

Performance Appraisal
Application (PAA) Single Block
Option Training

Employee



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No Notifications At This Time

Welcome, Uvqcpn K. EHRIS Ccpsoi

The information is current as of 08-Aug-2017

* Yo

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Start at your MyBiz+ page and click on "MyPerformance"

MyPerformance Main Page

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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 EHRIS Ccpsoi, Uvqcpn K

Create New Plan

--Choose a Plan Type--

Go

Records Displayed 10    

Employee Name ^	Current Owner ^	Rating Official Name ^	Appraisal Year ^	Appraisal ID ^	Plan Approval Date ^	Type ^	Plan Status ^	Current Status ^	Action
EHRIS Ccpsoi, Uvqcpn K	EHRIS Ccpsoi, Uvqcpn K	EHRIS Xmruitef, Vknynrmut W	2017	82691	18-Jul-2017	DCIPS	Approved	Midpoint Review Completed	Update  

To enter your self-report of accomplishments, locate the PAA that has the 'Current Status' listed as "Midpoint Review Completed." Choose "Update" underneath 'Action' and click on "Go."



Performance Appraisal Application (PAA)

MyBiz+

Unclassified Information Only

IMPORTANT: Do not enter classified information into this system. The PAA is designated for sensitive unclassified information only. Unauthorized release of classified information is a violation and may lead to prosecution.

I hereby agree not to enter classified information into this system.

Exit

Continue

Periodically, you may receive a message reminding you that your appraisal should NOT contain any classified information. Check the box and click on the “Continue” link.

Employee Information

Employee Name EHRIS Ccposi, Uvqcpn K
[Show Employee Details](#)



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

Performance Plan Details Mission Goals Performance Objectives Performance Elements Approvals & Acknowledgments

Performance Plan Details

[Need Help?](#)

[Change Rating Official and/or Higher Level Reviewer](#)

Appraisal Type **Annual Appraisal - DCIPS**
Appraisal Period Start Date **01-Oct-2016**
Appraisal Period End Date **30-Sep-2017**
Appraisal Effective Date
Rating Official Name **EHRIS Xmruitef, Vknyrnmut W**
Higher Level Reviewer **EHRIS Xmruitef, Vknyrnmut W**

Performance Plan Approval Date **18-Jul-2017**
Performance Plan Last Modified
Created By **EHRIS Xmruitef, Vknyrnmut W**

[NEXT>](#)



Verify that all your information is correct and click on the “Performance Evaluation” tab. You can click the “Next” link if you want to view or update your Mission’s Goals.

Performance Objectives

Performance Objectives



[Show All Details](#) | [Hide All Details](#)

Details	Order	ObjectiveTitle	Status
▶	1	WORLD-WIDE ACINT ACTIVITY AND COLLECTIONS	Objective Approved
▶	2	ACINT COLLECTION COORDINATION	Objective Approved
▶	3	SPECIAL ACINT COLLECTIONS COORDINATION	Objective Approved

[▶ Show My Journal](#)

Employee Self Assessment

6000 Characters for all Performance Objectives

Obj1: Insert Narrative outlining the SAR: Situation, Action, and Result of your first approved objective. Identify the element(s) that best describes how the objective was accomplished.

Obj2: Insert Narrative outlining the SAR: Situation, Action, and Result of your Second approved objective. Identify the element(s) that best describes how the objective was accomplished.

Obj3: Insert Narrative outlining the SAR: Situation, Action, and Result of your third approved objective. Identify the element(s) that best describes how the objective was accomplished.

Your Rating Official must be able to clearly identify how each accomplishment relates to your approved objectives and elements. Provide sufficient detail to convey your performance, and remember to cite specific examples. Make it easier for your Rating Official to determine the rating for each objective and element.

(Limit to 6000 characters)

Spell Check

Counter

956

You can display each Performance Objective by clicking on the arrow under “Details.” All Objectives and Elements will be addressed in the ‘Employee Self Assessment’ single block, unlike the old method where each objective was assessed in separate blocks.

Employee Self Assessment

6000 Characters for all Performance Objectives

Obj1: Insert Narrative outlining the SAR: Situation, Action, and Result of your first approved objective. Identify the element(s) that best describes how the objective was accomplished.

Obj2: Insert Narrative outlining the SAR: Situation, Action, and Result of your Second approved objective. Identify the element(s) that best describes how the objective was accomplished.

