

*You told us...we listened...*

# Introducing PAA v3.0

## *Establishing a Performance Plan*

Fall 2008



# About the Overview

PAA v3.0 enhancements include:

- **A new look and feel** with tabs that display key tasks in the order they are performed.
- **Assessment by Job Objective** that allows employees and Rating Officials to enter an assessment for each Job Objective.
- **Improved copy and paste functionality** that converts most MS Word format characters.
- **An improved character counter** that provides an accurate count of the number of characters entered or pasted.
- **An enhanced Email notification process** that provides employees, Rating Officials and Higher Level Reviewers status information within the email.
- **Easy and standardized approvals and acknowledgement processes** for establishing plans and conducting Interim Reviews and Appraisals.
- **The ability to copy plans from year to year.**
- **A Track Progress page** that lets you know where you are in the process.



Fall 2008

# About the Overview

This overview focuses on:

- Establishing and approving a performance plan
  - The employee creates the performance plan
  - The Rating Official reviews and approves the performance plan
- Highlighting new functionality that makes it easier to complete the process.

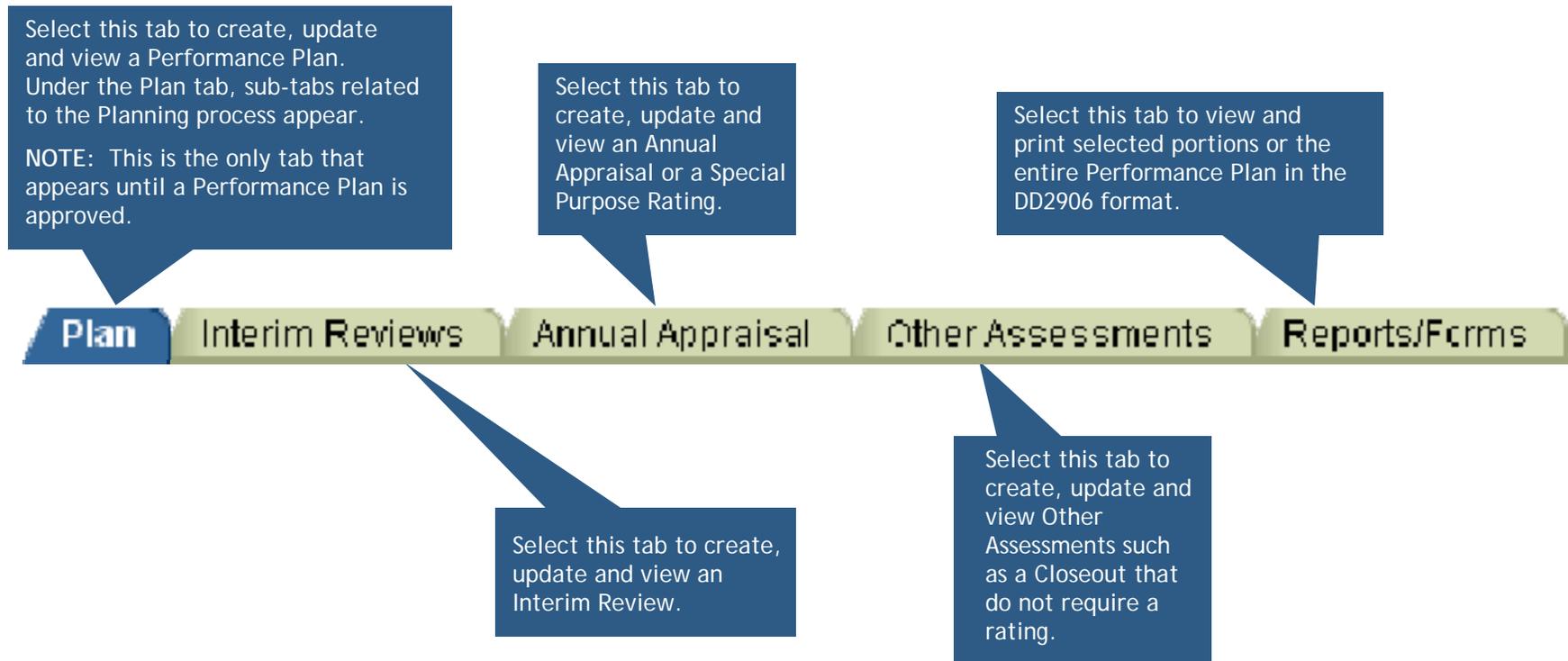
*Let's look at the tab interface so you become familiar with the look and feel...*



