

Steps to Completing an Annual Recommended Rating of Record

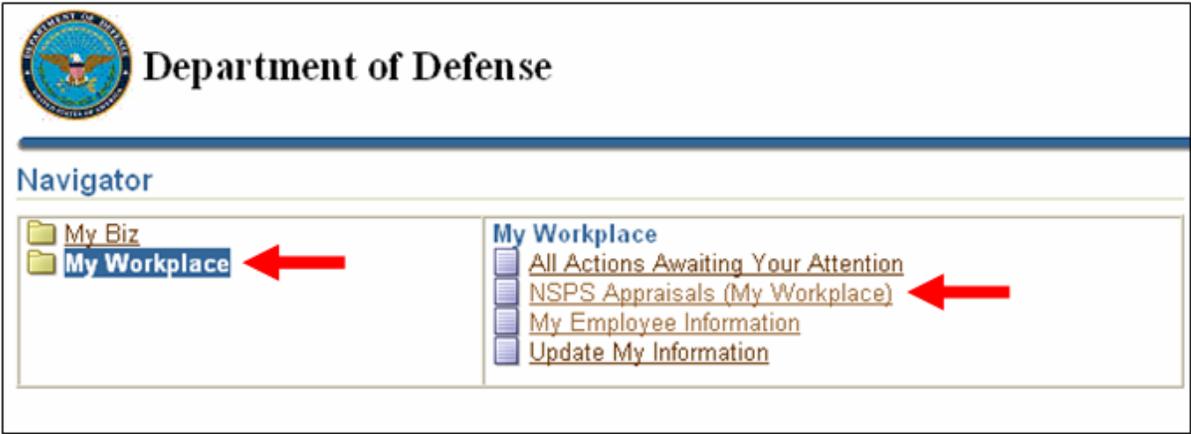
Performance Appraisal Application (PAA) Version 2

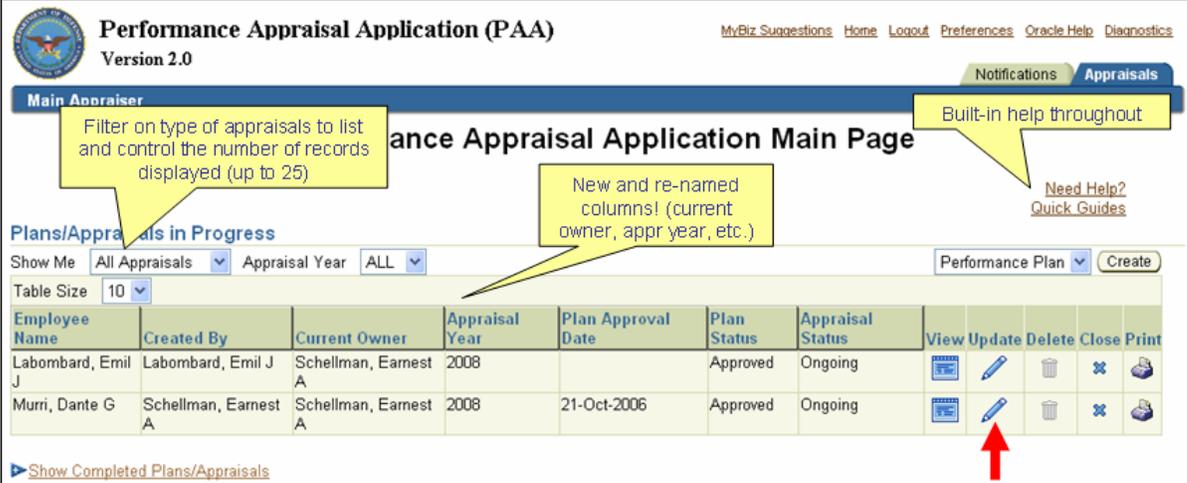
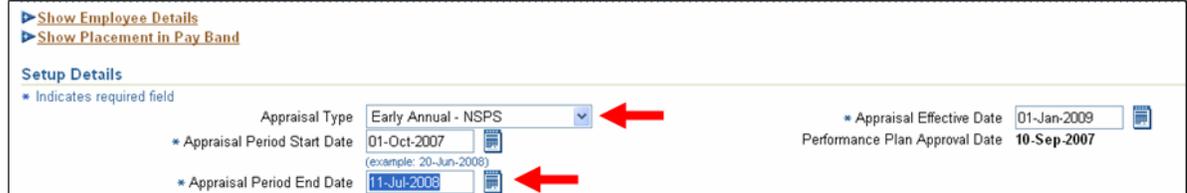
Notes:

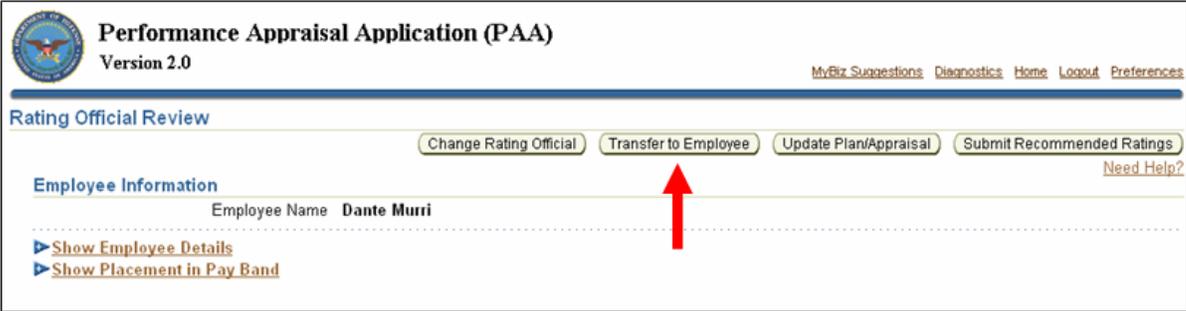
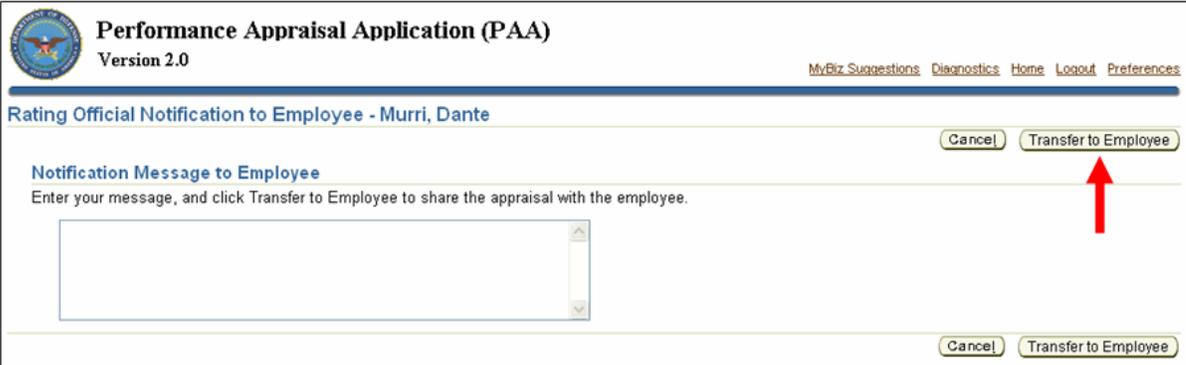
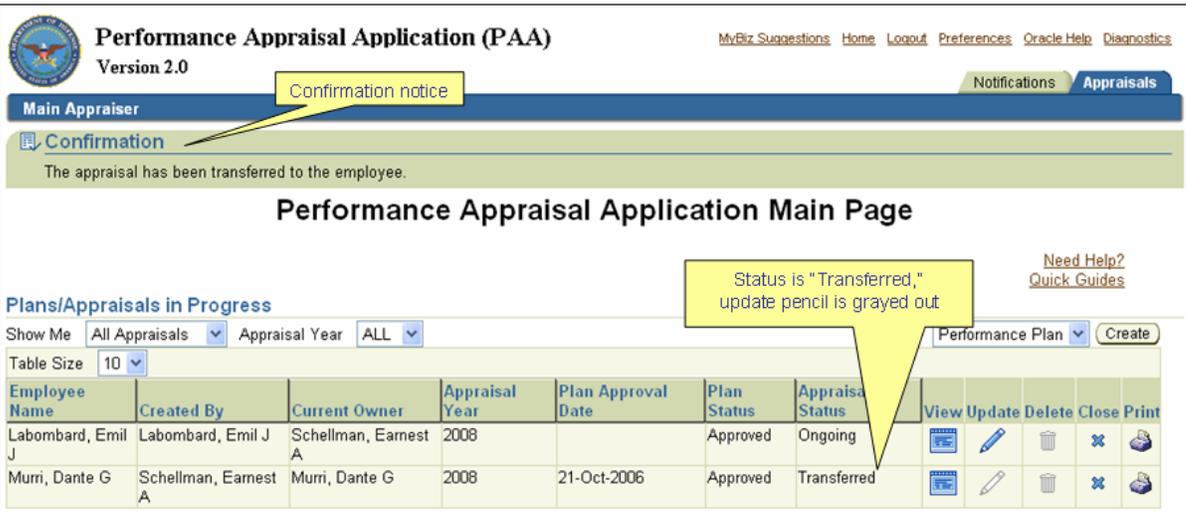
- Actions that you need to take on the various screens are shown with **red** arrows or **red-lettered** callouts. Non-action items are identified with **blue** arrows or **blue-lettered** callouts.
- Plan status must be “Approved” or “Ongoing” before beginning.
- The “Submit Recommended Ratings” button, referred to in this guide, will not be available until after 1 Jul 2008. Rating officials will not be able to complete this process until after that date. If you need to do this earlier than that, you will need to use the “Change Rating Official” button to transfer appraisal(s) to another rating official in your organization, or to your Higher Level Reviewer, who can complete the process after 1 Jul 2008.

