Performance Appraisal Application (PAA) Single Block Option Training
Employee
Start at your MyBiz+ page and click on “MyPerformance”
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.”
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.
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.
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.

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)

Rating Official Assessment

Click on “Save and Return to Top of Page” when you have finished entering your assessment information.
Click on the “Performance Element Assessments” tab to view your Performance Elements

<table>
<thead>
<tr>
<th>Details</th>
<th>Order</th>
<th>Performance Element</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Accountability for Results</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Communication</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Engagement and Collaboration</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Personal Leadership and Integrity</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Technical Expertise</td>
</tr>
</tbody>
</table>
You can display each Performance Element by clicking on the arrow under “Details.”
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.
Click on the “Transfer to Rating Official” link at the top of the page to send your self assessment to your rating official.
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.
Confirmation message stating your appraisal has been submitted to your rating official.
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
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.
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.”
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.
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.
Enter your assessment in the single “Rating Official Assessment” block, unlike the old method where each objective was assessed in separate blocks.
### Performance Objectives

<table>
<thead>
<tr>
<th>Details</th>
<th>Order</th>
<th>Objective Title</th>
<th>Status</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>WORLD-WIDE ACINT ACTIVITY AND COLLECTIONS</td>
<td>Objective Approved</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>ACINT COLLECTION COORDINATION</td>
<td>Objective Approved</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>SPECIAL ACINT COLLECTIONS COORDINATION</td>
<td>Objective Approved</td>
<td>4</td>
</tr>
</tbody>
</table>
“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.

Click on “Save and Return to Top of Page” when you have finished entering your rating official assessment information and ratings.
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”
Screenshot shows Performance Elements with Rating scores listed. Click on “Save and Return to Top of Page” when finished with Performance Elements.
The “Performance Evaluation” tab shows your employee’s Performance Objective Ratings, Performance Element Ratings, and their Overall Rating.