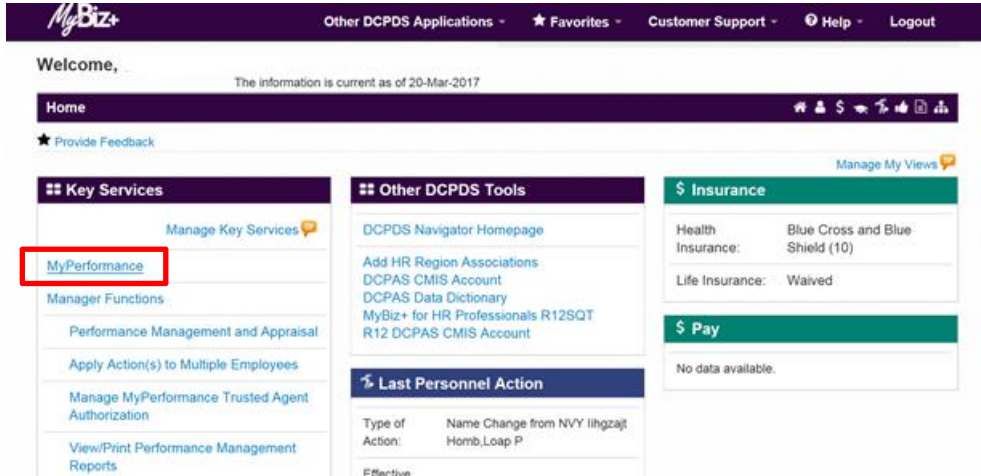
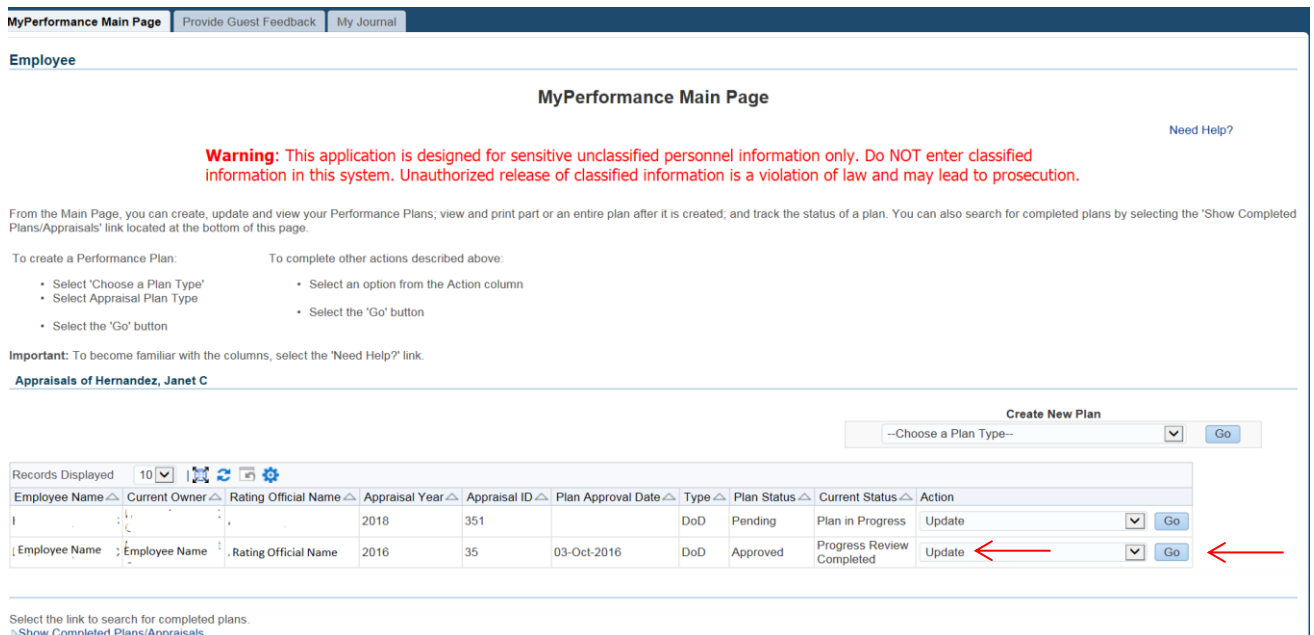