Rating Official Action

Transfer appraisal to employee for input of self-assessment (if employee already has ownership, skip this section).

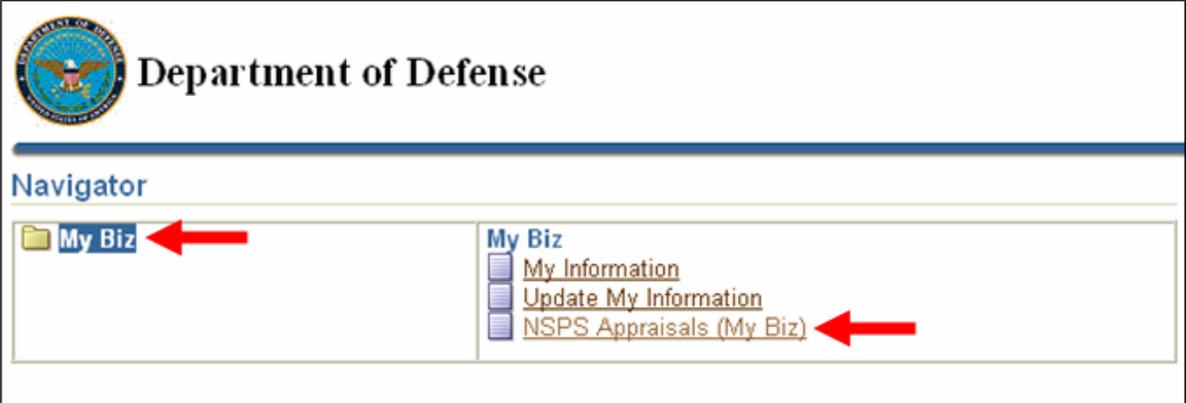
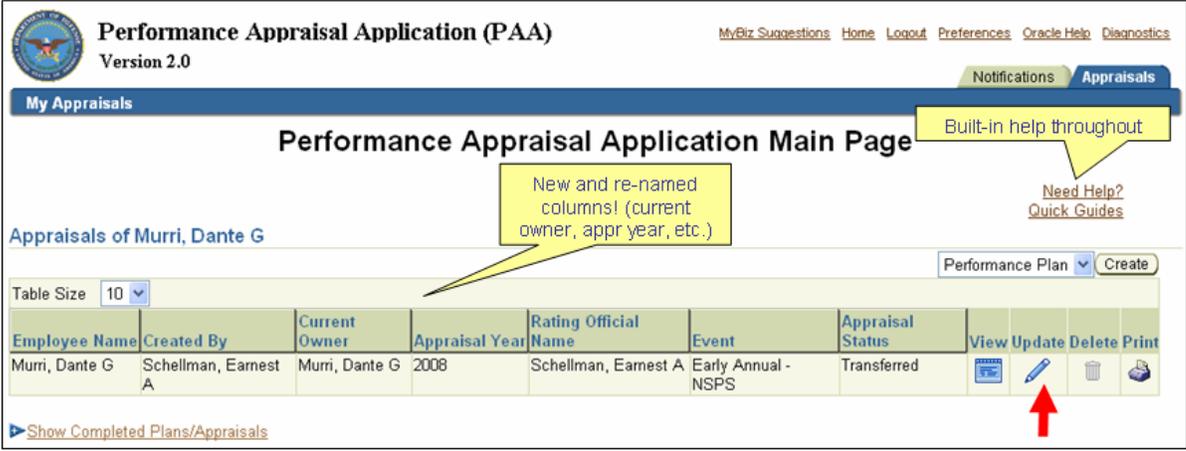
Step	Rating Official Action
1	<p data-bbox="264 1066 1318 1136">Log in to Self Service → Navigator screen: Click “My Workplace” → “NSPS Appraisals (My Workplace)”:</p> 

Step	Rating Official Action, <i>continued</i>
2	<p>Performance Appraisal Application Main Page: Click the “Update” icon (blue pencil):</p> 
3	<p>Rating Official Review screen: Click the “Update Plan/Appraisal” button:</p> 
4	<p>Update Plan/Appraisal screen: Change the Appraisal Type to “Early Annual – NSPS” and change the Appraisal Period End Date to the day before the event that is causing the early annual rating (supervisor leaving or employee leaving):</p> 
5	<p>Update Plan/Appraisal screen: Click the “Save and Continue” button:</p> 

Step	Rating Official Action, <i>continued</i>																																				
6	<p>Rating Official Review screen: Click “Transfer to Employee” (the employee will provide their self-assessment for the Early Annual appraisal):</p> 																																				
7	<p>Rating Official Notification to Employee screen: Click “Transfer to Employee”:</p> 																																				
8	<p>PAA Main Page: The appraisal status equals “Transferred” (pencil is grayed out); the employee now has ownership of the appraisal:</p>  <table border="1" data-bbox="272 1667 1458 1801"> <thead> <tr> <th>Employee Name</th> <th>Created By</th> <th>Current Owner</th> <th>Appraisal Year</th> <th>Plan Approval Date</th> <th>Plan Status</th> <th>Appraisal Status</th> <th>View</th> <th>Update</th> <th>Delete</th> <th>Close</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td>Labombard, Emil J</td> <td>Labombard, Emil J</td> <td>Schellman, Earnest A</td> <td>2008</td> <td></td> <td>Approved</td> <td>Ongoing</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Murri, Dante G</td> <td>Schellman, Earnest A</td> <td>Murri, Dante G</td> <td>2008</td> <td>21-Oct-2006</td> <td>Approved</td> <td>Transferred</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Employee Name	Created By	Current Owner	Appraisal Year	Plan Approval Date	Plan Status	Appraisal Status	View	Update	Delete	Close	Print	Labombard, Emil J	Labombard, Emil J	Schellman, Earnest A	2008		Approved	Ongoing						Murri, Dante G	Schellman, Earnest A	Murri, Dante G	2008	21-Oct-2006	Approved	Transferred					
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Employee Action

Provide self-assessment for early annual appraisal.

