

NATIONAL GUARD TECHNICIAN PERFORMANCE APPRAISAL PROGRAM

Participant's Handbook



MI NATIONAL GUARD HUMAN RESOURCES OFFICE

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Technician Performance Appraisal Program!!

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THE MIARNG HUMAN RESOURCES OFFICE

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LEARNING GOALS AND OBJECTIVES

- Review the My Biz/My Workplace & Performance Appraisal Application tools
- Review mission and goals statements then write two (2) critical elements for an employee using Position Descriptions.
- Evaluate whether or not the critical elements satisfy the SMART criteria by collaborating with teammates to review, revise, and finalize critical elements
- Understand what a Self Assessment is and how to write one

NOTES

**Implementing the Michigan National
Guard Technician Performance
Appraisal Program!!**

RATING CRITICAL ELEMENTS

5	Outstanding – Outstanding performance in one or more critical element(s) and excellent performance for all other critical element(s).
4	Excellent – Excellent performance in one or more critical elements(s) and fully successful performance for all other critical element(s).
3	Fully Successful – Overall fully successful performance.
2	Marginal – Below fully successful performance for one or more critical element(s), but at least marginal performance for all critical element(s).
1	Unacceptable – Fails to meet at least the marginal performance standard in one or more critical element(s).
NR	Not Rated – Employee did not have opportunity to perform the critical element because it became obsolete or could not be accomplished due to extenuating circumstances.



RATING OF RECORD

Average Rating Range	Rating of Record	Rating of Record Descriptor
4.51 to 5.00	5	Outstanding
3.51 to 4.50	4	Excellent
2.51 to 3.50	3	Fully Successful
2.00 to 2.50	2	Marginal
1 on any critical element	1	Unacceptable

NOTES

WHAT YOUR RATING OF RECORD MEANS

Performance Rating	Employees are eligible to receive...
5 - Outstanding	Quality Step Increase Sustained Superior Performance Time Off Award
4 - Excellent	Sustained Superior Performance Time Off Award
3 - Fully Successful	Sustained Superior Performance Time Off Award
2 - Marginal	Counseling, Mentoring, Coaching Increased Supervisory Assistance
1 - Unacceptable	Performance Improvement Plan (PIP)

NOTES

Organizational Goals and Objectives!!

ORGANIZATIONAL GOALS AND OBJECTIVES

- **Mission:** an operation or duty assignment that is assigned by a higher headquarters
- **Derived from:** introduction paragraph of the employees position description

Surface Maintenance Mechanic Supervisor

- **INTRODUCTION:** This position is located in the Joint Forces Headquarters—State, Logistics Directorate (J-4), Surface Maintenance Facility. **The purpose** of this position is to supervise workers directly or through subordinate leaders and/or supervisors in accomplishing work of the function. Plans work operations of great scope, complexity, and administrative authority. Determines the sequence, priority, and time for performance of operations within the limits of broad work schedules and time limits. The occupation and non-supervisory grade level which best reflects the nature of the overall work operations supervised is Surface Maintenance Mechanic, WG-5801-11.
- **Mission Objective:** In order to ensure successful and efficient operations of the Field Maintenance Shop; determines, directs, and supervises (directly or indirectly) the sequence, priority, and time performance of assigned operations.

**MISSION - AN OPERATION OR DUTY ASSIGNMENT
THAT IS ASSIGNED BY A HIGHER HEADQUARTERS**

Writing Effective Critical Elements!!

CRITICAL ELEMENTS ARE NOT TASK DESCRIPTIONS

Critical Elements:

- Focus on the results and contribution
- Describe “what” the person will accomplish
- Employee responsible for outcome

Task Descriptions:

- Focus on the tasks or activities completed
- Describe “how” the person will do the work
- Manager ultimately responsible for the outcome

- *Additional Considerations for Writing Critical Elements*
- Articulate Expected Results
 - Absolute Standards
 - Totality Approach
- Length of critical elements

Example: SMART Critical Element

- *Complete the installation of 150 new computers in the DOIM Office, by the second week of September.*
- *Provide a monthly progress report, with information on completed work and anticipated obstacles, in the last week of each month.*
- *Ensure that the DA Form 2062 issuing the new computer to the PC user is signed by the user and forwarded to the Property*

Specific Example

Provides accurate and timely advice and guidance on an “as needed basis” to headquarters staff and managerial accountants in the field – resolving normal issues/inquiries in 5 – 7 business days, for more complex situations an initial response should be given in 5 – 7 business days and updated until resolved. Provides responses to questions and inquiries covering a variety of policies and directives that require the correct application of accounting principles, theories, concepts and practices to financial processes to produce accurate results and meet legal requirements.

Measurable Example

Provides *accurate and timely advice* and guidance on an “as needed basis” to headquarters staff and managerial accountants in the field – resolving normal issues/inquiries *in 5 – 7 business days*, for more complex situations an initial response should be given *in 5 – 7 business days and updated until resolved*. Provides responses to questions and inquiries covering a variety of policies and directives that require the *correct application of accounting principles, theories, concepts and practices* to financial processes to produce *accurate results and meet legal requirements*.

Be Realistic: Align duties with position

- **GS07** – Under limited supervision provides accurate and timely advice and guidance on an “as needed basis” to headquarters staff and managerial accountants in the field – resolving normal issues/inquiries in 5 – 7 business days. Prepares responses for supervisor’s review, to questions and inquiries covering a variety of policies and directives that require the correct application of accounting principles, theories, concepts and practices to financial processes to produce accurate results and meet legal requirements.
- **GS11** – Provides accurate and timely advice and guidance on an “as needed basis” to headquarters staff and managerial accountants in the field – resolving normal issues/inquiries in 5 – 7 business days, for more complex situations an initial response should be given in 5 – 7 business days and updated until resolved. Independently prepares responses to questions and inquiries covering a variety of policies and directives that require the correct application of accounting principles, theories, concepts and practices to financial processes to produce accurate results and meet legal requirements.

NOTES

Writing Effective Self Assessments!!

What is a Self Assessment?

A self assessment allows the employee the opportunity to describe how his or her accomplishments met the critical elements and performance standards and contributed to the achievement of the organization's mission and goals. It should provide the supervisor with a clear picture of your performance and achievements during the rating period.

Self Assessments are optional but highly encouraged. You may submit a self assessment at the interim performance review (usually at the midpoint of the rating cycle) and at the end of the rating cycle as part of your annual performance appraisal.

Getting Started... Before you begin to record your performance accomplishments, you must have a clear understanding of what your supervisor expects of you. "Performance Expectations" include, written critical elements and performance standards, but also other regulations, policies, procedures, guidelines, processes that you are expected to follow in performing your assignments. Be sure that you understand these expectations—ask questions if you do not.

