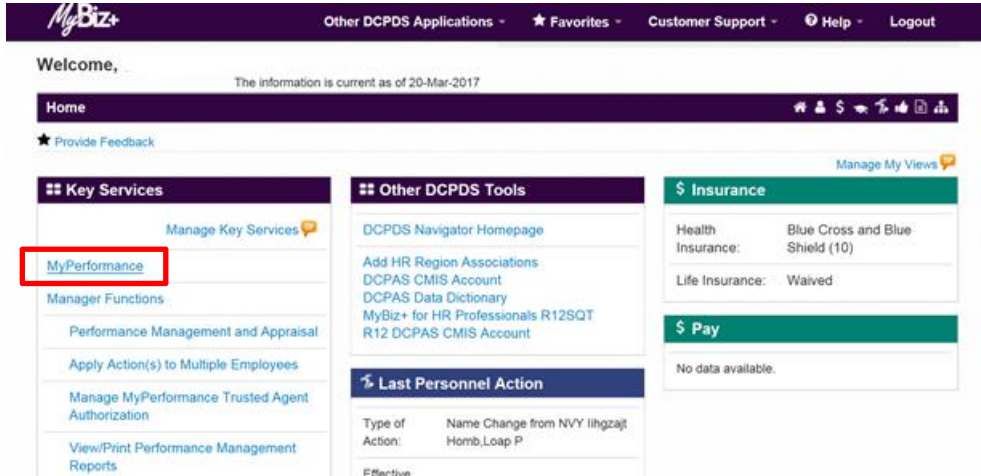
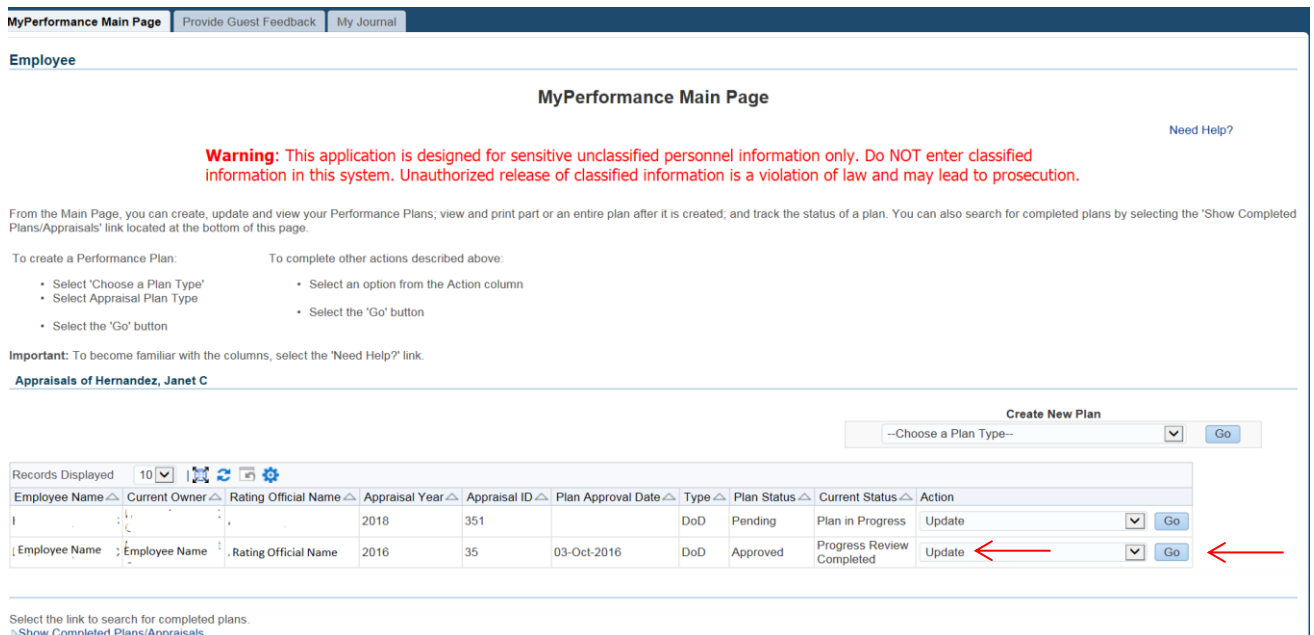


