPR** Location **Arlington, US**
 Occupational Code **1170.Realty Specialist (NSPS)** Pay Plan/Pay Band **YA-02**
 Employee Number **41357**

Setup Details

Change Rating Offici

Initiator **Todd, Kendra** Rating Official **Todd, Kendra**
 Appraisal Type **Annual** Appraisal Effective Date **01-Jan-2007**
 Appraisal Period Start Date **01-Oct-2005** Performance Plan Approval Date **01-Oct-2005**
 Appraisal Period End Date **30-Sep-2006**

Interim Reviews

Create Interim Review

Details Start Date	End Date	Initiator	Status	Update
No data exists.				

This is the top page of the Rating Official Review. To begin an interim review, scroll to the bottom of page.

Click on [Create Interim Review](#).

Throughout the rating cycle, one or more interim performance reviews will be held between supervisors and employees. These reviews are more formal in nature and are subject to documentation. Normally, Interim Reviews will take the form of face-to-face dialogues with the Rating Official. At least one interim review will be documented. Documentation requirements include the date and manner of the review and a brief narrative by the supervisor describing the issues discussed (i.e., specific accomplishments, areas of needed improvement, developmental suggestions).

5.

Interim Reviews

Create Interim Review

Details	Start Date	End Date	Initiator	Status	Update
No data exists.					

Create Interim Review Interim Reviews

TIP An interim review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of concerns.

* Interim Review Start Date:

* Interim Review End Date:

Communication Date:

Communication Method:

Other Communication Method:

* Rating Official Assessment for Interim Review:

Rating Official enters the “Interim Review Start and End Date” and provides the assessment for Interim Review. Click **“Save”**. You are now ready to transfer the appraisal to employee for them to review your interim review assessment. Click on **“Transfer to Employee”**.

6.

Share Appraisal Details with Employee

Details to be Shared with Employee

Select appraisal components completed by the rating official to share with the employee.

Performance Factor Ratings and Comments Overall Rating

Employee Permissions

Indicate whether the employee can update the appraisal, and provide feedback on the overall rating, or view and add participant names.

Update Appraisal Provide Feedback on Overall Rating

Notification Message to Employee

Enter your message, and click Submit to share the appraisal with the employee.

Enter comments to the employee in the **Notification Message to Employee**. Click **Submit**.

7.

 **Department of Defense**
Performance Appraisal Application

Home [Logout](#) [Preferences](#) [Help](#)

Click **Logout**. At this time you are logging out of the application under your Rating Official responsibility. You will need to log back into the application under your Employee responsibility.

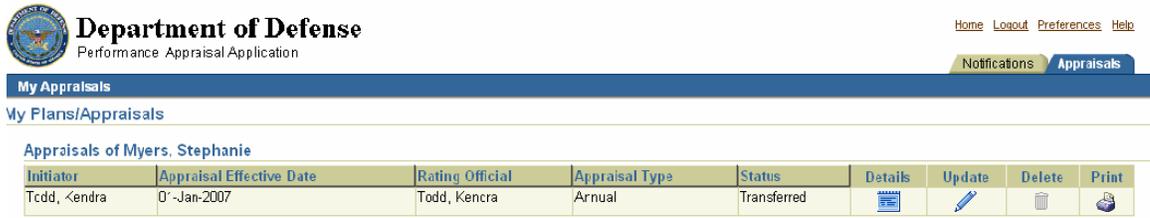
Interim Review – Step 2: Employee Provides Self-Assessment

Note: The processes for the “Closeout Assessment” will be the same steps as identified for “Interim Review”, except that the “Closeout Assessment” button is used.