Establishing a Recording System

Create a system for recording your accomplishments. Identify the critical element which is linked to the accomplishment.

Some suggestions include:

- E-mail Folder (keep separate folder for performance related items)
- Word Document, updated as needed
- Notes on Planner or Calendar
- File folder(s) to maintain copies of documents

What to Keep...

- Maintain a file of work products. (e.g.: copies of reports, studies, advisories, operating procedures, training materials or other documents you developed.)
- Statistical data or other metrics which apply to your work.
- Copies of letters, memos or email correspondence which express thanks or praise for a service or product you provided. Correspondence which documents your role in resolving a complex or controversial issue should also be maintained.

Writing Your Self Assessment: Enter your self assessment (interim and annual) into the automated Performance Appraisal Application Tool.

1. Limited Space in the Automated Tool

- Interim Review: 1000 characters
- Annual Assessment: 2000 characters

2. Review your critical elements.

3. Review your record of accomplishments -- determine which are the most and significant in terms of contribution to the mission and organizational goals.

4. Have at least one accomplishment for each critical element. It is also possible that a single accomplishment may apply to more than one critical element.



Characteristics of Significant Accomplishments:

- Difficult
- Controversial
- One of a Kind
- First Time
- High Visibility
- Large Volume of Work
- Short Deadlines
- Competing Priorities
- Require Innovation
- Scope and Impact

Use the STAR Format:

- S.** What **Situations** did you face?
- T.** What **Tasks** did you accomplish?
- A.** What **Activities or Actions** did you take?
- R.** What were the **Results** of your efforts on the mission or organizational goals?



Sample Critical Element

Critical Element #1 Action Officer for planning and organizing the Annual Regional Director's Conference, scheduled 15 Aug 2010 for 100 executives. Responsible for independently researching and coordinating with internal and external agencies to procure lodging, conference facilities, IT audio/media support, an administrative team, and transportation; ensuring requirements do not exceed planned 15K budget. Develops a conference planner to update supervisor of progress bimonthly (Oct – Mar); biweekly (May – Jul) ; daily 1-14 Aug. Report or refer complex situations to supervisor within 2 days of incident, and daily email updates until resolved. Prepares and submits a written project after-action report within 5 workdays after the end of conference, and contract close-outs.

Sample Self Assessment

Critical Element #1: Action Officer for the 2010 Annual Regional Director's Conference. I led the team which planned the annual regional directors' conference. I negotiated with the hotel for a reduced room rate and free meeting room. I drafted the meeting agenda which was approved by the Director. I arranged for guest speakers and assigned sponsors for each of them. I reviewed all materials prior to printing to ensure accuracy and proper format and arranged for reproduction despite reduced funding and a shortened deadline. I was publicly recognized during the conference and by a personal note from the Deputy Director for the outstanding administrative and logistical support provided by my team which contributed to the overall success of annual regional director's conference.

Summary: The employee self assessment is a critical part of the Performance Appraisal Program. It provides an opportunity for you to highlight your significant accomplishments in terms of your critical elements.

- It requires focusing on results, i.e., impact on organizational mission and goals.
- The **substance** of your self assessment is more important than your writing style.
- Your self assessment is reviewed by your rating official and is considered by your supervisor in preparing your annual assessment.
- The self assessment also provides an opportunity for communication between you and your rating official on your performance, on his or her performance expectations and on recommendations for improving your self assessment for the next rating period.

Self Assessments... are recorded in the Performance Appraisal Application tool, accessible via DCPDS My Biz and My Workplace.

Please contact your local Human Resources Office for assistance with the Performance Management program or the Performance Appraisal Application (PAA) tool.

Journal

Self Assessment

Documenting everything an employee accomplishes during the appraisal period is not expected. Employees are encouraged to keep a journal throughout the appraisal period to record significant activities as they occur. The journal makes the self assessment activity easier to complete and keeps the self assessment specific and relevant to critical elements.

Documenting Tips:

1. Spend 15 minutes each Friday to review and record the week's accomplishments and short falls.
2. Devote an hour during the last week of the month to a similar analysis of the month's successes and failures.
3. Commit a day at the middle and end of the performance cycle to review weekly and monthly results.
4. To facilitate writing your self assessment, consider maintaining a record of your achievements throughout the entire year.

Highlight your most significant achievements for the week or month: _____

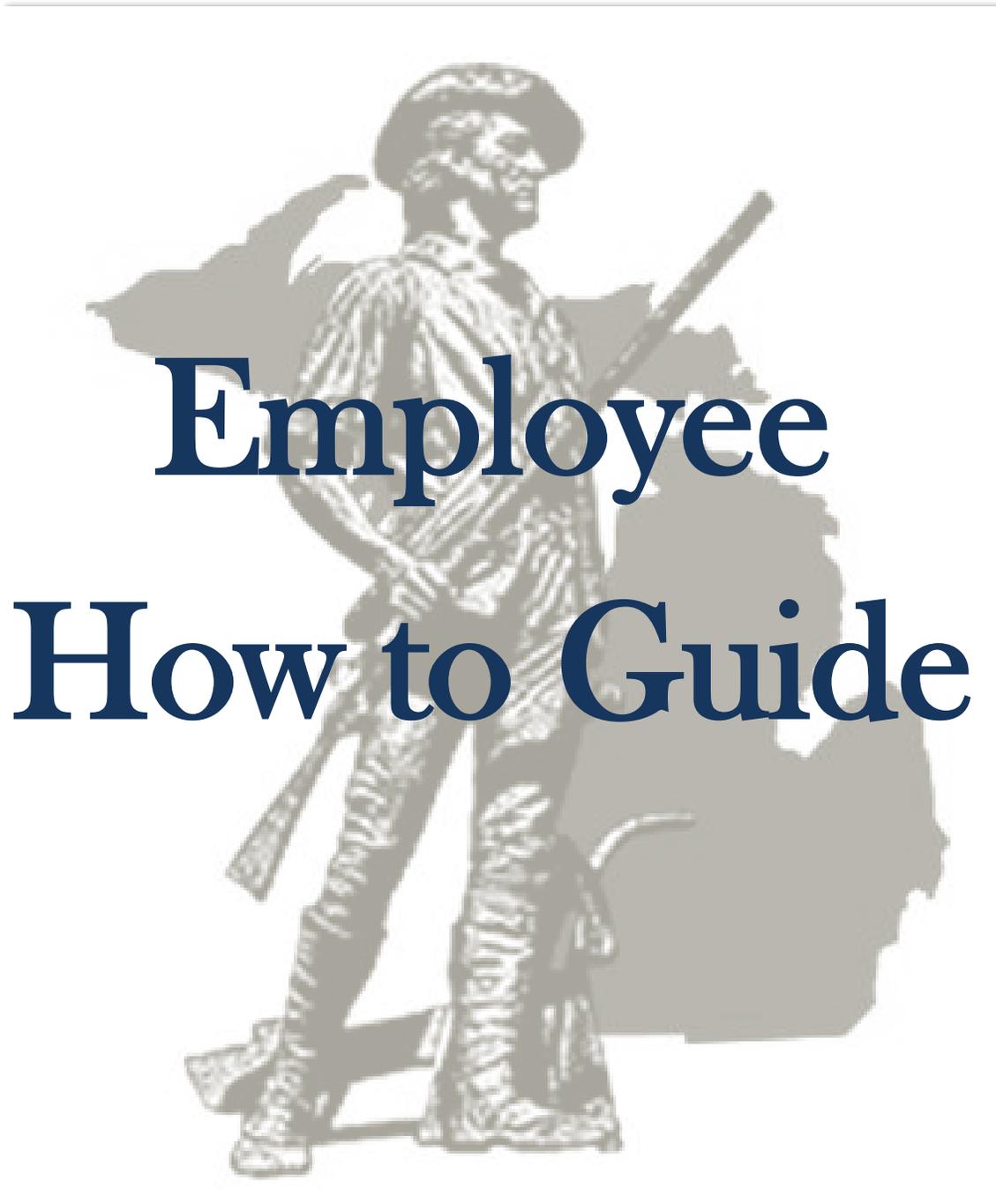
Make the connection between what you did and why that helps your organization: _____

