

How to Create a Progress Review

1. This guide gives instructions on how either the employee or the Rating Official (RO) can create the Progress Review. Whomever creates the Progress Review must have possession of the plan.
2. On the employee's or RO's MyPerformance Main page, choose "Update" on the drop down menu for the employee's plan you want to create a Progress Review for and click on the <Go> button to open the plan.

MyPerformance Main Page [Provide Guest Feedback](#)

Rating Official/Higher Level Reviewer

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 employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, 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 'Appraisal Plan Type'
- Select the 'Go' button

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

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--

Records Displayed Rows 1 to 12

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
ARM Happyfom, Nyxsoup R.	Neall, Barbara	Neall, Barbara	2018	677	12-Dec-2017	DoD	Modified	Plan Approved	Update <input type="button" value="Go"/>
ARM Hnygs RJ, Ojgsaj W	Neall, Barbara	Neall, Barbara	2018	676	25-Jan-2018	DoD	Approved	Progress Review Completed	Update <input type="button" value="Go"/>
ARM Kaoxqumzahs, Jizujg Zujje	Neall, Barbara	Neall, Barbara	2019	674	17-Jan-2018	DoD	Approved	Narrative Statement in Progress	Update <input type="button" value="Go"/>
ARM Lugje, Xsjyhgo P	Neall, Barbara	Neall, Barbara	2018	614	18-Oct-2017	DoD	Approved	Narrative Statement Completed	Update <input type="button" value="Go"/>
ARM Quup, Kaymgim J.	Neall, Barbara	Neall, Barbara	2018	585	07-Mar-2018	DoD	Approved	Plan Approved	Update <input type="button" value="Go"/>
Stapula, Priscilla Leigh	Neall, Barbara	Neall, Barbara	2018	454	30-Dec-2016	DoD	Approved	Progress Review in Progress	Update <input type="button" value="Go"/>
Stapula, Priscilla Leigh	Neall, Barbara	Neall, Barbara	2017	370	16-Mar-2017	DoD	Approved	Progress Review in Progress	Update <input type="button" value="Go"/>
ARM Hluuxu, Zugsuo M	Neall, Barbara	Neall, Barbara	2018	320	04-Sep-2017	DoD	Modified	Plan in Progress	Update <input type="button" value="Go"/>
ARM Duzzuj, Xsojpuh R	Neall, Barbara	Neall, Barbara	2018	312	25-Oct-2017	DoD	Approved	Plan Approved	Update <input type="button" value="Go"/>

3. With the plan open, click on the "Progress Review" tab

DoD Performance Management Appraisal Program

MyBiz+ Help | Logged In As 11ITEST40 Logout

Plan **Progress Reviews** Annual Appraisal Narrative Statements View/Print Form Manage Guest Participants

Step 1: Plan Details Step 2: Mission Goals Step 3: Performance Elements and Standards Step 4: Approvals and Acknowledgments

-- Choose an Action -- Go

Employee Information

Employee Name ARM Ouup, Kaymgim J.
▶ Show Employee Details

This screen allows you to view and change the details of your employee's performance plan.

Step 1: Plan Details

- Verify the appraisal dates and higher level reviewer name is correct, and, if applicable, make the necessary changes.
- Select Save and Continue button at the bottom right corner to move to Step 2: Mission Goals.

TIP: Choose an Action – located at the top right corner – allows for selection of other actions throughout the performance cycle.

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

* Appraisal Type	Annual Appraisal - DoD	Performance Plan Approval Date	07-Mar-2018
* Appraisal Period Start Date	01-Apr-2017	Plan Last Modified Date	07-Mar-2018
	(dd-mmm-yyyy)	Created By	Neall, Barbara
* Appraisal Period End Date	31-Mar-2018		
	(dd-mmm-yyyy)		
* Appraisal Effective Date	01-Jun-2018		
	(dd-mmm-yyyy)		
Rating Official Name	Neall, Barbara		
Higher Level Reviewer	Stapula, Priscilla Leigh		

Save and Continue

Privacy Statement

4. Click on the <Create Progress Review> button. If there is no <Create Progress Review> button, or if the button is greyed out, that means the plan is not in an “Approved” status and must be approved, or re-approved if a modification was made after it was initially approved.