Log In: Employee

Step	Action		
1.	<div style="border: 1px solid black; padding: 10px; text-align: center;">  <p>OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY *** WARNING *** WARNING *** WARNING *** WARNING ***</p> <p>Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.</p> <p>Privacy Act Statement Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.</p> <p>Purposes:</p> <ul style="list-style-type: none"> • To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them. • To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate. • To audit user access to ensure that access is only granted to users that are authorized access to the information. <p>Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.</p> <p>Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.</p> </div> <div style="text-align: center; margin-top: 10px;">  <p>User Name: <input type="text" value="SH_EMPLOY2"/></p> <p>Password: <input type="password" value="*****"/></p> <p><input type="button" value="Connect"/></p> <p>Forgot your password?</p> </div> <p style="text-align: center;">Enter User Name and Password.</p>		
2.	<p>Navigator</p> <div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> HR Professional V4.0, Standard Manager Self-Service, Standard My Biz My Workplace System Administrator US Benefits Manager US Federal HR Manager </td> <td style="width: 50%; vertical-align: top;"> <p>My Biz</p> <ul style="list-style-type: none"> My Information Update My Information My Biz Help Appraisals (My Biz) </td> </tr> </table> </div> <p>Click on My Biz. Click on Appraisals (My Biz).</p>	<ul style="list-style-type: none"> HR Professional V4.0, Standard Manager Self-Service, Standard My Biz My Workplace System Administrator US Benefits Manager US Federal HR Manager 	<p>My Biz</p> <ul style="list-style-type: none"> My Information Update My Information My Biz Help Appraisals (My Biz)
<ul style="list-style-type: none"> HR Professional V4.0, Standard Manager Self-Service, Standard My Biz My Workplace System Administrator US Benefits Manager US Federal HR Manager 	<p>My Biz</p> <ul style="list-style-type: none"> My Information Update My Information My Biz Help Appraisals (My Biz) 		

3.



Department of Defense
Performance Appraisal Application

Home Logout Preferences Help

Notifications Appraisals

My Appraisals

My Plans/Appraisals

Appraisals of Myers, Stephanie

Initiator	Appraisal Effective Date	Rating Official	Appraisal Type	Status	Details	Update	Delete	Print
Todd, Kendra	01-Jan-2007	Todd, Kendra	Annual	Transferred				

Click on the **Notifications** tab.

4.



Department of Defense
Performance Appraisal Application

Home Logout Preferences Help

Notifications Appraisals

Create Standard Appraisal

On this page, you can access your development functions and view talent management notification messages.