Cite instances where your actions or conduct exemplified your critical elements: _____

Describe areas of your job in which you have grown significantly, made progress on past challenges and/or have been able to use new learning's for professional growth:_____

Describe any notable obstacles you encountered in fulfilling the expectations of your position during the week or month. Can you suggest ways to remove those obstacles? Did you?

What are the areas in which you would like to grow professionally and what kind of support, training and/or resources would you need?_____



Employee How to Guide

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How do I...Complete Activities Associated with My Performance Plan?

Create My Performance Plan

1. Begin at the **Performance Appraisal Application Main Page**.
2. Select '**National Guard (Title 32)**' from the '**Choose a Plan Type**' drop down menu.
3. Select the '**Go**' button to display the **Create Performance Plan: Setup Details Page**
4. Review and make any necessary changes to the default values.
5. Select the '**Build New Plan**' button or '**Copy an Existing Plan**'.
6. Select the '**Next**' button to continue the process or select the '**Logout**' link to end your session.

Add Mission Goals

1. Select the **Mission Goals Tab**.
2. Enter your organization's goals and priorities.

If information is not included about your organization's goals and priorities, you are encouraged to provide this information as it helps you write effective Critical Elements (Critical Elements) that align with your organizations goals and priorities. If you need assistance, speak with your supervisor.

You may type directly into the text box or copy and paste from another document.

3. Select the '**Next**' button to continue with the process or select the '**Logout**' link to end your session.

Add Critical Elements

1. Select the **Critical Elements (Critical Elements) Tab**.
2. Select the '**Add Critical Elements (Critical Elements)**' button to create a new Critical Elements (Critical Elements).
3. Enter the Critical Elements (Critical Elements) Title, it should be meaningful.
4. Change the Start Date.
5. Enter your draft Critical Elements (Critical Elements) text.
6. Select one of the following buttons.
 - Select '**Save**' periodically to save the Critical Elements (Critical Elements) and continue typing.
 - Select '**Save and Add Another Critical Elements (Critical Elements)**' to save and begin writing another Critical Elements (Critical Elements).
 - Select '**Save and Return to Critical Elements (Critical Elements) Tab**' when you are finished entering Critical Elements (Critical Elements).
7. After you have completed adding Critical Elements (Critical Elements) and selected '**Save and Return to Critical Elements (Critical Elements) Tab**', proceed to the Transfer My Performance Plan to My Rating Official section of this guide to continue with the process or select the '**Logout**' link to end your session.

Transfer My Performance Plan to My Rating Official

Important Note: The 'Transfer to Rating Official' button appears on many tabs.

1. Begin at the **Performance Appraisal Application Main Page**.
2. Select **'Transfer to Rating Official'** from the **'Action'** drop down menu for the plan listed and select the **'Go'** button.
3. Type an e-mail message to your Rating Official indicating that you are transferring the Performance Plan, if you want to use the e-mail option.
4. Select the appropriate **'Transfer to Rating Official'** button at the top of the e-mail Notification Page.

Copy an Existing Plan

1. Begin at the **Performance Appraisal Application Main Page**.
2. Create a new Performance Plan by selecting **'National Guard (Title 32)'** from the **'Choose a Plan Type'** drop down menu, then selecting the **'Go'** button, which will display the **Plan Details Tab Page**.
3. Review and make any necessary changes to the default values.
4. Select the **'Copy an Existing Plan'**.
5. Select the **'Find'** button to search for an approved plan to copy.
6. Select the **'Copy'** button for the plan you would like to copy.

Delete Critical Elements

Important Note: Once your Critical Elements (Critical Elements) is approved, it can only be deleted by your Rating Official.

1. Begin at the **Performance Appraisal Application Main Page**.
2. Open an existing Performance Plan by selecting **'Update'** from the **'Action'** drop down menu for the plan listed and select the **'Go'** button.
3. Select the **Critical Elements (Critical Elements) Tab** to list your Critical Elements (Critical Elements).
4. Select the **'Delete'** icon for the Critical Elements (Critical Elements) you want to delete.
5. Select the **'Next'** button to continue with the process or select the **'Logout'** link to end your session.

Update Critical Elements

Important Note: You must have ownership of your Performance Plan to update Critical Elements (Critical Elements).

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 **Critical Elements (Critical Elements) Tab** to list your Critical Elements (Critical Elements).
4. Select the **'Update'** button for the Critical Elements (Critical Elements) you want to update.
5. Update any of the Critical Elements (Critical Elements) information.
 - Critical Elements (Critical Elements) Title
 - Start Date
 - Critical Elements (Critical Elements) Text

6. Select one of the following buttons when your Critical Elements (Critical Elements) information is complete.
 - Select **'Save'** to save the Critical Elements (Critical Elements) and continue writing.
 - Select **'Save and Update another Critical Elements (Critical Elements)'** to save and begin updating or adding another Critical Elements (Critical Elements).
 - Select **'Save and Return to Critical Elements (Critical Elements) Tab'** when you are finished updating Critical Elements (Critical Elements).
7. After you have completed updating Critical Elements (Critical Elements) and selected **'Save and Return to Critical Elements (Critical Elements) Tab'**, select the **'Next'** button to continue with the process or select the **'Logout'** link to end your session.