The screenshot shows the 'DoD Performance Management Appraisal Program' interface. At the top left is the Department of Defense seal. The main header reads 'DoD Performance Management Appraisal Program'. On the right, there are links for 'MyBiz+', 'Help', 'Logged In As 11ITEST40', and 'Logout'. Below the header is a navigation bar with tabs for 'Plan', 'Progress Reviews', 'Annual Appraisal', 'Narrative Statements', 'View/Print Form', and 'Manage Guest Participants'. The 'Progress Reviews' tab is active. Below the navigation bar is a search and filter area with a dropdown menu set to '-- Choose an Action --' and a 'Go' button. The main content area is titled 'Employee Information' and shows the name 'ARM Quup, Kaymgim J.' with a 'Show Employee Details' link. Below this is a paragraph of text explaining the purpose of progress reviews and a list of instructions: 'Select Create Progress Review button to create a progress review.', 'Select Update button under Action column to update a progress review.', and 'Select View History button under Action column to view a completed progress review.'. Below the text is a link for 'Need Help?'. At the bottom of the main content area is a table with columns: 'Number', 'Created By', 'Creation Date', 'Higher Level Review Date', 'Status', 'Communication Date', 'Communication Method', 'Employee Ack Date', 'Action', and 'Delete'. The table is currently empty, showing 'No results found.'. A red circle highlights the 'Create Progress Review' button in the top right corner of the table area. At the bottom right of the page is a 'Privacy Statement' link.

5. The Progress Review has now been created and the next step is for the employee to input their comments on the Progress Review for each performance element before the RO inputs their assessment. So if the RO created the progress review, the RO should click on the <Go Back to Progress Reviews> button to go back to the Progress Reviews tab in order to transfer the plan to the employee. If the employee created the progress review, then the employee should skip to Step 7 of this guide and start inputting their comments.

Progress Reviews Information area

[Go Back to Progress Reviews](#)

Employee Information

Employee Name ARM Quup, Kaymgim J.
 ▶ Show Employee Details

Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator Neall, Barbara
 Progress Review Status Initiated
 Progress Review Number 1

Assessments | Approvals and Acknowledgments

This screen allows you to view your employee's performance elements and standards and input and enter your assessments.

- Select Radio button next to the performance element and standard(s) you want to view and enter assessments.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select [Need Help?](#)

Performance Elements

	Order	Performance Element Title	Status	Performance Element Type
<input checked="" type="radio"/>	1	Provide Long Term Solutions	Approved	Critical
<input type="radio"/>	2	Provide Reports	Approved	Critical
<input type="radio"/>	3	Evaluate Training	Approved	Critical

6. If the RO created the progress review, and clicked on the <Go Back to Progress Reviews> button, then when the RO is back at the Progress Review tab, they would click on the drop down menu on the right side of the screen and choose “Transfer to Employee”.

DoD Performance Management Appraisal Program

MyBiz+ | Help | Logout

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

Employee Information

Employee Name: ARM Happyfom, Nyxsoup R.
 ▶ Show Employee Details

This screen allows you to create, update or view completed progress reviews. Progress Reviews are performance discussions that must be documented in the MyPerformance tool. Employees must have at least one documented progress review which typically occurs midway through the performance cycle.

- Select Create Progress Review button to create a progress review.
- Select Update button under Action column to update a progress review.
- Select View History button under Action column to view a completed progress review.

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

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	Neall, Barbara	21-Aug-2018		Initiated				Update	

Privacy Statement

- Once the employee has possession of their plan and it is open, they would click on the “Progress Review” tab.
- Then they would click on the “Update” button.