Step	Employee Action
1	<p data-bbox="264 331 1289 369">Employee logs into Self-Service: “My Biz” → “NSPS Appraisals (My Biz)”</p> 
2	<p data-bbox="264 871 1398 909">Performance Appraisal Application Main Page: Click “Update” icon (blue pencil):</p> 

Step **Employee Action, *continued***

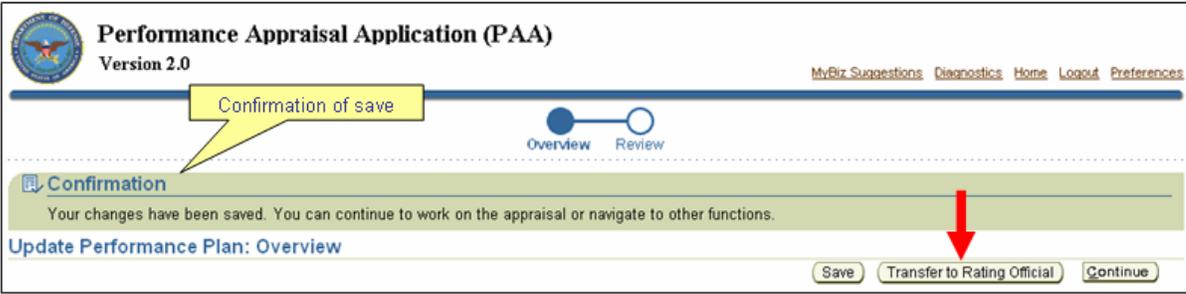
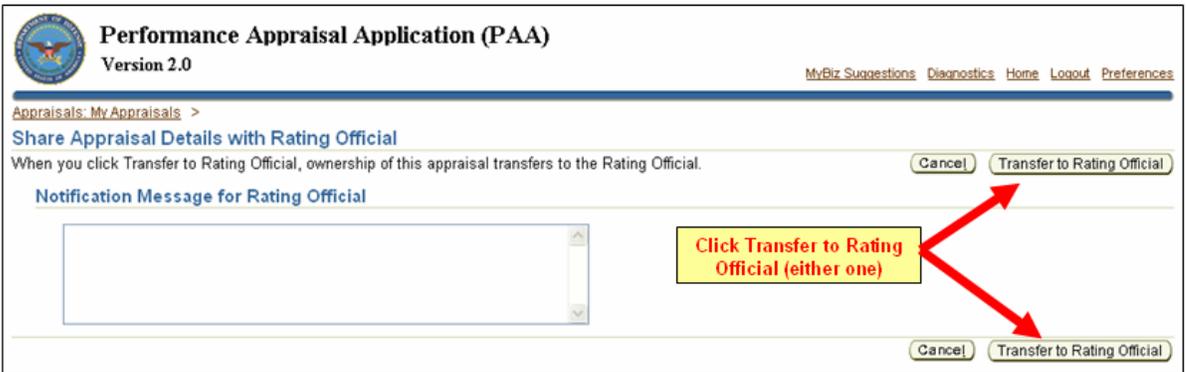
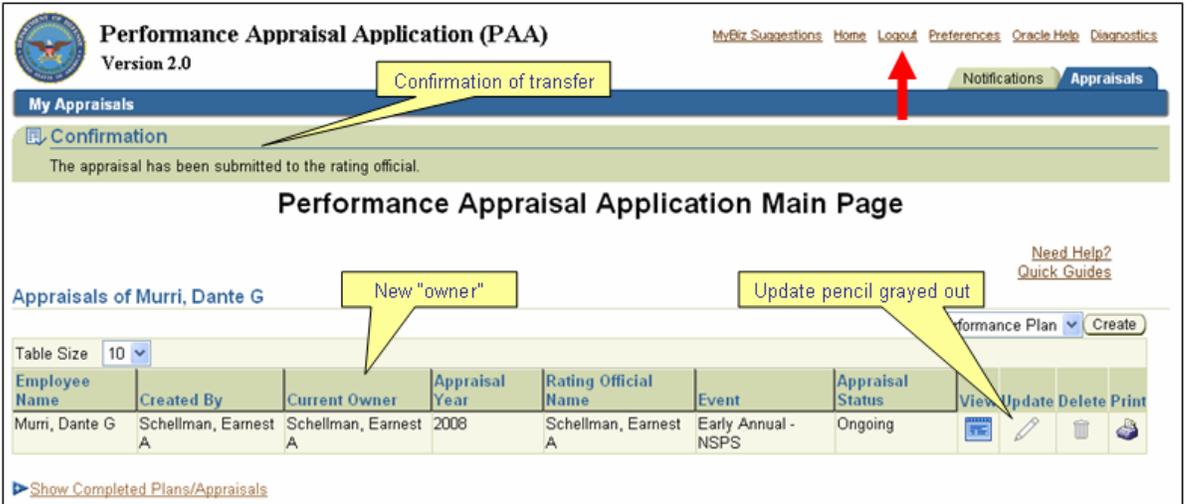
3

Update Performance Plan: Overview screen: Scroll all the way down to get to the Employee Self-Assessment for Annual Appraisal area (see next box):

3, Con't

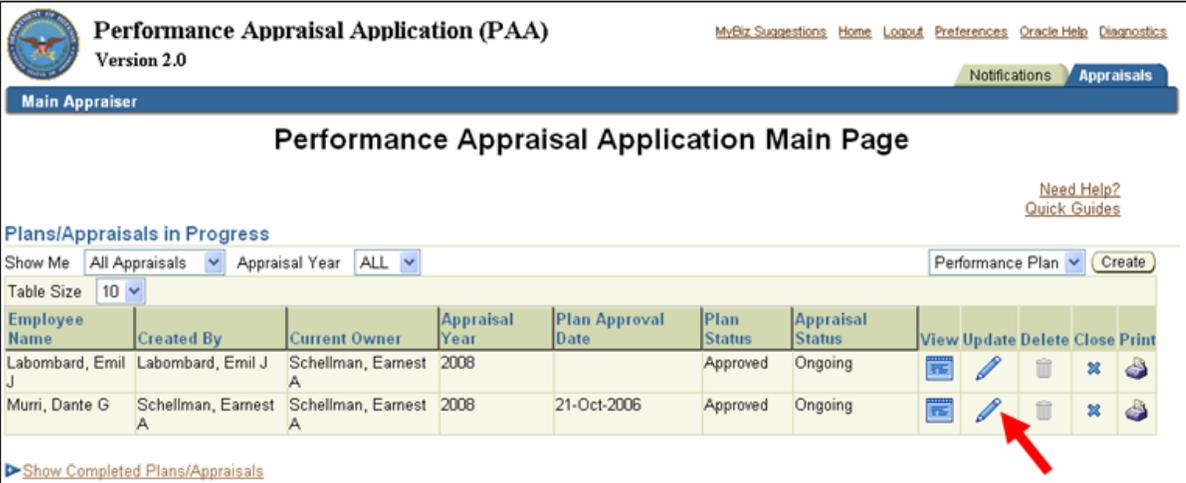
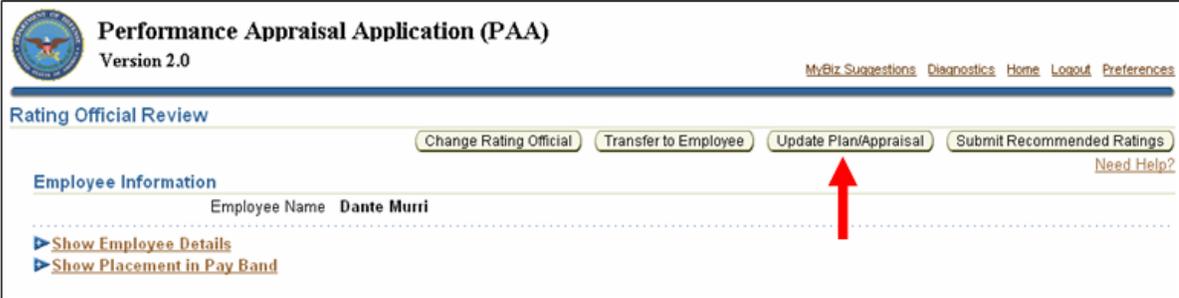
Update Performance Plan: Overview screen: Enter your self-assessment in the block provided (you can copy and paste from another document or type it in). When done, click the “Save” button.