Acknowledge My Performance Plan

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 will be **'Plan Approved'**.

3. Select the **Approvals and Acknowledgments Tab**.
4. In **'Step 4: Employee - Acknowledgment'**, select the **'Acknowledge Receipt'** button.
5. Select the **'Return to Main Page'** button to begin a new process or select the **'Logout'** link to end your session.

How Do I...Complete My Interim Review?

Create My Self-Assessment for My Interim Review

1. Begin at the **Performance Appraisal Application Main Page**.
2. Open your current Performance Plan by selecting **'Update'** from the **'Action'** drop down menu for the plan listed and select the **'Go'** button.

Note: The PAA Status is **'Plan Approved'**.

3. Select the **Interim Reviews Tab**.
4. Select the **'Create Interim Review'** button.
5. Select the radio button for the Critical Elements (Critical Elements) for which you want to write an assessment.
6. Type your assessment into the **'Employee Self-Assessment'** box.
7. Repeat Steps 5 and 6 until each assessment is complete.
8. Select the **'Return to Interim Reviews Tab'** button at the top of the screen when you have completed entering your self-assessment for all your Critical Elements (Critical Elements).
9. Select the **'Transfer to Rating Official'** button on the **Interim Reviews Tab Page**.
10. Type an e-mail message to your Rating Official requesting a review, if you want to use the e-mail option.
11. Select the appropriate **'Transfer to Rating Official'** button at the top of the **E-mail Notification Page**.

Acknowledge My Completed Interim Review

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 will be '**Interim in Progress**'.

3. Select the **Approvals and Acknowledgments Tab**.
4. In '**Step 4: Employee - Acknowledgment**', select the '**Acknowledge Receipt**' button.
5. Select the '**Return to Main Page**' button to begin a new the process or select the '**Logout**' link to end your session.

How Do I...Complete My Annual Appraisal?

Create My Self-Assessment for My Annual Appraisal

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 '**Interim Review Completed**'.

3. Select the **Appraisal Tab**.
4. Select the radio button for the Critical Elements (Critical Elements) 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 (Critical Elements).
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**.

Acknowledge My 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.

How Do I...Complete My Closeout Assessment?

Note: You only complete a Closeout Assessment if you change your Rating Official.

Create or Update My Self-Assessment for My Closeout Assessment

1. Begin at the **Performance Appraisal Application Main Page**. If you are already in the PAA, select the **'Return to Main Page'** button at the top right of the screen.
2. Open your current Performance Plan by selecting **'Update'** from the **'Action'** drop down menu.

Note: The PAA Status is **'Interim Review Completed'** or **'Plan Approved'**.

3. Select the **Other Assessments Tab**.
4. Select the **Assessments Tab**.
5. Select the radio button for the Critical Elements (Critical Elements) for which you want to write an assessment.
6. Type your self-assessment into the **'Employee Self-Assessment'** box.
7. Select the **'Return to Closeout Assessment'** button at the top of the screen when you have completed entering your self-assessment for all your Critical Elements.
8. Transfer your Closeout Assessment to your Rating Official by selecting the **'Transfer to Rating Official'** button on the **Other Appraisal Tab Page**.
9. Type an e-mail message to your Rating Official requesting a review, if you want to use the email option.
10. Select the **'Transfer to Rating Official'** button at the top of the page.
11. Select the **'Next'** button to continue with the process or select the **'Logout'** link to end your session.