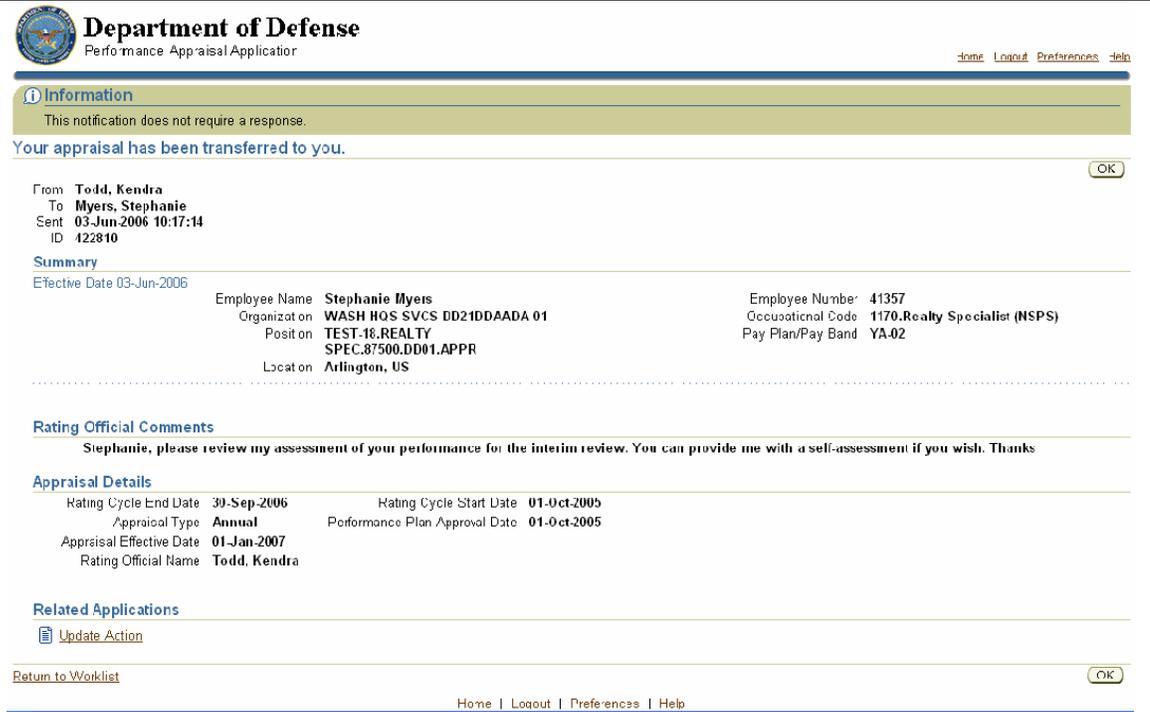
My Information

Notifications Awaiting Your Attention

Subject	Send	Name	Organization	Occupational Code	Update	Delete
Your appraisal has been transferred to you.	03-Jun-2006	Stephanie Myers	WASH HOS SVCS DD21DDAADA 01	1170.Realty Specialist (NSPS)		

Click on **Your appraisal has been transferred to you.**

5.



Department of Defense
Performance Appraisal Application

Home Logout Preferences Help

Information

This notification does not require a response.

Your appraisal has been transferred to you. OK

From: Todd, Kendra
To: Myers, Stephanie
Sent: 03-Jun-2006 10:17:14
ID: 422810

Summary

Effective Date: 03-Jun-2006

Employee Name: Stephanie Myers	Employee Number: 41357
Organization: WASH HOS SVCS DD21DDAADA 01	Occupational Code: 1170.Realty Specialist (NSPS)
Position: TEST-18.REALTY SPEC.87500.DD01.APPR	Pay Plan/Pay Band: YA.02
Location: Arlington, US	

Rating Official Comments

Stephanie, please review my assessment of your performance for the interim review. You can provide me with a self-assessment if you wish. Thanks

Appraisal Details

Rating Cycle End Date: 30-Sep-2006	Rating Cycle Start Date: 01-Oct-2005
Appraisal Type: Annual	Performance Plan Approval Date: 01-Oct-2005
Appraisal Effective Date: 01-Jan-2007	
Rating Official Name: Todd, Kendra	

Related Applications

[Update Action](#)

[Return to Worklist](#) OK

Home | Logout | Preferences | Help

Employee reviews Rating Official's comments.

Click on **Update Action**. Do not use the OK button.

6.

Department of Defense
Performance Appraisal Application

Home Logout Preferences

Details: Employee

Back Transfer to Rating Official Update

Employee Name: **Stephanie Myers** Employee Number: **41357**
 Organization: **WASH HQS SVCS DD21DDAADA 01** Occupational Code: **1170.Realty Specialist (NSPS)**
 Position: **TEST-18.REALTY SPEC.87500.DD01.APPR** Pay Plan/Pay Band: **YA-02**
 Location: **Arlington, US**

Setup Details

Initiator: **Todd, Kendra** Rating Official: **Todd, Kendra**
 Appraisal Type: **Annual** Appraisal Effective Date: **01-Jan-2007**
 Rating Cycle Start Date: **01-Oct-2005** Performance Plan Approval Date: **01-Oct-2005**
 Rating Cycle End Date: **30-Sep-2006**

Relevant Organizational Mission/Strategic Goals

Mission of organization is to enhance our customers' business by providing the very highest quality products and services possible. Our customer support strategy is based upon total, no-compromise customer satisfaction and we continually strive to offer a complete package of up-to-date value added solutions to meet our customers' needs. We value above all our long-term customer relations.

Details: Employee (Click: **“Update”**) to begin the review.

7.