- **Note the character counter. Limit is 8000 characters.**
- **After saving, if you copied and pasted from Word, scroll down and check the assessment block for ^ (caret) characters. These replace unrecognized characters from Microsoft and need to be replaced with the correct characters, e.g., a long dash – should be replaced with a regular dash, a curly quote should be replaced with a regular quote.**

Step	Employee Action, <i>continued</i>																						
4	<p>Update Performance Plan: Overview screen: Click “Transfer to Rating Official”:</p> 																						
5	<p>Share Appraisal Details with Rating Official screen: Click “Transfer to Rating Official”:</p> 																						
6	<p>Appraisal submitted to Rating Official, employee no longer has access. Click “Logout”.</p>  <table border="1" data-bbox="282 1608 1419 1696"> <thead> <tr> <th>Employee Name</th> <th>Created By</th> <th>Current Owner</th> <th>Appraisal Year</th> <th>Rating Official Name</th> <th>Event</th> <th>Appraisal Status</th> <th>View</th> <th>Update</th> <th>Delete</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td>Murri, Dante G</td> <td>Schellman, Earnest A</td> <td>Schellman, Earnest A</td> <td>2008</td> <td>Schellman, Earnest A</td> <td>Early Annual - NSPS</td> <td>Ongoing</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Employee Name	Created By	Current Owner	Appraisal Year	Rating Official Name	Event	Appraisal Status	View	Update	Delete	Print	Murri, Dante G	Schellman, Earnest A	Schellman, Earnest A	2008	Schellman, Earnest A	Early Annual - NSPS	Ongoing				
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Rating Official Action (after employee self-assessment is returned):

Review employee self-assessment, assign job objective ratings, and prepare supervisory assessment.

Step	Rating Official Action
1	Log into My Workplace → NSPS Appraisals (My Workplace).
2	<p>Performance Appraisal Application Main Page: Click the “Update” icon (blue pencil):</p> 
3	<p>Rating Official Review screen: Click the “Update Plan/Appraisal” button:</p> 

Step **Rating Official Action, *continued***

4

Update Plan/Appraisal screen: Scroll down to the job objectives and employee’s self-assessment areas:

Performance Appraisal Application (PAA)
Version 2.0

MyBiz Suggestions Diagnostics Home Logout Preferences

Rating Official Review >
Update Plan/Appraisal

Cancel Save Save and Continue

Employee Information
Employee Name **Dante Murri**

▶ Show Employee Details
▶ Show Placement in Pay Band

Setup Details
* Indicates required field

Appraisal Type Early Annual - NSPS

* Appraisal Period Start Date 01-Oct-2006 (example: 13-Aug-2007)

* Appraisal Period End Date 21-Jul-2007

Rating Official Name Schellman, Earnest A

* Appraisal Effective Date 01-Jan-2008
Performance Plan Approval Date 21-Oct-2006

5

Review the employee’s self-assessment, then click the “update icon” (the blue pencil) by the first job objective to begin the rating process:

Job Objectives

✓ TIP When using optional weights, all approved job objectives must be weighted and must total 100%. If an approved weighted job objective is assigned an 'NR' (Not Rated) rating, the weight associated with this job objective is automatically redistributed among the remaining approved job objectives and will be reflected in the Adjusted Weight(%) column. This value can be changed if necessary. The redistributed amount must equal 100%.

Add Objective Approve

Select All | Select None

Select	Details	Objective Number	Title	Status	Optional Weight	Adjusted Weight (%)	Contributing Factor	Adjusted Rating	Update	Delete
<input type="checkbox"/>	▶ Show	1	Filing	APPROVED	35%					
<input type="checkbox"/>	▶ Show	2	Arranges conferences	APPROVED	30%					
<input type="checkbox"/>	▶ Show	3	Calendar	APPROVED	35%					

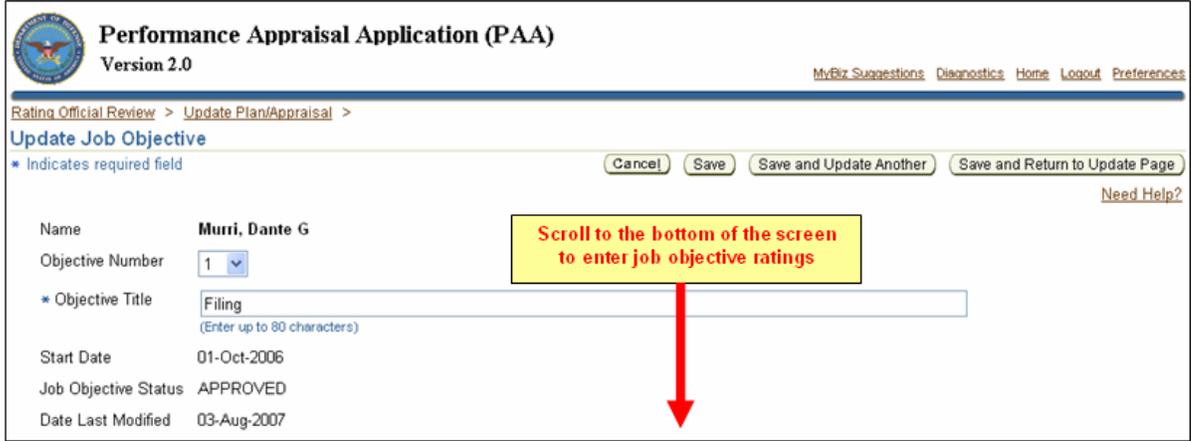
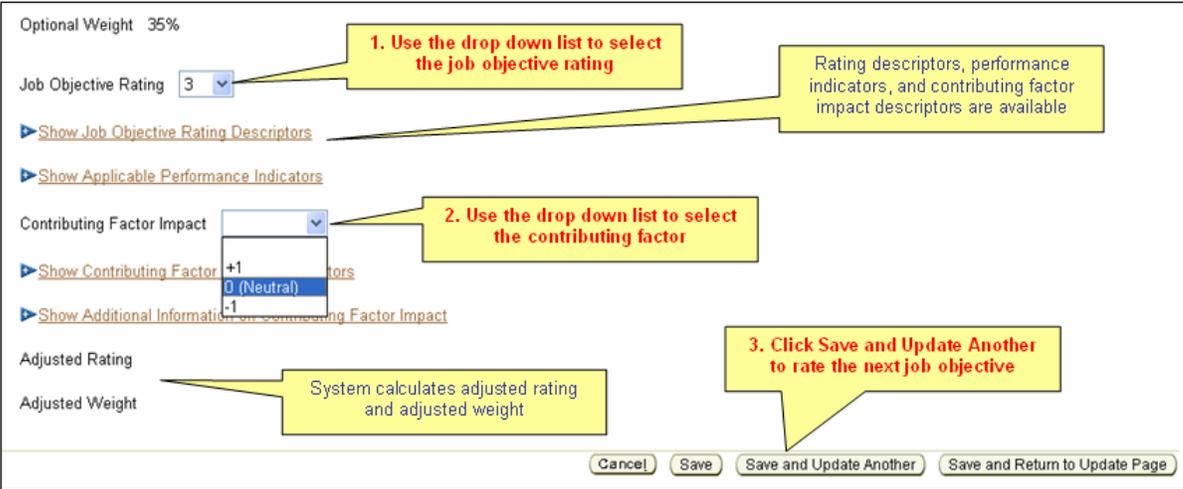
Employee Self-Assessment for Annual Appraisal

✓ TIP Provide input that you wish to have considered as part of your performance rating assessment.