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(Limit to 6000 characters)

Spell Check

Counter

956

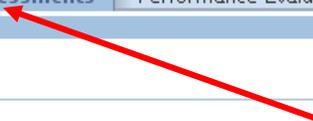
Rating Official Assessment

[Save and Return to Top of Page](#)

Click on “Save and Return to Top of Page” when you have finished entering your assessment information.

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

Performance Objective Assessments | **Performance Element Assessments** | Performance Evaluation | Reviewing Official Comments | Approvals & Acknowledgments



Performance Element Assessments

Performance Elements



[Show All Details](#) | [Hide All Details](#)

Details	Order	Performance Element
>	1	Accountability for Results
>	2	Communication
>	3	Critical Thinking
>	4	Engagement and Collaboration
>	5	Personal Leadership and Integrity
>	6	Technical Expertise

Click on the “Performance Element Assessments” tab to view your Performance Elements

Performance Elements

⏏ ↺ ⏪ ⚙

Show All Details | Hide All Details

Details	Order	Performance Element
	1	Accountability for Results

Performance Element

Defense Intelligence employees are expected to take responsibility for their work, setting and/or meeting priorities, and organizing and utilizing time and resources efficiently and effectively to achieve the desired results, consistent with their organization's goals and objectives. In addition, IC supervisors and managers are expected to use these same skills to accept responsibility for and achieve results through the actions and contributions of their subordinates and their organization as a whole.

	2	Communication
	3	Critical Thinking
	4	Engagement and Collaboration
	5	Personal Leadership and Integrity
	6	Technical Expertise

You can display each Performance Element by clicking on the arrow under “Details.”

Performance Evaluation

Appraisal Type **Annual Appraisal - DCIPS**
Appraisal Period End Date **30-Sep-2017**

Appraisal Period Start Date **01-Oct-2016**
Appraisal Effective Date

Performance Objective Ratings



Number	Performance Objective Title	Status
1	WORLD-WIDE ACINT ACTIVITY AND COLLECTIONS	Objective Approved
2	ACINT COLLECTION COORDINATION	Objective Approved
3	SPECIAL ACINT COLLECTIONS COORDINATION	Objective Approved

Performance Elements Ratings



Number	Performance Element Title
1	Accountability for Results
2	Communication
3	Critical Thinking
4	Engagement and Collaboration
5	Personal Leadership and Integrity
6	Technical Expertise

The "Performance Evaluation" tab shows your Performance Objectives and Performance Element Ratings. The ratings will be viewable, once your appraisal has been rated by your Rating Official.



DCIPS PAA Employee

[Transfer to Rating Official](#) [Track Progress](#)

Employee Information

Employee Name **EHRIS Ccpsoi, Uvqcpn K**
[Show Employee Details](#)

[Performance Plan](#) [Midpoint Review](#) [Performance Evaluation](#) [Reports/Forms](#) [Mock Pay Pool Info](#)

[Performance Objective Assessments](#) [Performance Element Assessments](#) [Performance Evaluation](#) [Reviewing Official Comments](#) [Approvals & Acknowledgments](#)

Performance Evaluation

Appraisal Type **Annual Appraisal - DCIPS**
Appraisal Period End Date **30-Sep-2017**

Appraisal Period Start Date **01-Oct-2016**
Appraisal Effective Date

Performance Objective Ratings



Number	Performance Objective Title	Status
1	WORLD-WIDE ACINT ACTIVITY AND COLLECTIONS	Objective Approved
2	ACINT COLLECTION COORDINATION	Objective Approved
3	SPECIAL ACINT COLLECTIONS COORDINATION	Objective Approved

Click on the “Transfer to Rating Official” link at the top of the page to send your self assessment to your rating official.



Employee Notification to Rating Official - EHRIS Xmruitef, Vknynrmut W

[Cancel](#) [Transfer to Rating Official without E-mail Notification](#) [Transfer to Rating Official with E-mail Notification](#)

[Need Help?](#)

Message To Rating Official

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

I have entered my Self-assessment, please review. Thank you!

[Spell Check](#)

Notice: You are about to contact EHRIS Xmruitef, Vknynrmut W 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](#)

This screen allows you to type in a brief message to your rating official, regarding your self assessment. Choose a link to transfer your appraisal to your rating official in the PAA Tool. You can choose to transfer without sending an email notification, or transfer without an email being sent to your rating official.