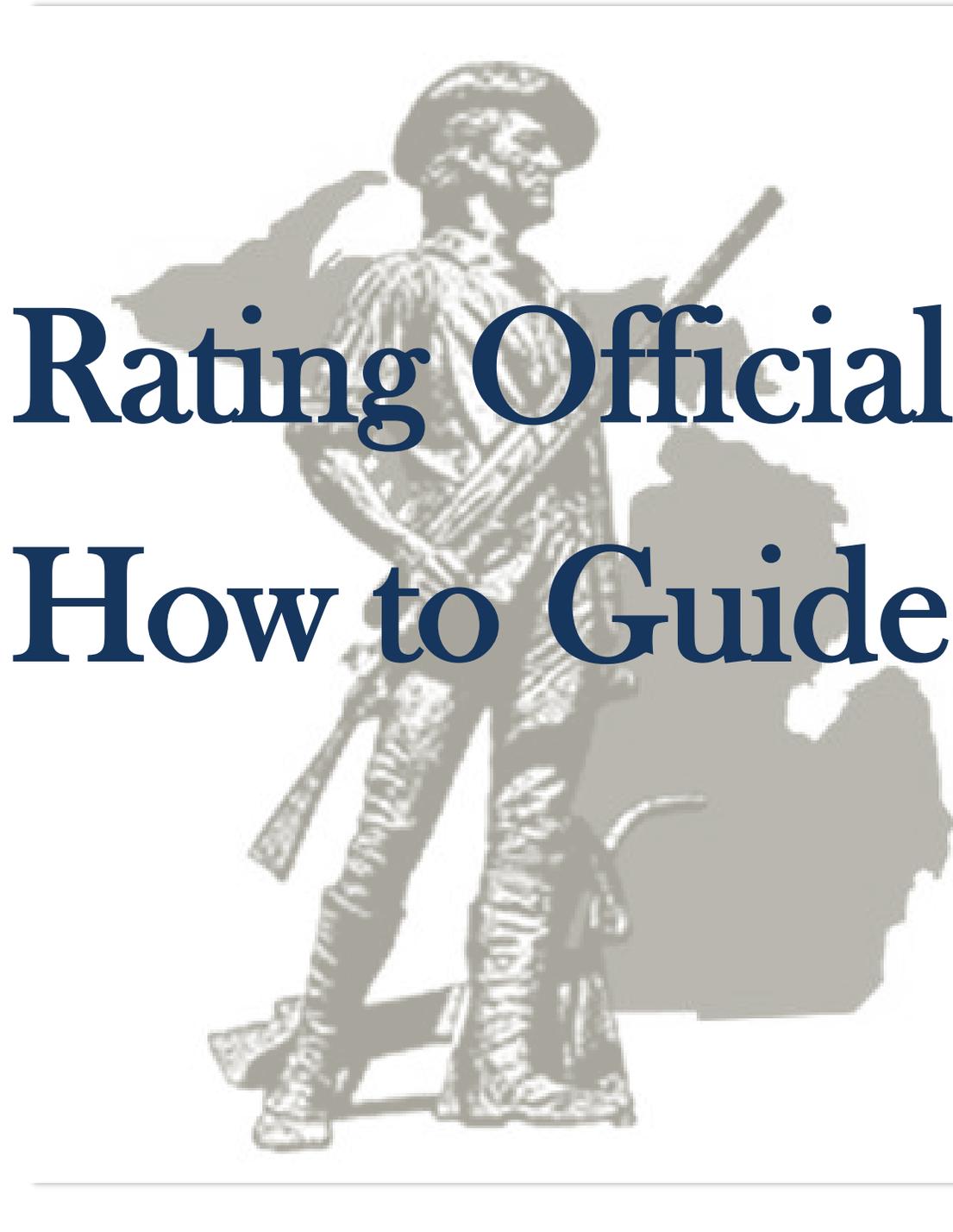
Acknowledge My Closeout Assessment

1. Begin at the **Performance Appraisal Application Main Page**. If you are already in the PAA, select the **'Return to Main Page'** button at the top right of the screen.
2. Open your current Performance Plan by selecting **'Update'** from the **'Action'** drop down menu.

Note: The PAA Status is **'Interim Review Completed'** or **'Plan Approved'**.

3. Select the **Other Assessments Tab**.
4. Select the **Approvals and Acknowledgments Tab**.
5. In **'Step 4: Employee Acknowledgment'**, select the **'Acknowledge Receipt'** button.
6. Select the **'Next'** button to continue with the process or select the **'Logout'** link to end your session.

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Rating Official How to Guide

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Note: You only complete a Closeout Assessment if your employee is transferring to another Rating Official

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How do I...Complete Performance Plan Activities?

Create an Employee's Performance Plan

1. Begin at the **Performance Appraisal Application Main Page**.
2. Create a new Performance Plan by selecting '**National Guard (Title 32)**' from the '**Choose a Plan Type**' drop down menu, then selecting the '**Go**' button, which will display a list of employee's to choose from.
3. Select the '**Create**' button for the employee you would like to create a performance plan.
4. Select the '**Build New Plan**' button or '**Copy an Existing Plan**'.
5. Select the '**Next**' button to continue the process or select the '**Logout**' link to end your session.

Copy an Existing Plan

1. Begin at the **Performance Appraisal Application Main Page**.
2. Create a new Performance Plan by selecting '**National Guard (Title 32)**' from the '**Choose a Plan Type**' drop down menu, then selecting the '**Go**' button, which will display the **Plan Details Tab Page**.
3. Review the information and make any necessary changes to the default values.
4. Select the '**Copy an Existing Plan**'.
5. Enter the employee name that you would like to copy the plan from and select the '**Find**' button.
6. Select the '**Copy**' button for the plan you would like to copy.

Update Setup Details

1. If the information is not correct:
 - Select the '**Calendar**' icon next to the date to change it. Select a new date.
 - Select the '**Change Rating Official or Higher Level Reviewer**' button to change the Rating Official or the Higher Level Reviewer.
2. Select the '**Next**' button to continue with the process or select the '**Logout**' link to end your session.

Add Mission Goals

1. Select the **Mission Goals Tab**.
2. Enter or review your organization's goals and priorities.

You are encouraged to provide this information as it helps your employee(s) to write effective Critical Elements that align with your organization's goals and priorities. You may type directly into the text box or copy and paste from another document.

3. Select the '**Next**' button to continue with the process or select the '**Logout**' link to end your session.

Add Critical Elements

1. Select the **Critical Elements Tab** to review the employee's Critical Elements.
2. Select the **'Add Job Objective' button** to create a new Job Objective.
3. Enter the Job Objective Title.
4. Change the Start Date if the default value is incorrect.
5. Enter your draft Job Objective text.
6. Select one of the following buttons.
 - Select **'Save'** to save the Job Objective and continue writing.
 - Select **'Save and Add Another Job Objective'** to save and begin writing another Job Objective.
 - Select **'Save and Return to Job Objective Tab'** when you are finished entering Critical Elements.
7. After you have completed adding Critical Elements and selected **'Save and Return to Critical Elements Tab'**, select the **'Next'** button to continue with the process or select the **'Logout'** link to end your session.

Delete Critical Elements

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 menu and select the **'Go'** button.
3. Select the **'Plan Tab'** to list the employee's Performance Plans.
4. Select the **'Update'** button in the **'Action'** column for the selected Performance Plan.
5. Select the **Critical Elements Tab** to list the employee's Critical Elements.
6. Select the **'Delete'** icon for the Job Objective you want to delete.
7. Select the **'Next'** button to continue with the process or select the **'Logout'** link to end your session.

Update Critical Elements

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 menu and select the **'Go'** button.
3. Select the **'Plan Tab'** to list the employee's Performance Plans.
4. Select the **'Update'** button in the **'Action'** column for the selected Performance Plan.
5. Select the **Critical Elements Tab** to list the employee's Critical Elements.
6. Select the **'Update'** button for the Job Objective you want to update.
7. Update any of the Job Objective information.
 - Job Objective Title
 - Start Date
 - Job Objective Text
8. Select one of the following buttons.
 - Select **'Save'** to save the Job Objective and continue writing.
 - Select **'Save and Update Another Job Objective'** to save and begin updating or adding another Job Objective.
 - Select **'Save and Return to Job Objective Tab'** when you are finished updating Critical Elements.
9. After you have completed updating Critical Elements and selected **'Save and Return to Critical Elements Tab'**, select the **'Next'** button to continue with the process or select the **'Logout'** link to end your session.

Adjust Optional Job Objective Weights

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 menu and select the '**Go**' button.
3. Select the **Plan Tab** to list the employee's Performance Plans.
4. Select the '**Update**' button in the '**Action**' column for the selected Performance Plan.
5. Select the **Critical Elements Tab** to list the employee's Critical Elements.
6. Enter the Optional Weights for each Job Objective by using the drop down menu in the '**Weights % Optional**' column. You can also just type the Weight Percentage in the drop down box.
7. Select the '**Next**' button to continue with the process or select the '**Logout**' link to end your session.

Approve Critical Elements

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 menu and select the '**Go**' button.

Note: The PAA Status is '**Plan in Progress**'.