1. Filing. I maintained the official branch files such that no documents were ever missing or lost during the rating period. I was complimented by the Admin Officer who said she had never seen such an organized filing system. This allowed the rest of the staff to concentrate on their own jobs.
2. Arrange conferences. I was the chief coordinator for our branch conference this year. I found a new site to hold the conference at no cost to us, and got good compliments from attendees. I had to deal with several last minute changes, including some speakers and revisions to materials. I also made arrangements for staff to attend three other conferences during the rating cycle.
3. Calendar. I kept up to date information on everyone's whereabouts as well as the use of the branch conference room.

Review employee's self-assessment

Rating of Record and Assessment

Step	Rating Official Action, continued
6	<p data-bbox="261 216 1352 247">Update Job Objective screen: Scroll down to the “Job Objective Rating” block:</p> 
7	<ul data-bbox="261 789 1446 1010" style="list-style-type: none"> • Use the drop-down menu or type in the Job Objective Rating (1 to 5) (to view the criteria for each rating level, click the “Show Job Objective Rating” link just below). • Use the drop-down menu to enter a +1, 0 (Neutral), or -1 for the “Contributing Factor Impact” block (to view the descriptors, click the link just below). The adjusted rating will be calculated automatically. • Click “Save and Update Another” to move to the next objective. 
8	<p data-bbox="261 1591 1333 1661">Repeat steps 6 and 7 for each job objective. When you are done rating the last objective, click the “Save and Return to Update Page” button.</p>

Step 9 Rating Official Action, continued

9 **Scroll down to the Rating of Record and Assessment area (bottom of screen) and enter your supervisory assessment of the employee’s performance. Also enter remarks in the Component Unique Information block (document positive aspects of the employee’s support of Army values per AP-SC 1940.5.2.3.1).**

- Note the character counters. Limit is 8000 characters for the RO assessment and 4400 characters for the Component Unique Information (the higher level reviewer will need some of this space).
- After saving, if you copied and pasted from Word, scroll down and check the assessment block for ^ (caret) characters. These replace unrecognized characters from Microsoft and need to be replaced with the correct characters, e.g., a long dash – should be replaced with a regular dash, a curly quote should be replaced with a regular quote.

Click “Save and Continue” when done.

The screenshot shows the 'Rating of Record and Assessment' interface. At the top, it displays 'Average Score 3.3' and 'Rating of Record 3-Valued Performer'. Below this is the 'Rating Official Assessment' text area, which contains three objective paragraphs. A yellow callout box points to this area with the text 'Supervisory assessment goes here (limit 8000 characters)'. To the right of the text area is a 'Counter' showing '1161'. Below the assessment area is the 'Component Unique Information' text area, which contains a single paragraph of text. A yellow callout box points to this area with the text 'Component Unique Information (address Army values)'. To the right of this area is another 'Counter' showing '192'. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Save and Continue'. A yellow callout box points to the 'Save and Continue' button with the text 'Click Save and Continue when you are done'.

10 **Rating Official Review screen: Click the “Submit Recommended Ratings” button:**

The screenshot shows the 'Performance Appraisal Application (PAA) Version 2.0' interface. At the top right, there are links for 'MyBiz Suggestions', 'Diagnostics', 'Home', 'Logout', and 'Preferences'. Below this is the 'Rating Official Review' section, which contains a row of buttons: 'Change Rating Official', 'Transfer to Employee', 'Update Plan/Appraisal', and 'Submit Recommended Ratings'. A red arrow points to the 'Submit Recommended Ratings' button. Below the buttons is the 'Employee Information' section, which shows 'Employee Name Dante Murri'. At the bottom, there are two expandable sections: 'Show Employee Details' and 'Show Placement in Pay Band'.

Step	Rating Official Action, <i>continued</i>
11	<p>Submit Recommended Ratings: Rating Official screen: Scroll down to the Rating of Record and Assessment area. Enter your recommended number of shares (this will be dependent on the rating of record), and your recommended salary increase percentage (the system will calculate the bonus percentage). These entries are optional depending on your pay pool's business rules.</p> <div data-bbox="272 436 1459 690" style="border: 1px solid black; padding: 5px;"> <p>Rating of Record and Assessment</p> <p>Average Score 3.3</p> <p>Rating of Record 3-Valued Performer</p> <p>Shares <input type="text" value="2"/> 1. Select recommended shares</p> <p>Payout Distribution Split</p> <p>Salary Increase % <input type="text" value="48"/> 2. Select recommended salary increase percentage</p> <p>Bonus % <input type="text" value="52"/> Bonus percentage will calculate automatically</p> </div>
11	<p>Submit Recommended Ratings: Rating Official screen: Click the “Next” button:</p> <div data-bbox="266 816 1459 1020" style="border: 1px solid black; padding: 5px;"> <p> Performance Appraisal Application (PAA) Version 2.0</p> <p style="text-align: right;">MyBiz Suggestions Diagnostics Home Logout Preferences</p> <hr/> <p>Submit Recommended Ratings: Rating Official</p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Next"/></p> <p><small>✓ TIP ADVISORY: Information included in this section will print on the "official" DD Form 2906 Test, March 2006, Department of Defense NSPS Performance Plan Interim Review(s) Closeout Assessment Annual Performance Appraisal.</small></p> </div>
13	<p>Give Recommended Ratings: Review screen: Click the “Submit to HLR” button:</p> <div data-bbox="269 1150 1455 1463" style="border: 1px solid black; padding: 5px;"> <p> Performance Appraisal Application (PAA) Version 2.0</p> <p style="text-align: right;">MyBiz Suggestions Diagnostics Home Logout Preferences</p> <hr/> <p>Submit Recommended Ratings: Rating Official ></p> <p>Give Recommended Ratings: Review</p> <p>To make changes to the appraisal, click Back. To submit to the higher level reviewer, click the Submit to HLR button.</p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Submit to HLR"/></p> <p>Employee Information</p> <p>Employee Name Dante Murri</p> <p>▶ Show Employee Details</p> <p>▶ Show Placement in Pay Band</p> </div>

Step

Rating Official Action, *continued*

14

Submit Recommended Ratings to Higher Level Reviewer screen:

There are two options for the Higher Level Review (HLR):

- A. Transfer the plan / appraisal to the higher level reviewer within the PAA.
- B. Document that the higher level review took place without transferring the plan.

If the HLR name is not correct or is missing, see the next step.

If the HLR name is correct, click the **“Transfer to HLR”** button (for Option A), or complete the **Review Date** and **Method of Review** blocks, then click the **“Save”** button (for Option B), then **proceed to step 17**.