Department of Defense
Performance Appraisal Application

Home Logout Preferences

Overview Review

Update Performance Plan: Overview

Cancel Save as Draft Share with Main Appraiser Continue

Employee Name: **Stephanie Myers** Employee Number: **41357**
 Organization: **WASH HQS SVCS DD21DDAADA 01** Occupational Code: **1170.Realty Specialist (NSPS)**
 Position: **TEST-18.REALTY SPEC.87500.DD01.APPR** Pay Plan/Pay Band: **YA-02**
 Location: **Arlington, US**

Overview – Update Performance Plan. Scroll to the bottom of page to see “Interim Reviews”.

Interim Reviews

Details	Start Date	End Date	Initiator	Status	Update
Show	01-Oct-2005	03-Jun-2006	Todd, Kendra	PENDING	

Click “show” to see specific details regarding the Interim Review for “End Date: 03-Jun-2006”.

Interim Reviews

Details	Start Date	End Date	Initiator	Status	Update
Hide	01-Oct-2005	03-Jun-2006	Todd, Kendra	PENDING	
Interim Review Start Date		01-Oct-2005	Interim Review Initiator Todd, Kendra		
Interim Review End Date		03-Jun-2006	Interim Review Status PENDING		
Communicate Date			Interim Review Approved Date		
Communicate Method			Employee Acknowledge		
Other Communicate Method			Employee Acknowledge Date		
Rating Official Assessment for Interim Review		Stephanie, you have provided this organization with excellent support. This mid year review proves that you are a true leader. You have so far exceeded my expectations. Continue the great work.			
Employee Self-Assessment for Interim Review					

To continue, click **“Update”**.

8.

Interim Reviews

Details	Start Date	End Date	Initiator	Status	Update
Show	01-Oct-2005	03-Jun-2006	Todd, Kendra	PENDING	

Update Interim Review

TIP Self-assessment is voluntary but highly recommended. The self-assessment better informs the supervisor of employee major accomplishments throughout the period/year.

Interim Review Start Date **01-Oct-2005** Interim Review Initiator **Todd, Kendra**
 Interim Review End Date **03-Jun-2006** Interim Review Status **PENDING**
 Communication Date Interim Review Approved Date
 Communication Method Employee Acknowledge **Acknowledge**
 Other Communication Method Emp Acknowledged Date

Rating Official Assessment for Interim Review **Stephanie, you have provided this organization with excellent support. This mid year review proves that you are a true leader. You have so far exceeded my expectations. Continue the great work.**

Employee Self-Assessment for Interim Review
 Mr Kendra - just want to mention that I provided Information Technology training to all DoD employees during the months of December, January and February. Prepared training material, travelled, etc. Thanks for allowing me to enter a self-assessment for Interim Review.

Review Rating Official Assessment. You may at this time provide a Self-Assessment for the Rating Official. Once the review is complete and you provided a self-assessment, enter an “x” in the **Acknowledge** box **ONLY** if you have no other changes to make. Once you enter an “x” in the Acknowledge box, you will not have the ability to edit your feedback. Once you click the Acknowledge box, your **Final Step is: Click “Share with Main Appraiser”**.

9.

Share Appraisal Details with Rating Official

When you click Submit, ownership of this appraisal transfers to the Rating Official.

Notification Message for Rating Official

Mr Todd - I have reviewed your interim review assessment and appreciate the comments. I have provided you with a self-assessment for you to consider. Thank you again for your kind words. (Stephanie)

Enter comments to the Rating Official in the **Notification Message for Rating Official**. Click **Submit**.

10.



Click **Logout**. At this time you are logging out of the application under your Employee responsibility. You will need to log back into the application under your Rating Official responsibility.

Interim Review – Step 3: Rating Official Approves Interim Review

Note: The processes for the “Closeout Assessment” will be the same steps as identified for “Interim Review”, except that the “Closeout Assessments” button is used.

Step	Action
1.	 <p style="text-align: center;">Rating Official – My Workplace – Click on “Appraisals”</p>
2.	 <p style="text-align: center;">Rating Official Review Page: Scroll down to “Interim Review”. Click the “Update” icon to continue.</p>

3,

Interim Reviews

Details	Start Date	End Date	Initiator	Status	Update
▶ Show	01-Oct-2005	03-Jun-2006	Todd, Kendra	PENDING	

Update Interim Review

TIP An interim review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of concerns.