3. Review employee's mission goals by selecting the **Mission Goals Tab**.
4. Select the **Critical Elements Tab** to list and review the employee's Critical Elements.
5. Select the radio button next to each Job Objective to display the Job Objective.
6. Select the **Approvals and Acknowledgments Tab**.
7. In '**Step 1: RO - Request or Document HLR**' select the '**Start**' button.
8. To Request Higher Level Review, choose Option A.
 - Change the name of the Higher Level Reviewer, if necessary.
 - Enter a notification message to the Higher Level Reviewer.
 - Select the '**Transfer to HLR with E-mail notification**' button or select '**Transfer to HLR without E-mail notification**' button.
9. To Document Higher Level Review, choose Option B.
 - Enter the Review Date.
 - Enter the Method of Review. If the Method is '**Other**' complete the '**Other**' text field.
 - Change the name of the Approver (the Higher Level Reviewer).
 - Select the '**Save**' button.
10. Select the highlighted '**Start**' button to continue with the process or select the '**Logout**' link to end your session.

Re-Approve Critical Elements

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 menu and select the '**Go**' button.

Note: The PAA Status is '**Plan in Progress**'.

3. Review employee's Performance Plan details and mission goals by selecting the **Plan Details Tab** and then the **Mission Goals Tab**.
4. Select the **Critical Elements Tab** to list and review the employee's Critical Elements.
5. Select the radio button next to each Job Objective to display the Job Objective.
6. Select the **Re-Approval of Critical Elements Tab**.
7. If Step 1 is required by your state, in '**Step 1: RO - Request or Document HLR**' select the '**Start**' button.
8. To Request Higher Level Review, choose Option A.
 - Change the name of the Higher Level Reviewer, if necessary.
 - Enter a notification message to the Higher Level Reviewer.
 - Select the '**Transfer to HLR with E-mail notification**' button or select '**Transfer to HLR without E-mail notification**' button.
9. To Document Higher Level Review, choose Option B.
 - Enter the Review Date.
 - Enter the Method of Review. If the Method is '**Other**' complete the '**Other**' text field.
 - Change the name of the Approver (the Higher Level Reviewer).
 - Select the '**Save**' button.
10. If Step 1 is not required by your state, select the '**Start**' button in '**Step 3: Rating Official - Document Communication to Employee**'.
 - Enter the date the communication to the employee occurred in the '**Communication Date**' field.
 - Select the Communication Method from the '**Communication Method**' drop down menu. If the Method is '**Other**' complete the '**Other**' text field.
 - Select the '**Save and Transfer to Employee for Acknowledgment**' button.
11. Select the '**Next**' button to continue with the process or select the '**Logout**' link to end your session.

Request or Document Higher Level Reviewer (HLR) Approval

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 menu and elect the '**Go**' button.

Note: The PAA Status is '**Plan in Progress**'.

3. Select the **Plan Tab** to list the employee's Performance Plan.
4. Select the '**Update**' button in the '**Action**' column for the selected Performance Plan.
5. Select the **Approvals and Acknowledgments Tab**.
6. Select the '**Start**' button in '**Step 1: Rating Official - Request or Document Higher Level Review (Optional)**'
7. To Request Higher Level Review, choose Option A.
 - Change the name of the Higher Level Reviewer, if necessary.
 - Enter a notification message to the Higher Level Reviewer.
 - Select the '**Transfer to HLR with E-mail notification**' button or Select '**Transfer to HLR without E-mail notification**' button.

8. To Document Higher Level Review, choose Option B.
 - Enter the Review Date.
 - Enter the Method of Review. If the Method is **'Other'** complete the **'Other'** text field.
 - Change the name of the Approver (the Higher Level Reviewer).
 - Select the **'Save'** button.
9. Select the **'Next'** button to continue with the process or select the **'Logout'** link to end your session.

Document Communication of the Performance Plan to the Employee after HLR Approval

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 menu and select the **'Go'** button.

Note: The PAA Status is **'Plan Approved by HLR'**.

3. Select the **'Update'** button in the **'Action'** column for the selected Performance Plan.
4. Select the **Approvals and Acknowledgments Tab**.
5. Select the **'Start'** button in **'Step 3: Rating Official - Document Communication to the Employee.'**
6. Enter the date the communication to the employee occurred in the **'Communication Date'** field.
7. Select the Communication Method from the **'Communication Method'** drop down menu. If the Method is **'Other'** complete the **'Other'** text field.
8. Select the **'Transfer to Employee'** button.
9. Select the **'Return to Main Page'** button to start a new process or select the **'Logout'** link to end your session.

Retrieve a Performance Plan or Appraisal

1. Begin at the **Performance Appraisal Application Main Page**.
2. Select **'Retrieve'** from the **'Action'** drop down menu for the plan listed and select the **'Go'** button.

Change the Rating Official and Higher Level Reviewer

1. Begin at the **Performance Appraisal Application Main Page**.
2. Select **'Change RO and/or HLR'** from the **'Action'** drop down menu for the plan listed and select the **'Go'** button.
3. Change the Rating Official Name or the Higher Level Reviewer using the **'Flashlight'** icon.
4. Select the **'Return to Main Page'** button to continue with the process or select the **'Logout'** link to end your session.

Transfer to the Employee

1. Begin at the **Performance Appraisal Application Main Page**.
2. Select **'Transfer to Employee'** from the **'Action'** drop down menu for the plan listed and select the **'Go'** button.
3. Type an e-mail message to the employee indicating that you are transferring the Performance Plan.
4. Select the **'Transfer to Employee'** button at the top of the E-Mail Notification Page.

Document Employee Acknowledgment

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 menu and select the **'Go'** button.

Note: The PAA Status is **'Plan Approved'**.

3. Select the **Approvals and Acknowledgments Tab**.
4. Select the **'Start'** button in **'Step 4: Rating Official - Document Employee Acknowledgment.'**
5. Select the **'Return to Main Page'** button to start a new process or select the **'Logout'** link to end your session.

How Do I...Complete Interim Review Activities?

Create an Interim Review

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 menu and select the **'Go'** button.

Note: The PAA Status is **'Plan Approved'**.

3. Select the **Interim Reviews Tab**.
4. Select the **'Create Interim Review'** button.
5. Assess your employee's Critical Elements or select the **'Logout'** link to end your session.

Assess an Employee's Critical Elements

1. Select the **Interim Reviews Tab** to list the employee's Interim Reviews.
2. Select the **'Update'** button for the selected Interim Review.
3. Select the **Assessments Tab** to list the employee's Critical Elements and assessments.
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 for each Job Objective.
6. Select the **'Transfer to Employee'** button at the top of the screen.

Document Communication of the Interim Review to the Employee

Note: The PAA Status is **'Interim Approved by HLR'**.