DoD Performance Management Appraisal Program

MyBiz+ | Help | | Logout

Progress Reviews | Annual Appraisal | Narrative Statements | View/Print Form | Manage Guest Participants

Employee Information

Employee Name: ARM Happyfom, Nyxsoup R.
[Show Employee Details](#)

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- Select Create Progress Review button to create a progress review.
- Select Update button under Action column to update a progress review.
- Select View History button under Action column to view a completed progress review.

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

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	Neall, Barbara	21-Aug-2018		Initiated				Update	

Privacy Statement

9. If the employee wants to provide comments on any or all of their performance elements for the Progress Review, they would do so on the “Assessments” tab of the Progress Review which is shown by default when the Progress Review is opened.
10. The employee would then click on the radio button for each of the performance elements, and enter their comments in the “Employee Input” block. By clicking on the <Go to Next Performance Element> button after entering their comments, this saves their comments on that element, and moves to the next element automatically so that they can add comments on the next element. They can also click on the <Go Back to Top of Page> button which will scroll back to the top of the page.

Assessments | Approvals and Acknowledgments

This screen allows you to view your employee's performance elements and standards and input and enter your assessments.

- Select Radio button next to the performance element and standard(s) you want to view and enter assessments.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

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

Performance Elements

	Order	Performance Element Title	Status	Performance Element Type
<input checked="" type="radio"/>	1	Provide Long Term Solutions	Approved	Critical
<input type="radio"/>	2	Provide Reports	Approved	Critical
<input type="radio"/>	3	Evaluate Training	Approved	Critical

Performance Element and Standard(s)

With minimal guidance, develop and recommend one feasible alternative process or long-term solution to recurring server-limitation problems by the end of the fiscal year. The recommendations should be unique from other existing solutions and be able to meet projected data storage needs over the next three years. That is, it should enhance the organization's ability to efficiently manage, organize, and store increasing amounts of data. Present recommendations in a briefing following the standard organizational format. Give a draft to your supervisor at least one month in advance of the due date and incorporate supervisor's feedback into the final briefing by the end of the fiscal year.

Employee Input

11. Once the employee is done entering their comments, they would click on the <Go Back to Progress Reviews> button to get back to the main tab of the Progress Review.

Progress Reviews Information area

[Go Back to Progress Reviews](#)

Employee Information

Employee Name ARM Quup, Kaymgim J.
[Show Employee Details](#)

Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator Neall, Barbara
Progress Review Status Initiated
Progress Review Number 1

Assessments Approvals and Acknowledgments

This screen allows you to view your employee's performance elements and standards and input and enter your assessments.

- Select Radio button next to the performance element and standard(s) you want to view and enter assessments.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select [Need Help?](#)

Performance Elements

Order	Performance Element Title	Status	Performance Element Type
<input checked="" type="radio"/>	1 Provide Long Term Solutions	Approved	Critical
<input type="radio"/>	2 Provide Reports	Approved	Critical
<input type="radio"/>	3 Evaluate Training	Approved	Critical

12. The employee would then click on the “Transfer to Rating Official” from the drop down menu under “Choose an Action” on the right hand side of the screen.