The screenshot shows the 'Performance Appraisal Application (PAA) Version 2.0' interface. The page title is 'Submit Recommended Ratings to Higher Level Reviewer'. A tip states: 'There are two options available to complete this step. If you are both the Rating Official AND Higher Level Reviewer, use Option B to document the approval.' Two buttons are visible: 'Cancel' and 'Transfer to HLR'. Below this, 'Option A - Transfer to the Higher Level Reviewer (HLR) in the PAA.' is shown with a table of approvers:

Name	Level
Schellman, Earnest A	Rating Official
Bergamini, Nigel N	Higher Level Reviewer

Below the table is a 'Change Higher Level Reviewer' field. A tip says: 'Please select new HLR from list of values, if required.' A 'Notification Message to Higher Level Reviewer' text area is present. At the bottom, 'Option B - Document the higher level review has taken place by entering the following information:' is shown with fields for 'Review Date' (13-Aug-2007), 'Method of Review' (dropdown), 'Approver' (Bergamini, Nigel N), and 'Other' (text field). A 'Save' button is also present. Annotations include: 'Note the two options for HLR' pointing to the tip; 'Option A - if HLR is correct, click Transfer to HLR' pointing to the 'Transfer to HLR' button; 'Option A: Transfer the plan' pointing to the 'Change Higher Level Reviewer' field; 'Option B: Document the HLR without transferring the plan' pointing to the 'Notification Message' area; 'Option B - if HLR is correct, 1. Document Review Date 2. Document Method of Review' pointing to the 'Review Date' and 'Method of Review' fields; and 'Option B 3. Click Save' pointing to the 'Save' button. A blue arrow points from the 'Notification Message' area to the 'Option B' section, with a callout: 'If the HLR name is incorrect or blank, see the next step (option A or B)'.

Step

Rating Official Action, *continued*

15
(change
HLR
only)

Change HLR Only:

To change the HLR, type in some or all of the correct name in either the “Change Higher Level Reviewer” block if using option A, or the “Approver” block if using option B. Then click the search icon (the flashlight).

Step 1, Option A – enter the new name in the “Change Higher Level Reviewer” block then click the flashlight icon

Step 2, both options: click the “Quick Select” icon next to the correct HLR name (there may be more than one name listed)

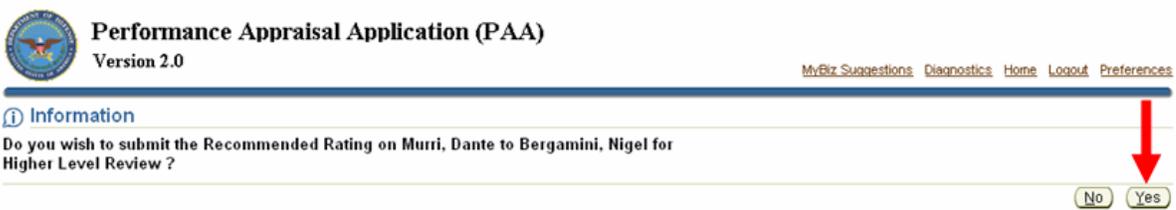
Step 1, Option B – enter the new name in the “Approver” block then click the flashlight icon

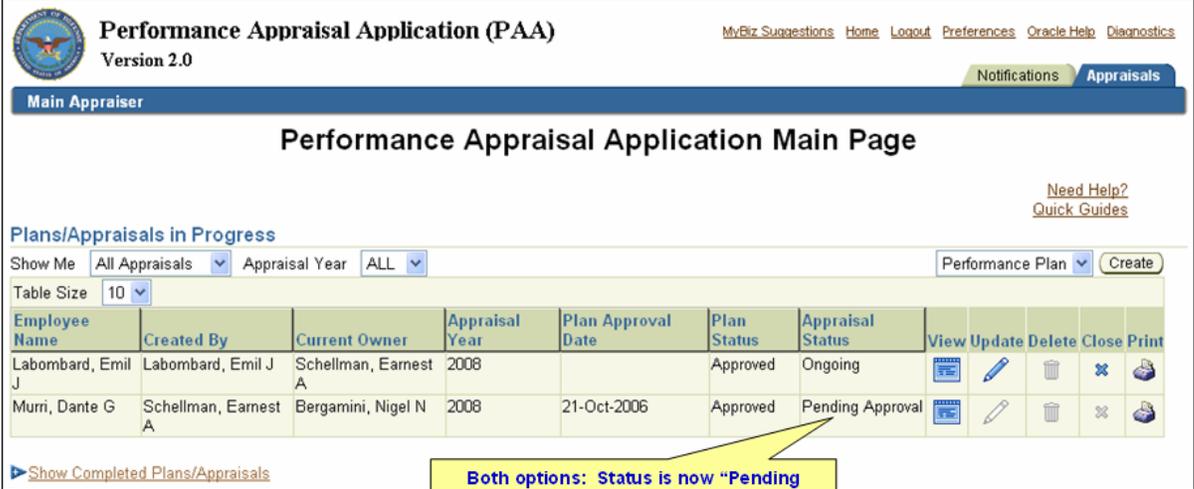
Option B - Document the higher level review has taken place by entering the following information:

Select	Quick Select	Name	Position Title	Occupational Series	Organization
<input type="radio"/>		Rapin, Juan	RA973.SUPERVISORY INFORMATION TECHNOLOGY	2210.Information Technology	USA CIV PERSONNEL OPS CTR, SOUTHWEST
		CPMS W	SPECIALIST.544988.ARSE.APPR	Management	ARSEW6D5AA 01

Review Date: 13-Aug-2007
Approver: Bergamini, Nigel N
Method of Review: [dropdown]
Other: [text field]
Save

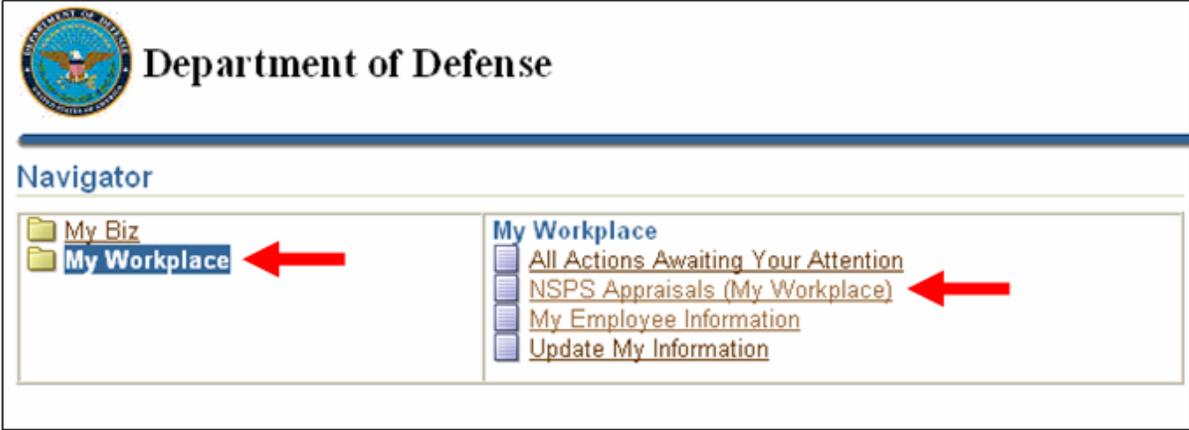
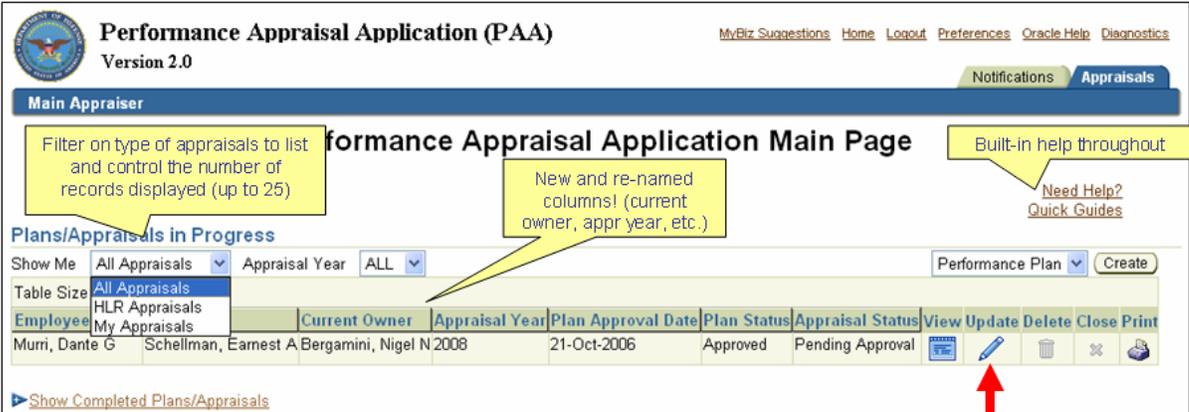
On the “Search and Select: Change Higher Level Reviewer” window that displays, click the **“Quick Select”** icon next to the correct HLR name (there may be a list of matching names). The new HLR name will display as the Higher Level Reviewer (option A) or the Approver (option B).