1. Select the **Interim Reviews Tab** to list the employee's Interim Reviews.
2. Select the **'Update'** button for the selected Interim Review.
3. Select the **Approvals and Acknowledgments Tab**.
4. Select the **'Start'** button in **'Step 3: Rating Official - Document Communication to the Employee.'**
5. Enter the date the communication to the employee occurred in the **'Communication Date'** field.
6. Select the Communication Method from the **'Communication Method'** drop down menu. If the Method is **'Other'** complete the **'Other'** text field.
7. Select the **'Save and Transfer to Employee for Acknowledgment'** button.
8. Select the **'Return to Main Page'** button to start a new process or select the **'Logout'** link to end your session.

How Do I Complete...Annual Appraisal Activities?

Rate an Employee's Critical Elements

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.

Note: The PAA Status will be '**Interim Review Completed**'.

3. Select the **Annual Appraisal tab** to list the employee's Critical Elements.
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 Critical Elements are evaluated and rated.

How Do I...Complete Closeout Assessment Activities?

Note: You only complete a Closeout Assessment if your employee is transferring to another Rating Official.

Create a Closeout Assessment

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 menu and select the '**Go**' button.

Note: The PAA Status is '**Plan Approved**'.

3. Select the **Other Assessments Tab**.
4. Select the '**Create Closeout Assessment**' button.
5. Select the '**Next**' button to continue with the process or select the '**Logout**' link to end your session.

Assess an Employee's Critical Elements

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 menu for the plan listed and select the '**Go**' button.

Note: The PAA Status is '**Closeout in Progress**'.

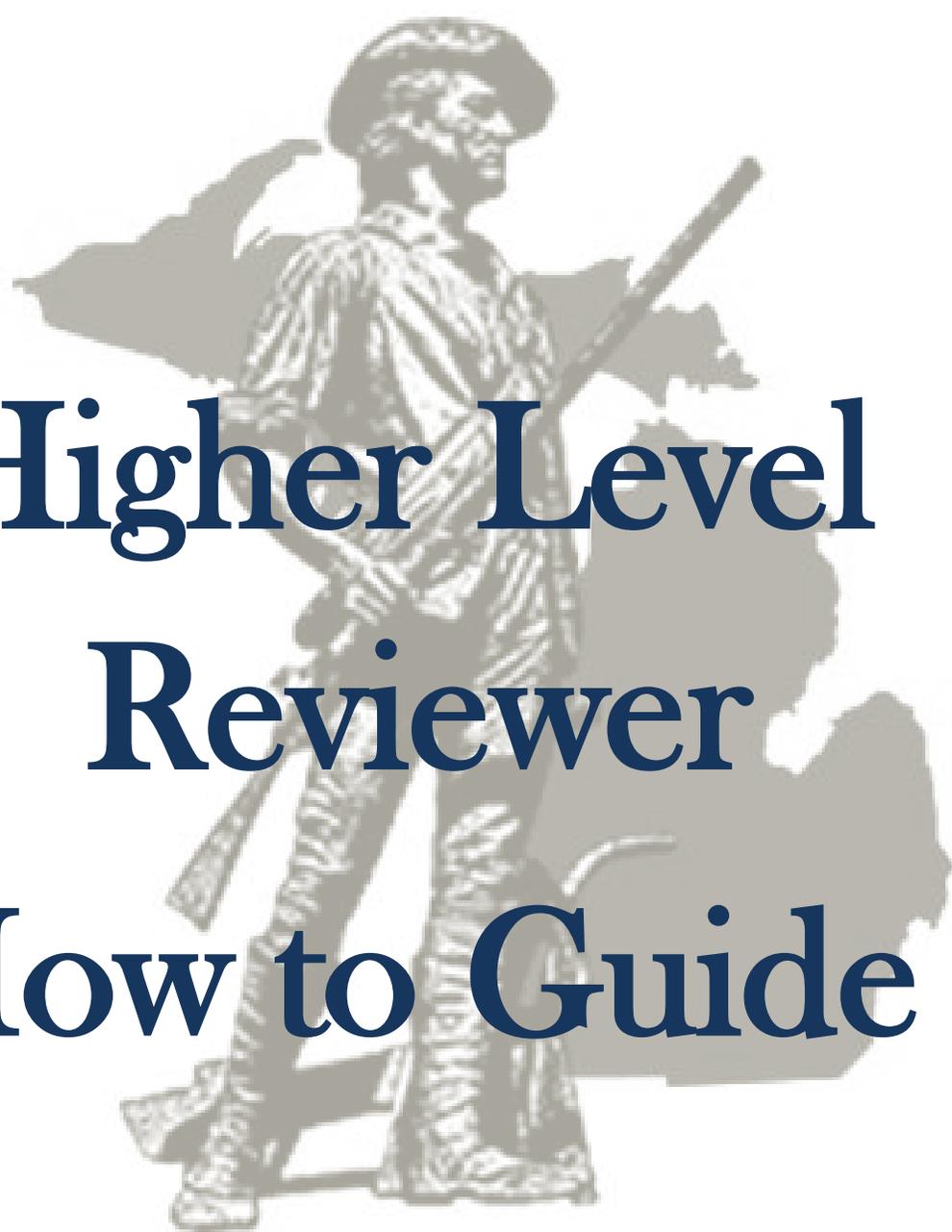
3. Select the **Other Assessments Tab** to list the employee's Other Assessments.
4. Select the '**Update**' button for the selected Closeout Assessment.
5. Select the **Critical Elements Tab** to list the employee's Critical Elements.
6. Select the radio button next to each Job Objective to display the Job Objective and the employee's self-assessment, if written.
7. Enter or revise your evaluation of the Job Objective.
8. Repeat Steps 6 and 7 for each Job Objective.
9. Select the '**Transfer to Employee**' button at the top of the screen.

Document Completion of a Closeout Assessment

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 menu and select the '**Go**' button.

Note: The PAA Status is '**Closeout in Progress**'.

3. Select the **Other Assessments Tab** to list the employee's Other Assessments.
4. Select the '**Update**' button for the selected Closeout Assessment.
5. Select the **Communications and Acknowledgments Tab**.
6. In '**Step 2: Rating Official - Document Communication to the Employee**' select the '**Start**' button.
7. Enter the date the communication to the employee occurred in the '**Communication Date**' field.
8. Select the Communication Method from the '**Communication Method**' drop down menu. If the Method is '**Other**' complete the '**Other**' text field.
9. Select the '**Save and Transfer to Employee**' button.
Select the '**Return to Main Page**' button to start a new process with the process or select the '**Logout**' link to end your session.



Higher Level Reviewer How to Guide

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How Do I Complete...Performance Plans and Appraisals?