## How Do I Update My Self-Assessment Narrative

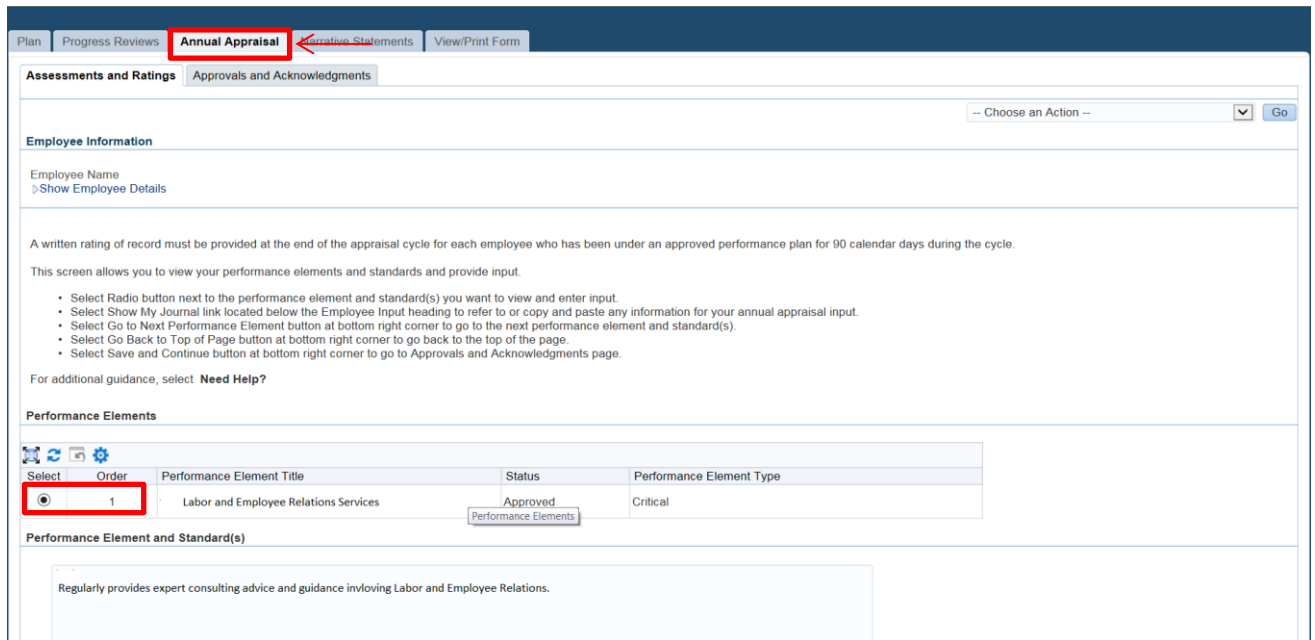
1. Begin at the MyBiz+ main page and select MyPerformance Link located under Key Services.



