How Do I Update My Self-Assessment Narrative

1. Begin at the *MyBiz*+main page and select MyPerformance Link located under Key Services.



2. Select 'Update' under the 'Action' column. Update will allow you to enter narratives for the performance elements and standards. If 'Update' action is not available, contact your Rating Official and request he/she transfer the plan to you. The Current status should be 'Progress Review Completed' or 'Plan Approved.'

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- 3. Select the 'Go' button.
- 4. Select the Annual Appraisal tab.
- 5. Select the radio button for the performance element you wish to write self- assessment narrative.

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Employee Name Show Employee D	Details				
A written rating of re	ecord must be provided at the end of the appraisal cycle for (each employee who has been	under an approved performance plan for 90 calendar days duri	ng the cycle.	
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- 6. Enter your self-assessment narrative into the 'Employee Input' box. You may copy and paste information into the appropriate box from MS Word or 'My Journal'. You may select the 'Spell Check' button to check the spelling of the text. Up to 2000 characters are allowed.
- 7. Once you have completed entering your self-assessment narratives for all of your performance elements and standards, select the Save and Continue button located at the lower right hand side of the screen. This will take you to the Approvals and Acknowledgements Tab.

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8. From the drop down menu on this page, select 'Transfer to Rating Official' and then select the 'Go' button.

DoD Perform Appraisal Pro	ance Management ogram	МуВіz+ 🤍	│ Logged In As	Logout
Ian Progress Reviews Annual Appraisal Na	rrative Statements View/Print Form			
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9. Before transferring the plan/appraisal to Rating Official, you may include a message in the 'Message to Rating Official' box. You also have the option of transferring the Plan with or without an E-mail notification. Select the appropriate Transfer button.

DoD Performance Management Appraisal Program	MyBiz+ ↓ Logged In As testematics to Logou
Employee Notification to Rating Official - Rating Official Name	Cancel Transfer to Rating Official without E-mail Notification Transfer to Rating Official with E-mail Notification
Message to Rating Official This screen allows you to send a message to your Rating Official (RO) regarding your performance plan/appraisal. The r • To provide additional information to the RO, enter a message in the text box below Message to Rating Official an • If you choose not to send a message, select Transfer to Rating Official Whitout Email Notification button. You will • Select Cancel button at top right corner to go back to previous screen without making any changes.	notification can be sent with or without an email message. Id select Transfer to Rating Official and Notify by E-mail button at top right corner. I need to contact the RO directly.
Notice: You are about to contact Edgecomb, Sandra by e-mail. Due to the unencrypted nature of this e-mail communicat	Spell Check

10. The screen below depicts what the Employee will see following the transfer of the Plan to the Rating Official. The employee is no longer the owner of the Plan therefore, can no longer update. The Rating Official now has the ability to complete the Rating Official Performance Assessments.

MyPerformance Main Page Provide Guest Feedback My Journal
Confirmation The appraisal has been submitted to the rating official.
Employee
MyPerformance Main Page
Need Help?
Warning : This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.
From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

 To create a Performance Plan:
 To complete other actions described above:

 Select 'Choose a Plan Type'
 Select an option from the Action column

 Select Appraisal Plan Type
 Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Appraisals of . Employee Name

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								Choose a Plan	Гуре	Go		
Records Displayed	10 🔽 🛛 🗮 😂 🗍	5 ‡										
Employee Name	Current Owner 스	Rating Official Name	Appraisal Year 스	Appraisal ID	Plan Approval Date 🛆	Туре 🛆	Plan Status	Current Status	Action			
		I	2018	351		DoD	Pending	Plan in Progress	Update	▼ Go		
Employee Name	Rating Official	Rating Official	2016	35	03-Oct-2016	DoD	Approved	Progress Review Completed	View	Go		