Step	Rating Official Action, <i>continued</i>								
16 (change HLR only)	<p>Change HLR only:</p> <p>Submit Recommended Ratings to Higher Level Reviewer screen: Once the HLR name is correct, click the “Transfer to HLR” button (option A) or the “Save” button (option B).</p> <div data-bbox="272 436 1458 680"> <p>Submit Recommended Ratings to Higher Level Reviewer Need Help?</p> <p><input checked="" type="checkbox"/> TIP There are two options available to complete this step. If you are both the Rating Official AND Higher Level Reviewer, use Option B to document the approval. <input type="button" value="Cancel"/> <input type="button" value="Transfer to HLR"/></p> <p>Option A - Transfer to the Higher Level Reviewer (HLR) in the PAA.</p> <table border="1"> <thead> <tr> <th colspan="2">Approvers</th> </tr> <tr> <th>Name</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Schellman, Earnest A</td> <td>Rating Official</td> </tr> <tr> <td>Bergamini, Nigel N</td> <td>Higher Level Reviewer</td> </tr> </tbody> </table> </div> <div data-bbox="272 701 1458 840"> <p>Option B - Document the higher level review has taken place by entering the following information:</p> <p>Review Date: <input type="text" value="13-Aug-2007"/> <input type="button" value="Calendar"/> Approver: <input type="text" value="Bergamini, Nigel N"/> <input type="button" value="User"/></p> <p>Method of Review: <input type="text"/> <input type="button" value="v"/> Other: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Save"/></p> </div>	Approvers		Name	Level	Schellman, Earnest A	Rating Official	Bergamini, Nigel N	Higher Level Reviewer
Approvers									
Name	Level								
Schellman, Earnest A	Rating Official								
Bergamini, Nigel N	Higher Level Reviewer								
17 (Opt A only)	<p>Option A only, Information screen: Click the “Yes” button to transfer the appraisal to the named HLR:</p> <div data-bbox="272 1003 1458 1226">  <p>Performance Appraisal Application (PAA) Version 2.0 MyBiz Suggestions Diagnostics Home Logout Preferences</p> <p>Information</p> <p>Do you wish to submit the Recommended Rating on Murri, Dante to Bergamini, Nigel for Higher Level Review ?</p> <p style="text-align: right;"><input type="button" value="No"/> <input type="button" value="Yes"/></p> </div>								

Step	Rating Official Action, <i>continued</i>																																				
18	<p data-bbox="266 218 748 249">You are returned to the Main Page.</p> <p data-bbox="266 289 1468 394">Option A: if the HLR approves your recommendations, the appraisal is ready for the pay pool panel and the final rating decision by the Pay Pool Manager. If the HLR wants something changed, the HLR will return the appraisal to you to make that change.</p> <p data-bbox="266 436 1458 501">Option B: The appraisal is ready for the pay pool panel and the final rating decision by the Pay Pool Manager.</p> <div data-bbox="269 548 1463 1037" style="border: 1px solid black; padding: 5px;">  <p data-bbox="277 562 824 621">Performance Appraisal Application (PAA) Version 2.0</p> <p data-bbox="987 569 1446 590">MyBiz Suggestions Home Logout Preferences Oracle Help Diagnostics</p> <p data-bbox="1240 615 1430 636">Notifications Appraisals</p> <p data-bbox="293 642 412 663">Main Appraiser</p> <p data-bbox="548 674 1187 705" style="text-align: center;">Performance Appraisal Application Main Page</p> <p data-bbox="1300 730 1398 768" style="text-align: right;">Need Help? Quick Guides</p> <p data-bbox="277 772 545 793">Plans/Appraisals in Progress</p> <p data-bbox="277 800 1430 825">Show Me All Appraisals Appraisal Year ALL Performance Plan ▼ Create</p> <p data-bbox="277 831 415 852">Table Size 10</p> <table border="1" data-bbox="277 856 1430 982"> <thead> <tr> <th>Employee Name</th> <th>Created By</th> <th>Current Owner</th> <th>Appraisal Year</th> <th>Plan Approval Date</th> <th>Plan Status</th> <th>Appraisal Status</th> <th>View</th> <th>Update</th> <th>Delete</th> <th>Close</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td>Labombard, Emil J</td> <td>Labombard, Emil J</td> <td>Schellman, Earnest A</td> <td>2008</td> <td></td> <td>Approved</td> <td>Ongoing</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Murri, Dante G</td> <td>Schellman, Earnest A</td> <td>Bergamini, Nigel N</td> <td>2008</td> <td>21-Oct-2006</td> <td>Approved</td> <td>Pending Approval</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="277 1010 537 1031">Show Completed Plans/Appraisals</p> <div data-bbox="699 1010 1102 1073" style="border: 1px solid black; background-color: yellow; padding: 5px; margin-top: 10px;"> <p data-bbox="732 1016 1070 1058" style="text-align: center;">Both options: Status is now "Pending Approval" and pencil is grayed out</p> </div> </div>	Employee Name	Created By	Current Owner	Appraisal Year	Plan Approval Date	Plan Status	Appraisal Status	View	Update	Delete	Close	Print	Labombard, Emil J	Labombard, Emil J	Schellman, Earnest A	2008		Approved	Ongoing						Murri, Dante G	Schellman, Earnest A	Bergamini, Nigel N	2008	21-Oct-2006	Approved	Pending Approval					
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Higher Level Reviewer (HLR) Action

Review the employee and supervisory assessments and the rating official's recommended ratings; approve the ratings or return the appraisal to the rating official for changes (the HLR cannot make any changes on the appraisal but can enter text into the "Component Unique" block).

Step	Higher Level Reviewer Action
1	<p data-bbox="264 497 1317 569">Log in to Self Service → Navigator screen: Click “My Workplace” → “NSPS Appraisals (My Workplace)”:</p> 
2	<p data-bbox="264 1094 1438 1165">Performance Appraisal Application Main Page: Click the “Update” icon (blue pencil) by the person whose appraisal you are reviewing:</p> 

Step

Higher Level Reviewer Action, *continued*

3

Details: Higher Level Reviewer (HLR) for Recommended Ratings screen:

On the top part of the screen, you can view the recommended job objective ratings (use the Details links to see more).

Scroll to the bottom part of the screen to see the assessment blocks (next page).

Performance Appraisal Application (PAA)
Version 2.0

MyBiz Suggestions Diagnostics Home Logout Preferences

Details: Higher Level Reviewer (HLR) for Recommended Ratings

Cancel Save Approve Return for Correction Need Help?