Approve a Performance Plan

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 menu and select the '**Go**' button.

Note: The PAA Status is '**Plan Pending HLR Approval**'.

3. Select any of the tabs to review information about the Performance Plan: the **Plan Details Tab**, the **Mission Goals Tab**, the **Critical Elements Tab**.
4. Select the **Critical Elements Tab** to list and review the employee's Critical Elements.
5. Select the radio button next to each Job Objective to display the Job Objective.
6. Select the **Approvals and Acknowledgments Tab**.
7. In '**Step 2: Higher Level - Review**' select the '**Approve**' button.
8. Type an e-mail message to the Rating Official, indicating your approval, if you want to use the e-mail option.
9. Select the '**Transfer to Rating Official**' button.

Return a Performance Plan to Rating Official for Correction

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 menu and select the '**Go**' button.
3. Select any of the tabs to review information about the Performance Plan: the **Plan Details Tab**, the **Mission Goals Tab**, the **Critical Elements Tab**.
4. Select the **Critical Elements Tab** to list the employee's Critical Elements and to review the Critical Elements.
5. Review the employee's self-assessments and the Rating Official's Evaluations
6. Select the **Approvals and Acknowledgments Tab**.
7. In '**Step 2: Higher Level - Review**' select the '**Return for Change**' button.
8. Type an e-mail message to the Rating Official, explaining your request for a change, if you want to use the e-mail option.
9. Select the '**Transfer to Rating Official**' button.

Approve an Interim Review

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 menu and select the '**Go**' button.

Note: The PAA Status is '**Interim Pending HLR Approval**'.

3. Select any of the tabs to review information about the Performance Plan: the **Plan Details Tab**, the **Mission Goals Tab**, the **Critical Elements Tab**.
4. Select **Interim Reviews Tab**.
5. Select the **Assessments Tab** to list the employee's Critical Elements and assessments.
6. Select the radio button next to each Job Objective to display the Job Objective.
7. Review each Job Objective focusing on the employee's and Rating Official's assessments of the Critical Elements.
8. Select the **Approvals and Acknowledgments Tab**.
9. In '**Step 2: Higher Level - Review**' select the '**Approve**' button.

10. Type an e-mail message to the Rating Official, indicating your approval, if you want to use the e-mail option.
11. Select the '**Transfer to Rating Official**' button.

Return an Interim Review to Rating Official for Correction

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 menu and select the '**Go**' button.

Note: The PAA Status is '**Interim Review Pending HLR Approval**'.

3. Select any of the tabs to review information about the Performance Plan: the **Plan Details Tab**, the **Mission Goals Tab**, the **Critical Elements Tab**.
4. Select **Interim Reviews Tab**.
5. Select the **Assessments Tab** to list the employee's Critical Elements and assessments.
6. Select the radio button next to each Job Objective to display the Job Objective.
7. Review each Job Objective focusing on the employee's and Rating Official's assessments of the Critical Elements.
8. Select the **Approvals and Acknowledgments Tab**.
9. In '**Step 2: Higher Level - Review**' select the '**Return for Change**' button.
10. Type an e-mail message to the Rating Official, explaining your request for a change, if you want to use the e-mail option.
11. Select the '**Transfer to Rating Official**' button.

Review an Annual Appraisal, including Recommended Job Objective Ratings

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 menu and select the '**Go**' button.

Note: The PAA Status is '**Appraisal Pending HLR Approval**'.

3. Select the **Plan Tab**.
4. Select any of the tabs to review information about the Performance Plan: the **Plan Details Tab**, the **Mission Goals Tab**, the **Critical Elements Tab**.
5. Select the **Appraisal Tab**.
6. Select the **Assessments Tab** to list the employee's Critical Elements and recommended ratings.
7. Select the radio button next to each Job Objective to display the Job Objective, the employee's self-assessment, the Rating Official's evaluation, the Job Objective rating.
8. Select the '**Next**' button to continue with the process or select the '**Logout**' link to end your session.

FREQUENTLY ASKED QUESTIONS

Why are we changing? Is the new Performance Appraisal Program required?

Good performance management requires a clear understanding of one's job and a set of clearly defined performance expectations. The new performance management system recognizes and rewards employee's performance.

What's in it for me (WIIFM)?

Employees have the opportunity to advocate for themselves utilizing the self assessment.

Furthermore, a Higher Level reviewer has input throughout the rating period to keep the appraisal program fair and equitable.

Rating system allows for higher average rating (rounded up).

How do you stop the good ole boy system?

Supervisor is required to provide narrative comments for each critical element and for the overall rating.

Furthermore, a Higher Level reviewer has input throughout the rating period to keep the appraisal program fair and equitable.

Who will and how will it be trained?

Members of the Human Resource Office who are subject matter experts in the program will conduct the training throughout the State.

Isn't this new program accessed by using a computer? Everyone in our shop doesn't have a computer?

The MING is working hard to provide computers access to all locations.

DLC Labs and HRO support and assistance is always available.

FREQUENTLY ASKED QUESTIONS

What does the self assessment option offer me?

Employee has the opportunity to advocate for him/her self and describe how their accomplishments met or exceed the critical elements and performance standards.

Furthermore, the higher level reviewer has visibility of the employee's achievements in order to assess against the supervisor's narratives.

What are the impacts of going to a five tier system?

The key feature of the new performance management system is the philosophy, not the tool. The new philosophy requires organizations to indentify, measure, and report on their efforts to continuously improve the performance of their major programs, focuses on results, and which processes best accomplish these results, and; calls for a performance management and awards system that identifies and rewards the organizations employees.

WHERE TO GO!!



RESOURCES

- Resources available on the J1 HRO SharePoint page under “Shared Documents” & “Performance Appraisal Program Resources.” https://www.mi.ngb.army.mil/hro/emp_serv.asp
- **Journal Self Assessment** – A self assessment journal available in this participant guide.
- **Self Assessment Pamphlet** – A pamphlet with detailed instructions on self assessments.
- **Critical Elements Pamphlet** – A pamphlet with detailed instructions on critical elements.
- **TPR 430** – National Guard Technician Performance Appraisal Program regulation.
- **DCPDS Portal** – Log In for My Biz / My Workplace.
<https://compo.dcpds.cpms.osd.mil>
- **DCPDS Self Service** – DCPDS user guide, FAQs, terms and definitions, and brochure.
<http://www.cpms.osd.mil/hrbits/selfservice.aspx>

REFERENCES

- **TPR 430** – National Guard Technician Performance Appraisal Program
- Associated Civilian Technician (ACT) Labor Agreement
- Laborer’s International Union of North America (LIUNA) Modern Operating Agreement