



PAA Job Aid | High Level Reviewer Appraisal

The Performance Management Review Process Has 7 Major Steps:

- 1 Employee completes self appraisal
- 2 Rating Official completes performance appraisal
- 3 Reviewing Official reviews performance appraisal
- 4 Activity PM PRA reviews appraisal
- 5 Naval Intelligence PM PRA certifies ratings for release to the employees
- 6 Reviewing Official (AKA "Higher Level Reviewer" or "HLR") approves performance appraisal and transfers back to Rating Official
- 7 Rating Official documents communication and employee acknowledgment of final appraisal

Begin Appraisal Review

Plans/Appraisals In Progress

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

Show Me Appraisal Year

Create New Plan

--Choose a Plan Type--

Jobs, Dario T	Palmerton, Luther CPMS Y	Prothero, Lorenzo M	2010	101	28-May-2010	DCIPS	Approved	Appraisal Pending HLR Approval	1 Update <input type="button" value="Go"/>
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(This task begins once step 2 of the above process has completed and the Rating Official has notified the HLR that he/she may begin step 3)

1. Select "Update" and "Go" from PAA main page

Review Performance Appraisal

Plan Midpoint Review **2** Performance Evaluation Reports/Forms Mock Pay Pool Info

3 Performance Objective Assessments Performance Element Assessments Performance Evaluation Approvals & Acknowledgments

Performance Objective Assessments

Appraisal Type

Appraisal Period Start Date **01-Oct-2009**

Appraisal Period End Date **30-Sep-2010**

Appraisal Effective Date

Performance Objectives

Select Number Performance Objective Title

- 1 Fiscal Responsibility
- 2 Social Activities

Performance Objective

Support Mission Fiscal Responsibility by submitting 95% of expense reports accurately and within 14 days of incurring the expense.

Employee Self Assessment

I have submitted 95% of my expense reports within 14 days of incurring the expense.

Rating Official Assessment

Mr. Jobs' expense reports were submitted accurately and within the above metrics.

Performance Objective Rating

Performance Objective Rating

2. Select the "Performance Evaluation" tab
3. Select the "Performance Objectives" (PO) tab
4. Select radio button of the PO you want to review
5. Review employee and rating official appraisal
6. Review rating for each PO for consistency and fairness

** Repeat Steps 2-6 for all PO's and Performance Elements under the "Performance Element Assessments" tab

PAA Job Aid | Higher Level Reviewer Appraisal

Review Summary of Employee Appraisal

Plan Midpoint Review **Performance Evaluation** Reports/Forms Manage Guest Participants Mock Pay Pool Info

Performance Objective Assessments Performance Element Asses **7** Performance Evaluation Rating Approvals & Acknowledgments

7. Select "Performance Evaluation Rating" tab
8. Review Performance Evaluation of Record for consistency and accuracy

Performance Evaluation of Record

8 Average Performance Objective Rating: 2.5 Overall Rating: 2.7
Average Performance Element Rating: 3.0 Evaluation of Record: 3 - Successful

Once the HLR has completed his/her review, he/she will tell the Activity Performance Review Board to begin its review/ approval process. Once the Activity PRB approves ratings, they are certified at the Naval Intelligence-level, and then ready for the HLR to "approve" in the PAA.

Plan Midpoint Review **Performance Evaluation** Reports/Forms Manage Guest Participants Mock Pay Pool Info

Performance Objective Assessments Performance Element Assessments Performance Evaluation R **9** Approvals & Acknowledgments

Approvals & Acknowledgments

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Review	Completed	
Show	Step 2: Higher Level - Review	Pending Ap 10	Approve or Return for Change
Show	Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

9. Select "Approvals and Acknowledgments" tab
10. Select "Approve" or "Return for Change"

Approval/Return for Change* of Employee Appraisal

Higher Level Reviewer Notification to Rating Official - Prothero, Lorenzo M

Cancel Transfer to Rating Official without E-mail Notification Transfer to Rating Official with E-mail Notification

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Message To Rating Official

This screen provides space for you to send a Rating Official a message regarding an employee's Performance Evaluation. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message.

Please go to the Performance Appraisal Application (PAA) and select the Approvals and Acknowledgments sub-tab under the Performance Evaluation tab to complete Step 3: Rating Official - Document Communication to Employee.

Notice: You are about to contact Prothero, Lorenzo M by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

Cancel Transfer to Rating Official without E-mail Notification Transfer to Rating Official with E-mail Notification

Information

Do you wish to approve the Performance Evaluation for Jobs, Dario T?

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No Yes

Transfer to Rating Official

Rating Official now owns appraisal to document communication and acknowledgement of employee's final appraisal.

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Review	Completed	Start
Show	Step 2: Higher Level - Review	Completed	
Show	Step 3: Rating Official - Document Communication to Employee	Pending Approval	Start
Show	Step 4: Rating Official - Document Employee - Acknowledgment	Not Started	Step 3 must be completed