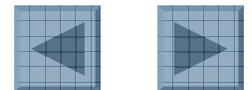
Fall 2008

# Tab Interface

Tabs guide you through the process. The tabs are the same for employees, Rating Officials and Higher Level Reviewers. Below are the primary tabs.



*Let's review the Performance Lifecycle...*



Fall 2008

# The PM Cycle at a Glance



## Step 1: Create Performance Plan

- Identify Organizational Goals
- Add Job Objectives and select Contributing Factors
- Share the plan with Rating Official or employee

## Step 2: Review Performance Plan

Step 3: Submit to or Document Higher Level Reviewer approval

Step 4: Document Communication Date and Method to Employee

Step 5: Submit to or Document Employee Acknowledgment of Performance Plan

## Step 1: Create Interim Review

- Write employee Self-Assessment
- Write Rating Official Assessment

Step 2: Submit to or Document Higher Level Reviewer approval, if required

Step 3: Document Communication Date and Method to Employee

## Step 4: Complete Interim Review

- Submit to or Document Employee Acknowledgment of Interim Review

## Step 1: Create Annual Appraisal

- Write employee Self-Assessment
- Write Rating Official Assessment

Step 2: Evaluate Job Objectives

## Step 3: Rate Job Objectives

- Assign Job Objective Rating
- Assign Contributing Factor Impact

Step 4: Enter Recommended Job Objective Ratings, Shares and Payout Distribution

Step 5: Submit to or Document Higher Level Reviewer approval

Appraisal Status: PENDING Pay Pool Manager APPROVAL

Step 6: Once approved, complete Annual Appraisal

- Document Communication Date and Method to Employee

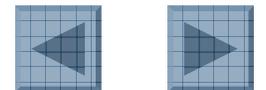


Fall 2008

# Proceeding Through the Overview

- The overview is self-guided.
- At the bottom of the page, the  icon provides information about the screen and common actions that may take place. Read this section first.
- The  icon reveals information about the screen and directions to follow regarding the process.
- Select the icon  to proceed or the  icon to go back to the previous screen.

*Let's get started...*



Fall 2008

# Establishing a Performance Plan - Employee

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Oracle Help](#)

## Employee

### Performance Appraisal Application Main Page

[Need Help?](#)

**Warning:** The Performance Appraisal Application is designated 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 MANUEL, PAM P

Table Size: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
MANUEL, PAM P	MANUEL, PAM P	MACE, PAUL P	2010	47852	30-Sep-2008	NSPS	Approved	Plan Approved	Update

Create New Plan

--Choose a Plan Type--  
 --Choose a Plan Type--  
 National Security Personnel System  
 Defense Civilian Intelligence Personnel System

Select the link to search for completed plans:  
[▶ Show Completed Plans/Appraisals](#)



From the Main Page, you can **create**, **update** and **review** your Performance Plan, **transfer** a plan in progress to your Rating Official, **view** and **print** your entire plan after it is created, and **track** the status of your plan.



Fall 2008

# Establishing a Performance Plan - Employee

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Oracle Help](#)

**Employee**

## Performance Appraisal Application Main Page

[Need Help?](#)

**Warning:** The Performance Appraisal Application is designated 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 MANUEL, PAM P**

The table includes information on the status of existing plans. From this screen you can view and update existing plans.

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
MANUEL, PAM P	MANUEL, PAM P	MACE, PAUL P	2010	47852	30-Sep-2008	NSPS	Approved	Plan Approved	Update

Select the link to search for completed plans:  
[▶ Show Completed Plans/Appraisals](#)



From the Main Page, you can **create**, **update** and **review** your Performance Plan, **transfer** a plan in progress to your Rating Official, **view** and **print** your entire plan after it is created, and **track** the status of your plan.