Employee Information
Employee Name **Dante Murri**

Sections of the appraisal are hidden (less scrolling)

Show Employee Details
Show Placement in Pay Band

Show Setup Details
Show Relevant Organizational Mission/Str

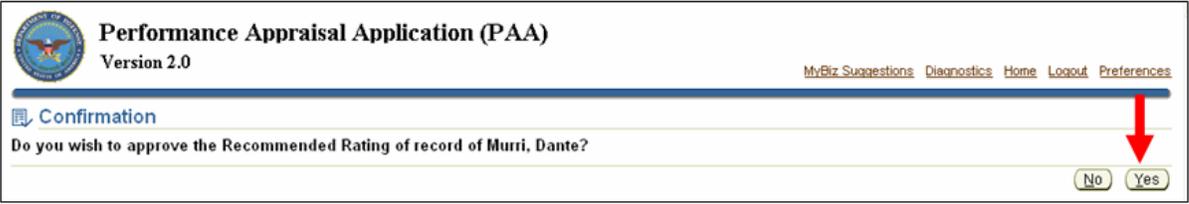
Job Objectives

View job objective ratings here (click the "Show" link to see more detail)

Scroll down to bottom of page to view assessments

Details	Number	Title	Status	Optional Weight (%)	Adjusted Weight (%)	Rating	Contributing Factor Impact	Adjusted Rating
Show 1		Filing	APPROVED	35		3	0	3
Show 2		Arranges conferences	APPROVED	30		4	0	4
Show 3		Calendar	APPROVED	35		3	0	3

Step	Higher Level Reviewer Action, <i>continued</i>
3, con't	<p data-bbox="261 216 1393 247">Details: Higher Level Reviewer (HLR) for Recommended Ratings screen (bottom):</p> <p data-bbox="261 289 1469 430">At the bottom part of the screen, you can review the employee and rating official assessments. You can also add your comments in the Component Unique Information block (bullet comments on the employee's overall performance and on the employee's potential to perform different and/or higher level work per AI-SC 1940.9.3.4.</p> <div data-bbox="269 472 1455 1346" style="border: 1px solid black; padding: 5px;"> <p data-bbox="272 476 695 499">Employee Self-Assessment for Annual Appraisal</p> <p data-bbox="272 501 1003 525">✔ TIP Provide input that you wish to have considered as part of your performance rating assessment.</p> <div data-bbox="302 527 1430 724" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="302 527 1430 569">1. Filing. I maintained the official division files such that no documents were ever missing or lost during the rating period. I was complimented by the Admin Officer who said she had never seen such an organized filing system. This allowed the rest of the staff to concentrate on their own jobs.</p> <p data-bbox="302 569 1430 627">2. Arranges conferences. I was the chief coordinator for our branch conference this year. I found a new site to hold the conference at no cost to us, and got good compliments from attendees. I had to deal with several last minute changes, including some speakers and revisions to materials. I also made arrangements for staff to attend three other conferences during the rating cycle.</p> <p data-bbox="302 627 1430 648">3. Calendar. I kept up to date information on everyone's whereabouts as well as the use of the branch conference room.</p> </div> <p data-bbox="787 688 1096 779" style="text-align: center; border: 1px solid black; background-color: yellow; padding: 5px;">Review employee self-assessment and rating official assessment here</p> <p data-bbox="272 749 574 772">Rating of Record and Assessment</p> <p data-bbox="430 777 721 819">Average Score 3.3 Rating of Record 3-Valued Performer</p> <p data-bbox="302 819 496 840">Rating Official Assessment</p> <div data-bbox="302 840 1430 1039" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="302 840 1430 861">During this rating cycle, Dante was very conscientious about the tasks he performed as the Branch Secretary.</p> <p data-bbox="302 861 1430 900">-- Obj 1 Filing was always up to date and accurate. There were no reports of lost or misplaced documents, allowing the technical staff to concentrate on their primary functions without worrying about having the correct documentation.</p> <p data-bbox="302 900 1430 980">-- Obj 2 Arranging conferences. Dante did the arrangements for four conferences, one of which was hosted by our organization and the others were conferences that some of our staff members were attending. He did an excellent job on the conference that our branch hosted; he found a good location which had never been used by us before, and it was very well-received by attendees. This task was made more difficult by two last-minute cancellations of speakers, requiring some rapid action to line up alternates, make their travel arrangements, and prepare their revised materials.</p> <p data-bbox="302 980 1430 1039">-- Obj 3 Calendar. Dante did a good job keeping the official branch calendar up to date with everyone's whereabouts, and the schedule for our common areas such as the conference room. He was always able to say where everyone was at any given time, and also make it easier for the staff to figure out whereabouts and availability of the conference room.</p> </div> <p data-bbox="272 1079 552 1102">Component Unique Information</p> <div data-bbox="302 1106 1430 1312" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="302 1106 1430 1150">Here are my comments reflecting the employee's positive support of Army values: Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.</p> <p data-bbox="613 1184 922 1274" style="text-align: center; border: 1px solid black; background-color: yellow; padding: 5px;">You can enter your comments here in the "Component Unique Information" block</p> <p data-bbox="1140 1203 1404 1274" style="text-align: center; border: 1px solid black; background-color: yellow; padding: 5px;">Character counter (limit 4400 for this block)</p> </div> <p data-bbox="302 1316 454 1337">(Limit to 4400 characters)</p> <p data-bbox="1295 1316 1356 1337" style="text-align: right;">Counter</p> </div>

Step	Higher Level Reviewer Action, <i>continued</i>
5	<p>Details: Higher Level Reviewer (HLR) for Recommended Ratings screen (top): You have two courses of action – approve the recommended rating, or return it to the rating official for correction.</p> <p>If approved, see next step.</p> <p>If returned, the rating official will need to make the changes and resubmit the recommendations to you.</p> 
6	<p>Confirmation screen: Click “Yes” to approve:</p>  <p>At this point the appraisal is no longer on your Main Page.</p>

Rating Official Action (after Higher Level Reviewer approval):

After the higher level reviewer has approved the recommended rating, the rating official sees the updated appraisal status of “Pending PPM Approval,” the Pay Pool Manager is the new “owner,” and no changes can be made.

Performance Appraisal Application (PAA)
Version 2.0

Notifications Appraisals

Main Appraiser

Performance Appraisal Application Main Page

Need Help? Quick Guides

Plans/Appraisals in Progress

Show Me All Appraisals Appraisal Year ALL Performance Plan Create

Table Size 10

Employee Name	Created By	Current Owner	Appraisal Year	Plan Approval Date	Plan Status	Appraisal Status	View	Update	Delete	Close	Print
Labombard, Emil J	Labombard, Emil J	Schellman, Earnest A	2008		Approved	Ongoing					
Murri, Dante G	Schellman, Earnest A	PPM	2008	21-Oct-2006	Approved	Pending PPM Approval					

Show Completed Plans

PPM is new owner

Appraisal Status is “Pending PPM Approval”

Click View icon to display (can't make changes)

Disposition of appraisal:

If the employee is moving to a new position within NSPS and within Army servicing, the appraisal should be transferred to the new rating official in the gaining organization. This has to be done by the Pay Pool Administrator or by a PAA “super user” in an HR organization. Once the appraisal is transferred, the original rating official will still be able to see various historic “snapshots” of the appraisal (establishment of performance plan, interim review, etc.) in the “Completed Plans/Appraisals” area. The new rating official will see the historic snapshots as well as the current version with the recommended ratings.

If the rating official is leaving (separating or changing jobs), the appraisal should be transferred to the new rating official, or, if not known yet, to the higher level reviewer. This has to be done by the Pay Pool Administrator or by a PAA “super user” in an HR organization.