

Changing Plan Effective Dates

Plan Reports/Forms

Plan Details Mission Goals Job Objectives Approvals & Acknowledgments

Plan Details

This screen provides information about the status of your employee's performance plan. [Need Help?](#)

- Update the Appraisal Type and Appraisal Dates, if necessary.

Important Note: The Appraisal Period Start Date represents the start of your employee's performance evaluation period under this plan. Certain information such as the pay grade and step will be populated on the appraisal form based on this date. For additional guidance select the 'Need Help?' link.

- Change the Rating Official and/or Higher Level Reviewer.
- Transfer the Performance Plan to your employee.

To change a Rating Official, Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button.

When done, select the 'Next' button or the 'Mission Goals' tab.

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

* Appraisal Type: Annual Appraisal - NG

* Appraisal Period Start Date: 01-Oct-2016

* Appraisal Period End Date: 31-Mar-2017

* Appraisal Effective Date: 01-Apr-2017

Rating Official Name: Sherwin, Beverly C

Higher Level Reviewer: Scott, Daryl Gregery

Performance Plan Approval Date: _____

Plan Last Modified Date: _____

Created By: Sherwin, Beverly C

[NEXT>](#)

1. Ensure the supervisor owns the plan.

2. Select the technician and go to the plan details.

3. Change the plan end date and effective date of the appraisal. All appraisals with at least 120 days on the current rating cycle will need to be changed to read an end date of 31-MAR-2017 and an effective date of 1-APR-2017.

4. For example, the current rating cycle would have been 01-OCT-2016 thru 30-SEP-2017. This changes to read 01-OCT-2016 thru 31-MAR-2017, with an effective date of 1-APR-2017.

NOTE: IAW Ohio TPR 430, para 2-6, if a technician has less than 120 days at the time of transition, then IAW DoDI 400.25-V431, extending the appraisal cycle will affect the start date of the employee's subsequent appraisal cycle; however, the subsequent appraisal cycle will still end on 31 March of the following calendar year.

How Do I Complete...Annual Appraisal Activities?

Technician Creates a Self-Assessment for the Annual Appraisal (1 of 2)

1. Begin at the **Performance Appraisal Application Main Page**.
2. Open your current Performance Plan by selecting '**Update**' from the '**Action**' drop down menu and select the '**Go**' button.
3. Select the **Appraisal Tab**.
4. Select the **radio button** for the Critical Elements (Job Objectives) for which you want to write an assessment.
5. Type your self-assessment into the '**Employee Self-Assessment**' box.
6. Select the '**Return to Appraisal Tab**' button at the top of the screen when you have completed entering your self-assessment for all your Critical Elements (Job Objectives).

How Do I Complete...Annual Appraisal Activities?

Technician Creates a Self-Assessment for the Annual Appraisal (2 of 2)

7. Transfer your Annual Appraisal to your Rating Official by selecting the '**Transfer to Rating Official**' button on the **Appraisal Tab Page**.

8. Type an e-mail message to your Rating Official requesting a review, if you want to use the e-mail option.

9. Select the appropriate '**Transfer to Rating Official**' button at the top of the **E-Mail Notification Page**.

How Do I Complete...Annual Appraisal Activities?

Supervisor Rates a Technician's Job Objectives

1. Begin at the **Performance Appraisal Application Main Page**.
2. Open an employee's existing Performance Plan by selecting '**Update**' from the '**Action**' drop down and select the '**Go**' button.
3. Select the **Annual Appraisal tab** to list the employee's Job Objectives.
4. Select the **radio button** next to each Job Objective to display the Job Objective and the employee's self-assessment.
5. Enter your evaluation.
6. Recommend a Job Objective Rating.
7. Repeat steps 4 through 6 until all Job Objectives are evaluated and rated

How Do I Complete...Annual Appraisal Activities?

Technician Acknowledges The Completed Annual Assessment

1. Begin at the **Performance Appraisal Application Main Page**.
2. Open your current Performance Plan by selecting '**Update**' from the '**Action**' drop down menu and select the '**Go**' button.
Note: The PAA Status is '**Completed**'.
3. Select the **Appraisal Tab**.
4. Select the **Approvals and Acknowledgments Tab**.
5. In '**Step 4: Employee - Acknowledgment**', select the '**Acknowledge Receipt**' button.
6. Select the '**Return to Main Page**' button to begin a new process or select the '**Logout**' link to end your session.