How Do I Update My Self-Assessment Narrative

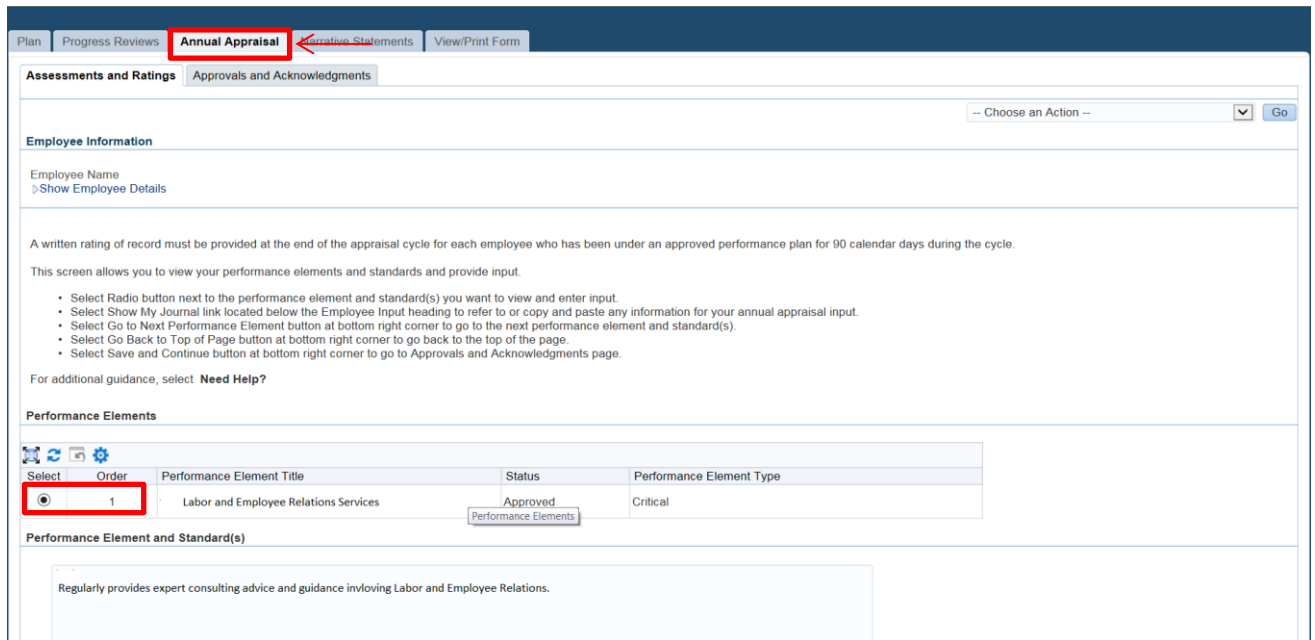
1. Begin at the MyBiz+ main page and select MyPerformance Link located under Key Services.



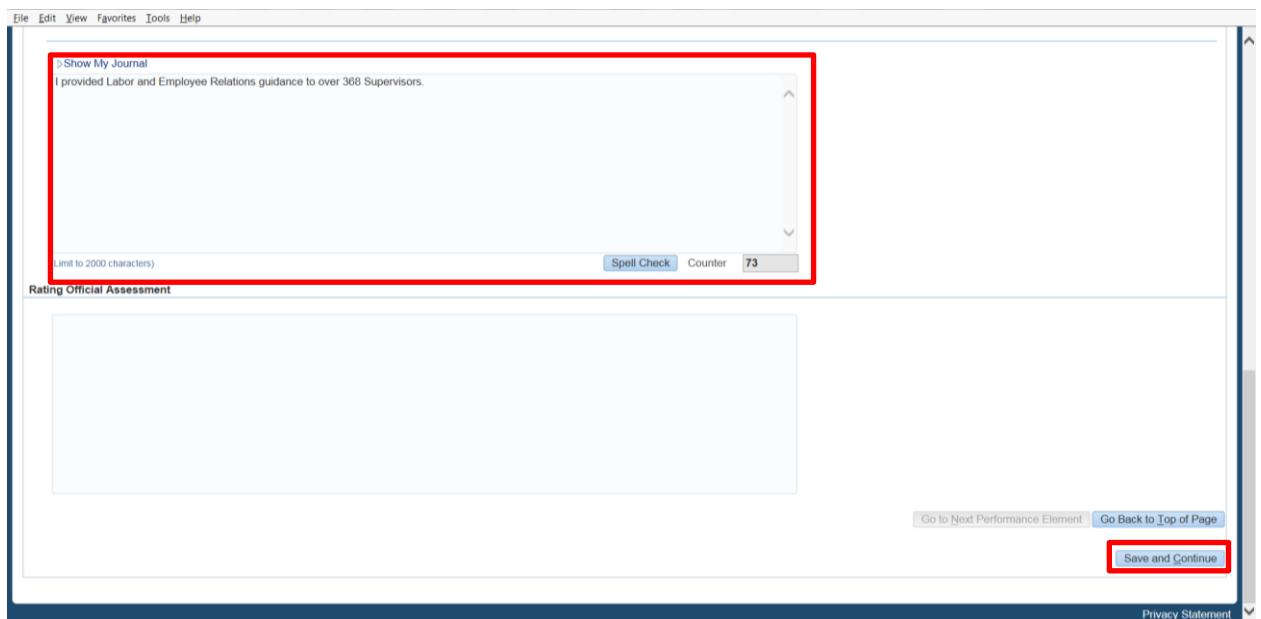
2. Select 'Update' under the 'Action' column. Update will allow you to enter narratives for the performance elements and standards. If 'Update' action is not available, contact your Rating Official and request he/she transfer the plan to you. The Current status should be 'Progress Review Completed' or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

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.

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--

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
			2018	351		DoD	Pending	Plan in Progress	Update <input type="button" value="Go"/>
Employee Name	Rating Official	Rating Official	2016	35	03-Oct-2016	DoD	Approved	Progress Review Completed	View <input type="button" value="Go"/>