MyPerformance

[MyPerformance Main Page](#)

[Provide Guest Feedback](#)

[My Journal](#)



Confirmation



The appraisal has been submitted to the rating official.

[Employee](#)

[MyPerformance Main Page](#)

Confirmation message stating your appraisal has been submitted to your rating official.

-----Original Message-----

From: HANDEL_R12SQT-DCIPS Appraisals Application [mailto:mybiz_myworkplace@dcpds.cpms.osd.mil]

Sent: Tuesday, August 8, 2017 6:29 PM

To: Xmruitef, Vknynrmut W. 

Cc: Xmruitef, Vknynrmut W.

Subject: Performance Plan for EHRIS Ccpsoi, Uvqcpn K has been transferred to you and needs your attention.

Performance Plan for EHRIS Ccpsoi, Uvqcpn K has been transferred to you and needs your attention.

Comments:

I have entered my Self-assessment, please review. Thank you! 

Click the link provided below to access the Defense Civilian Personnel Data System portal page to log in and access the Performance Management and Appraisal:

<https://rsosqtportal.dcpds.cpms.osd.mil/>

If this link does not work, follow these steps:

1. Open a Web browser window.
2. Copy and paste the entire Web address into the location or address bar of the browser.
3. Press enter.

Please Do Not Reply to this Email

Notification email sent to your Rating Official and Higher Lever Reviewer. For simplicity, I made both names the same. The system will send the email to whatever email address is listed in their MyBiz+. Comments include the sentence we typed in the "Message to Rating Official" block when transferring our appraisal.

Rating Official



MyBiz+ offers employees improved navigation and HR information in an easy to understand display!



Help us continue to improve MyBiz+ by visiting [Provide Feedback](#) and telling us what you think....

Read / Unread

No Notifications At This Time

Welcome, Vknynrmut W. EHRIS Xmrutef

The information is current as of 08-Aug-2017

Home

★ [Provide Feedback](#)

☰ Key Services

[Manage Key Services](#)

[MyPerformance](#)

[Manager Functions](#)

[Performance Management and Appraisal](#)

☰ Other DCPDS Tools

[DCPDS Navigator Homepage](#)

[Add HR Region Associations](#)
[DCPAS Data Dictionary](#)

[Last Personnel Action](#)

We are a Rating Official, so we have “MyPerformance” for our own appraisal and “Manager Functions” for our employees. Click on “Performance Management and Appraisal” to see your employee’s records.

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:

- 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.

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

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
EHRIS Ccpsoi, Uvqcpn K	EHRIS Xmruitef, Vknynrmut W	EHRIS Xmruitef, Vknynrmut W	2017	82691	18-Jul-2017	DCIPS	Approved	Midpoint Review Completed	Update <input type="button" value="Go"/>
EHRIS Axnqa, Nepiwnbunw	EHRIS Xmruitef, Vknynrmut W	EHRIS Xmruitef, Vknynrmut W	2016	82701		DCIPS	Pending	Plan in Progress	Update <input type="button" value="Go"/>
EHRIS Axnqa, Nepiwnbunw	EHRIS Xmruitef, Vknynrmut W	EHRIS Xmruitef, Vknynrmut W	2017	82705	07-Jun-2017	DCIPS	Approved	Midpoint in Progress	Update <input type="button" value="Go"/>
EHRIS Ccpsoi, Uvqcpn K	EHRIS Xmruitef, Vknynrmut W	EHRIS Xmruitef, Vknynrmut W	2016	82804		DCIPS	Pending	Plan in Progress	Update <input type="button" value="Go"/> Available Actions <input type="button" value="Go"/>
EHRIS Axnqa, Nepiwnbunw	EHRIS Xmruitef, Vknynrmut W	EHRIS Xmruitef, Vknynrmut W	2015	82812		DCIPS	Pending	Plan in Progress	Update <input type="button" value="Go"/>

To enter your employee's record, locate the PAA that has the 'Current Status' listed as "Midpoint Review Completed." Choose "Update" underneath 'Action' and click on "Go."