Interim Review Start Date:

Interim Review End Date:

Communication Date:

Communication Method:

Other Communication Method:

Interim Review Initiator: **Todd, Kendra**

Interim Review Status: **PENDING**

Approve

Interim Review Approved Date:

Employee Acknowledge: **ACKNOWLEDGED**

Emp Acknowledged Date: **03-Jun-2006**

Rating Official Assessment for Interim Review:

Employee Self-Assessment for Interim Review:

Review Employee Self-Assessment for Interim Review. As you can see the employee has provided the Rating Official with additional information regarding her performance. The “Communication Date”, “Communication Method” and the **Approve** box has to be checked if no further action is required. Click “Save” to complete Interim Review.

4.

Interim Reviews

Details	Start Date	End Date	Initiator	Status	Update
▶ Show	01-Oct-2005	03-Jun-2006	Todd, Kendra	APPROVED	

Interim Review Approved

Changing Rating Official

Navigation: My Workplace > Appraisals > Appraisals in Progress > Appraise Column > Rating Official Review Page > Change Rating Official Button

The Rating Official can select a different Rating Official by clicking [Change Rating Official](#) found under Rating Official Review page once the appraisal is in progress.

1 Click [Change Rating Official](#).

Department of Defense
Performance Appraisal Application

Home Logout Preferences

Rating Official Review

Transfer to Employee Submit Recommended Ratings

Employee Name: Chris Shelton
Position: TEST-17.REALTY
Occupational Code: 1170.Realty Specialist (NSPS)
Employee Number: 41356

Organization: WASH HQS SVCS DD210DAADA 01
Location: Arlington, US
Pay Plan/Pay Band: YA-02

Setup Details

Initiator: Todd, Kendra
Appraisal Type: Annual
Appraisal Period Start Date: 01-Oct-2005
Appraisal Period End Date: 30-Sep-2006

Rating Official: Todd, Kendra
Appraisal Effective Date: 01-Jan-2007
Performance Plan Approval Date:

Change Rating Official

2 Type in new Rating Official name or use the  to search for the name. Click [Apply](#).

Department of Defense
Performance Appraisal Application

Home Logout Preferences

Rating Official Review >

Change Rating Official

If you change rating official after entering setup details but before completing other sections of the appraisal, you cease to be a participant in the appraisal. If you change rating official after completing some sections of the appraisal, you remain listed as an appraiser and any information you enter is retained. However, you can make no further changes to the appraisal.

Cancel Apply

Indicates required field

Appraisal Type: Annual
Period Start Date: 01-Oct-2005
Period End Date: 30-Sep-2006
Template: Default Appraisal Template
Appraisal Date: 01-Jan-2007
Next Appraisal Date:
Assignment Number: 41356

Rating Official: 

Cancel Apply

Home | Logout | Preferences

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Rating Official: Change Rating Official (Cont'd)

3

The following confirmation window appears.

Enter [Notification Comments](#) to send to the new Rating Official. These comments will appear in the new rating official notification under the Notifications tab. Click [Yes](#) to transfer appraisal to new rating official.



The screenshot shows a web application interface for the Department of Defense Performance Appraisal Application. At the top left is the Department of Defense logo. The page title is "Department of Defense Performance Appraisal Application". Navigation links for "Diagnostics", "Home", "Logout", and "Preferences" are located at the top right. Below the title bar, there is an "Information" section with a warning icon and text: "To confirm the new rating official, click Yes. Once you click Yes, you can no longer make changes to the appraisal." Below this is a "Notification Comments" section with a large text input area. At the bottom right of the input area are "No" and "Yes" buttons. A red arrow points to the "Yes" button. At the bottom of the page, there is a copyright notice: "Copyright 2000-2004 Oracle Corporation. All rights reserved. About this Page" and a "Privacy Statement" link.