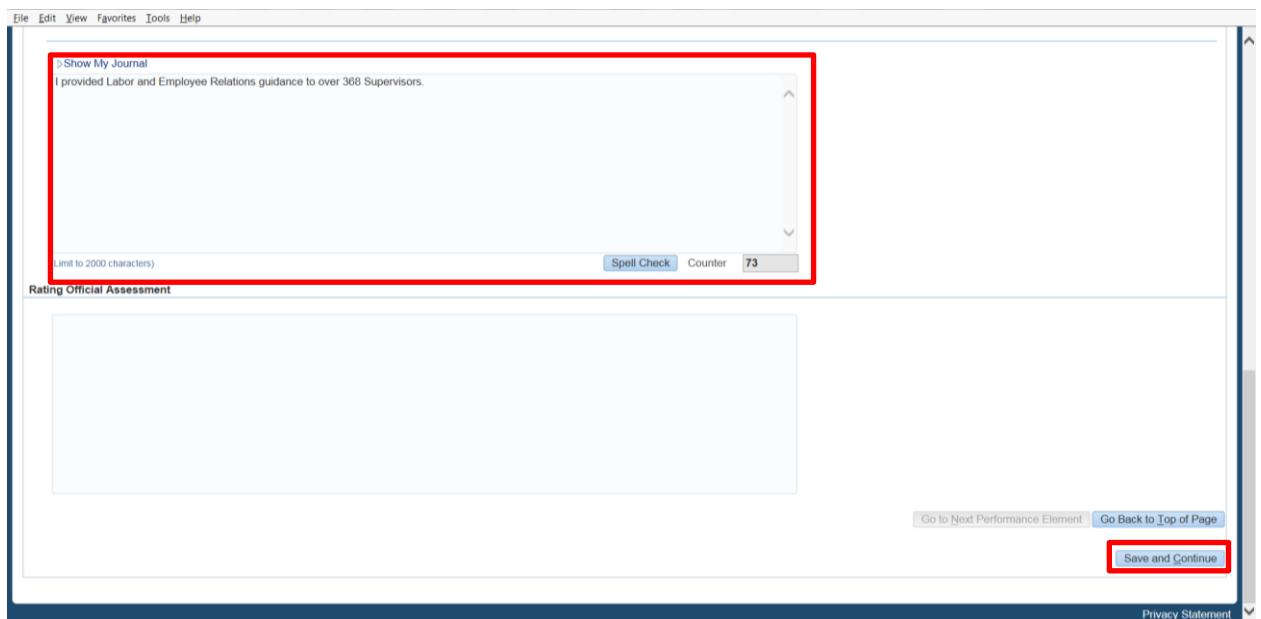
2. Select 'Update' under the 'Action' column. Update will allow you to enter narratives for the performance elements and standards. If 'Update' action is not available, contact your Rating Official and request he/she transfer the plan to you. The Current status should be 'Progress Review Completed' or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



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.



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.



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

DoD Performance Management Appraisal Program

MyBiz+ | Logged In As ... | Logout

Plan | Progress Reviews | **Annual Appraisal** | Narrative Statements | View/Print Form

Assessments and Ratings | **Approvals and Acknowledgments**

Employee Information

Employee Name: **Hernandez, Janet C**  
 > Show Employee Details

This screen allows you to view approval and/or communication status of your annual appraisal and, if available, acknowledge receipt of annual appraisal.

- Select Show All Details link to see approval and/or communication information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select > icon under Details column to see approval and/or communication information for each step and select = icon to collapse step.
- Select Acknowledge Receipt button under Action column for Step 4, if available
- Select Save and Go Back button at bottom right corner to go back to Assessments and Ratings page.

For additional guidance, select **Need Help?**

Show All Details | Hide All Details

Details	Tasks	
>	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started
>	Step 2: Higher Level Reviewer - Review (if required)	Not Started
>	Step 3: Rating Official - Document Communication to Employee	Not Started
>	Step 4: Employee - Acknowledgment	Not Started

Save and Go Back

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 ... | Logout

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 notification can be sent with or without an email message.

- To provide additional information to the RO, enter a message in the text box below Message to Rating Official and select Transfer to Rating Official and Notify by E-mail button at top right corner.
- If you choose not to send a message, select Transfer to Rating Official without E-mail Notification button. You will need to contact the RO directly.
- Select Cancel button at top right corner to go back to previous screen without making any changes.

For additional guidance, select **Need Help?**

Spell Check

Notice: You are about to contact Edgecomb, Sandra 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.

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.

**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:
- Select 'Choose a Plan Type'
  - Select Appraisal Plan Type
  - Select the 'Go' button
- To complete other actions described above:
- Select an option from the Action column
  - Select the 'Go' button

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

Appraisals of Employee Name

Create New Plan  
--Choose a Plan Type--

Records Displayed: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
Employee Name	Rating Official	Rating Official	2016	35	03-Oct-2016	DoD	Approved	Progress Review Completed	View <input type="button" value="Go"/>