The screenshot displays the 'DoD Performance Management Appraisal Program' interface. At the top, there is a navigation bar with the DoD logo and the text 'DoD Performance Management Appraisal Program'. On the right side of the navigation bar, there are links for 'MyBiz+', 'Help', and 'Logout'. Below the navigation bar, there is a breadcrumb trail: 'Plan > Progress Reviews > Annual Appraisal > Narrative Statements > View/Print Form'. The main content area is titled 'Employee Information' and shows the name 'Neall, Barbara' with a 'Show Employee Details' link. Below this, there is a paragraph of text explaining the purpose of progress reviews and a list of instructions: 'Select Create Progress Review button to create a progress review.', 'Select Update button under Action column to update a progress review.', and 'Select View History button under Action column to view a completed progress review.'. A link for 'Need Help?' is also present. At the bottom, there is a table with columns: 'Number', 'Created By', 'Creation Date', 'Higher Level Review Date', 'Status', 'Communication Date', 'Communication Method', 'Employee Ack Date', 'Action', and 'Delete'. The table contains one row with the following data: Number: 1, Created By: Neall, Barbara, Creation Date: 30-Aug-2017, Status: Initiated. The 'Action' column for this row has an 'Update' button and a delete icon. A red arrow points to a dropdown menu that is open, showing options: '-- Choose an Action --', 'Change Rating Official or Higher Level Reviewer', 'Transfer to Rating Official' (which is highlighted in blue), 'Track Progress', and 'Return to Main Page'. A 'Go' button is located to the right of the dropdown menu. In the bottom right corner of the page, there is a 'Privacy Statement' link.

13. When the RO has possession of the plan, they should follow the steps in #8 of these instructions to fill in the Rating Official Assessment block for each performance element they wish to provide comments on.
14. Once the employee transfers the plan to the Rating Official, and the RO has possession of it, the Rating Official would use the same steps (See steps 8 thru 10) to open the Progress review, go to the "Assessments" tab, and input any comments they wish in the "Rating Official Assessment" block of the performance elements, and click on the <Go To Next Performance Element> button, which saves their comments on that element, and moves to the next element to add comments. They can also click on the <Go Back to Top of Page> button which will scroll back to the top of the page.

Performance Element and Standard(s)

With minimal guidance, develop and recommend one feasible alternative process or long-term solution to recurring server-limitation problems by the end of the fiscal year. The recommendations should be unique from other existing solutions and be able to meet projected data storage needs over the next three years. That is, it should enhance the organization's ability to efficiently manage, organize, and store increasing amounts of data. Present recommendations in a briefing following the standard organizational format. Give a draft to your supervisor at least one month in advance of the due date and incorporate supervisor's feedback into the final briefing by the end of the fiscal year.

Employee Input

Rating Official Assessment

Discussed with the employee that he had developed several briefings that fit the standard organizational format and the standard organizational format which only required minor revisions. |

(Limit to 2000 characters) Spell Check Counter 188

Go to Next Performance Element Go Back to Top of Page

15. Once the Rating Official has entered comments on the performance elements, they should click on the “Approvals and Acknowledgements” tab to start the approval process.

Progress Reviews Information area

[Go Back to Progress Reviews](#)

Employee Information

Employee Name ARM Quup, Kaymgim J.
[Show Employee Details](#)

Progress Review Information

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Progress Review Initiator Neall, Barbara
Progress Review Status Initiated
Progress Review Number 1

Assessments **Approvals and Acknowledgments**

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- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

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

Performance Elements

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<input type="radio"/>	2	Provide Reports	Approved	Critical
<input checked="" type="radio"/>	3	Evaluate Training	Approved	Critical

16. This process is the same as the approvals process for the plan, so the Rating Official would complete the steps to approve the Progress Review.

DoD Performance Management Appraisal Program

MyBiz+ | Help | Logout

Progress Reviews Information area

[Go Back to Progress Reviews](#)

Employee Information

Employee Name: ARM Hnygs RJ, Ojgsaj W
[Show Employee Details](#)

Progress Review Information

A progress review should acknowledge achievements to date and suggested areas for improvement. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to assess performance against the performance elements and standards.

Progress Review Initiator: Neall, Barbara
 Progress Review Status: Initiated
 Progress Review Number: 1

Assessments | **Approvals and Acknowledgments**

This screen allows you to start the approval and/or communication process or view status information of the employee's progress review.

- Select Show All Details link to see status 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 'Start' button under Action column for Steps 1 (if required) or 3, if available.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

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

Show All Details | Hide All Details

Details	Tasks	Status	Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start
▶	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
▶	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

Privacy Statement