Employee Information

Employee Name **EHRIS Ccpsoi, Uvqcpn K**
[Show Employee Details](#)

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

- Performance Plan Details**
- Mission Goals
- Performance Objectives
- Performance Elements
- Approvals & Acknowledgments

Performance Plan Details

[Change Rating Official and/or Higher Level Reviewer](#)

[Need Help?](#)

Appraisal Type	Annual Appraisal - DCIPS		Performance Plan Approval Date	18-Jul-2017
* Appraisal Period Start Date	01-Oct-2016		Performance Plan Last Modified	
* Appraisal Period End Date	30-Sep-2017		Created By	EHRIS Xmruitef, Vknynrmut W
Appraisal Effective Date				
Rating Official Name	EHRIS Xmruitef, Vknynrmut W			
Higher Level Reviewer	EHRIS Xmruitef, Vknynrmut W			

[NEXT>](#)

Verify that all your information is correct and click on the "Performance Evaluation" tab. You can click the "Next" link if you want to view or update your Mission's Goals.

Performance Objectives

Details	Order	ObjectiveTitle	Status	Rating
▶	1	WORLD-WIDE ACINT ACTIVITY AND COLLECTIONS	Objective Approved	<input type="text"/> ▼
▶	2	ACINT COLLECTION COORDINATION	Objective Approved	<input type="text"/> ▼
▶	3	SPECIAL ACINT COLLECTIONS COORDINATION	Objective Approved	<input type="text"/> ▼

Employee Self Assessment

Obj1: Insert Narrative outlining the SAR: Situation, Action, and Result of your first approved objective. Identify the element(s) that best describes how the objective was accomplished.

Obj2: Insert Narrative outlining the SAR: Situation, Action, and Result of your Second approved objective. Identify the element(s) that best describes how the objective was accomplished.

Obj3: Insert Narrative outlining the SAR: Situation, Action, and Result of your third approved objective. Identify the element(s) that best describes how the objective was accomplished.

Your Rating Official must be able to clearly identify how each accomplishment relates to your approved objectives and elements. Provide sufficient detail to convey your performance, and remember to cite specific examples. Make it easier for your Rating Official to determine the rating for each objective and element.

Rating Official Assessment

(Limit to 6000 characters)

Spell Check Counter 0

You can display each Performance Objective by clicking on the arrow under “Details.” Review your employee’s self assessment information. Enter all ratings in one location.

Performance Objectives



[Show All Details](#) | [Hide All Details](#)

Details	Order	ObjectiveTitle	Status	Rating
▶	1	WORLD-WIDE ACINT ACTIVITY AND COLLECTIONS	Objective Approved	<input type="text" value=""/>
▶	2	ACINT COLLECTION COORDINATION	Objective Approved	<input type="text" value=""/>
▶	3	SPECIAL ACINT COLLECTIONS COORDINATION	Objective Approved	<input type="text" value=""/>

Employee Self Assessment

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Your Rating Official must be able to clearly identify how each accomplishment relates to your approved objectives and elements. Provide sufficient detail to convey your performance, and remember to cite specific examples. Make it easier for your Rating Official to determine the rating for each objective and element.

Rating Official Assessment

Limited to 6,000 characters

Consider the employee's self-assessment report and prepare a brief narrative evaluation for each accomplishment of their approved objectives and elements

Address the effects of the employee's accomplishments on the organizational goals and objectives. Highlight additional accomplishments the employee did not address within their self-assessment.

Rating Officials must provide evidence or justification in their assessment to support the recommended rating. Objectives and elements will continue to be rated individually.

(Limit to 6000 characters)

Spell Check

Counter

565

Enter your assessment in the single "Rating Official Assessment" block, unlike the old method where each objective was assessed in separate blocks.

Employee Information

Employee Name **EHRIS Ccpsi, Uvqcpn K**
▶ Show Employee Details

Performance Plan

Midpoint Review

Performance Evaluation

Reports/Forms

Manage Guest Participants

Mock Pay Pool Info

Performance Objective Assessments

Performance Element Assessments

Performance Evaluation Rating

Reviewing Official Comments

Approvals

Performance Objective Assessments

Appraisal Type **Annual Appraisal - DCIPS** ▼
Appraisal Period End Date **30-Sep-2017** 🗓️

Appraisal Period Start Date **01-Oct-2016**
Appraisal Effective Date

Performance Objectives



Show All Details | Hide All Details

Details	Order	Objective Title	Status	Rating
▶	1	WORLD-WIDE ACINT ACTIVITY AND COLLECTIONS	Objective Approved	4 ▼
▶	2	ACINT COLLECTION COORDINATION	Objective Approved	5 ▼
▶	3	SPECIAL ACINT COLLECTIONS COORDINATION	Objective Approved	4 ▼

Screenshot shows Performance Objectives
with Rating scores listed.

The image shows a web browser window with a URL bar displaying "https://warlock.dcpds.cp...". A modal dialog box is centered on the screen with the text "Spell Check Complete (No Errors Found)" and an "Ok" button. Below the dialog, a text area contains the following text: "I prepare a brief narrative evaluation for each accomplishment of their approved objectives and", "nts on the organizational goals and objectives.", "did not address within their self-assessment.", and "in their assessment to support the recommended rating. Objectives and elements will continue". At the bottom of the text area, there is a "Spell Check" button, a "Counter" label, and a "565" value. A red arrow points to the "Spell Check" button.

“Spell Check” link located at the bottom of the block. Text can also be typed into a Word Document, then copied and pasted into your “Rating Official Assessment” block.

Rating Official Assessment

Limited to 6,000 characters

Consider the employee's self-assessment report and prepare a brief narrative evaluation for each accomplishment of their approved objectives and elements

Address the effects of the employee's accomplishments on the organizational goals and objectives.
Highlight additional accomplishments the employee did not address within their self-assessment.

Rating Officials must provide evidence or justification in their assessment to support the recommended rating. Objectives and elements will continue to be rated individually.

(Limit to 6000 characters)

Spell Check

Counter

565

 Save and Return to Top of Page

Click on “Save and Return to Top of Page” when you have finished entering your rating official assessment information and ratings.

Employee Information

Employee Name EHRIS Ccpsoi, Uvqcpn K

[Show Employee Details](#)

Performance Plan

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Performance Objective Assessments

Performance Element Assessments

Performance Evaluation Rating

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Approvals &

Performance Element Assessments

Appraisal Type

Annual Appraisal - DCIPS

Appraisal Period End Date

30-Sep-2017

Appraisal Period Start Date

01-Oct-2016

Appraisal Effective Date

Performance Elements



[Show All Details](#) | [Hide All Details](#)

Details	Order	Performance Element	Rating
▶	1	Accountability for Results	▼
▶	2	Communication	▼
▶	3	Critical Thinking	▼
▶	4	Engagement and Collaboration	▼
▶	5	Personal Leadership and Integrity	▼
▶	6	Technical Expertise	▼

Click on “Performance Element Assessments” tab to view employee’s Performance Elements. You can display each Performance Element by clicking on the arrow under “Details.” Assign a rating by using the ‘drop-down’ arrows under “Rating”

Performance Element Assessments

[Need Help?](#)

Appraisal Type **Annual Appraisal - DCIPS**
Appraisal Period End Date **30-Sep-2017**

Appraisal Period Start Date **01-Oct-2016**
Appraisal Effective Date

Performance Elements

[Show All Details](#) | [Hide All Details](#)

Details	Order	Performance Element	Rating
	1	Accountability for Results	4 <input type="text"/>
	2	Communication	5 <input type="text"/>
	3	Critical Thinking	3 <input type="text"/>
	4	Engagement and Collaboration	4 <input type="text"/>
	5	Personal Leadership and Integrity	4 <input type="text"/>
	6	Technical Expertise	3 <input type="text"/>

[Save and Return to Top of Page](#)

Screenshot shows Performance Elements with Rating scores listed. Click on “Save and Return to Top of Page” when finished with Performance Elements.

Performance Evaluation Rating

Appraisal Type **Annual Appraisal - DCIPS** ▼Appraisal Period Start Date **01-Oct-2016**Appraisal Period End Date **30-Sep-2017** 

Appraisal Effective Date

Performance Objective Ratings



Number	Performance Objective Title	Status	Rating
1	WORLD-WIDE ACINT ACTIVITY AND COLLECTIONS	Objective Approved	4
2	ACINT COLLECTION COORDINATION	Objective Approved	5
3	SPECIAL ACINT COLLECTIONS COORDINATION	Objective Approved	4

Performance Elements Ratings



Number	Performance Element Title	Rating
1	Accountability for Results	4
2	Communication	5
3	Critical Thinking	3
4	Engagement and Collaboration	4
5	Personal Leadership and Integrity	4
6	Technical Expertise	3

Performance Evaluation of Record

Average Performance Objective Rating: **4.3**
Average Performance Element Rating: **3.8**Overall Rating: **4.1**
Evaluation of Record: **4 - Excellent**

The “Performance Evaluation” tab shows your employee’s Performance Objective Ratings, Performance Element Ratings, and their Overall Rating.