Fall 2008

# Establishing a Performance Plan - Employee

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Oracle Help](#)

**Employee**

## Performance Appraisal Application Main Page

[Need Help?](#)

**Warning:** The Performance Appraisal Application is designated 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 MANUEL, PAM P**

Table Size: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
MANUEL, PAM P	MANUEL, PAM P	MACE, PAUL P	2010	47852	30-Sep-2008	NSPS	Approved	Plan Approved	Update

**Create New Plan**

--Choose a Plan Type-- (Go)

--Choose a Plan Type--  
National Security Personnel System  
Defense Civilian Intelligence Personnel System

Select the link to search for completed plans:  
[Show Completed Plans/Appraisals](#)

Many tasks may be accomplished from the 'Action' column such as update, view, transfer the plan and track progress.



From the Main Page, you can **create**, **update** and **review** your Performance Plan, **transfer** a plan in progress to your Rating Official, **view** and **print** your entire plan after it is created, and **track** the status of your plan.



Fall 2008

# Establishing a Performance Plan - Employee

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Oracle Help](#)

**Employee**

## Performance Appraisal Application Main Page

[Need Help?](#)

**Warning:** The Performance Appraisal Application is designated 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

**To create a new Performance Plan:**

- Select the 'Choose a Plan Type' button.
- Select National Security Personnel System.
- Select 'Go'.

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

**Appraisals of MANUEL, PAM P**

Table Size: 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
MANUEL, PAM P	MANUEL, PAM P	MACE, PAUL P	2010	47852	30-Sep-2008	NSPS	Approved	Plan Approved	Update

**Create New Plan**

--Choose a Plan Type-- (Go)

--Choose a Plan Type--  
National Security Personnel System  
Defense Civilian Intelligence Personnel System

Select the link to search for completed plans:  
▶ [Show Completed Plans/Appraisals](#)

Done Internet



From the Main Page, you can **create**, **update** and **review** your Performance Plan, **transfer** a plan in progress to your Rating Official, **view** and **print** your entire plan after it is created, and **track** the status of your plan.



Fall 2008

# Employee's Plan Details - Setup Details

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

**Create Performance Plan: Setup Details**

[Cancel and Return to Main Page](#)

[Need Help?](#)

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

**Setup Details**  
This screen provides information regarding your Appraisal Type and Dates. Update your Appraisal Type and Appraisal Dates, if necessary.

**Important Note:** The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay schedule and pay band will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link. You may:

- Select the 'Copy an Existing Plan' button to copy an existing performance plan.
- Select the 'Build New Plan' button to create a plan.

[Build New Plan](#) [Copy An Existing Plan](#)

Appraisal Type **Annual Appraisal - NSPS**

\* Appraisal Period Start Date **01-Oct-2008**

\* Appraisal Period End Date **30-Sep-2009**

\* Appraisal Effective Date **01-Jan-2010**

\* Rating Official Name **MACE, PAUL P**

\* Higher Level Reviewer Name **Bartlet, Tobias B**

[View all Performance Indicators](#)

The Performance Indicator that applies to this performance plan is:  
Professional/Analytic Band 1



From this page, you can select the appraisal type, change appraisal dates, return to the main page, build a new plan, and copy an existing plan.



Fall 2008

# Employee's Plan Details - Setup Details

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

### Create Performance Plan: Setup Details

[Cancel and Return to Main Page](#)

#### Employee Information

Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

#### Setup Details

This screen provides information regarding your Appraisal Type and Dates. Update your Appraisal Type and Appraisal Dates, if necessary.

**Important Note:** The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay schedule and pay band will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link. You may:

- Select the 'Copy an Existing Plan' button to copy an existing performance plan.
- Select the 'Build New Plan' button to create a plan.

[Build New Plan](#) [Copy An Existing Plan](#)

Appraisal Type **Annual Appraisal - NSPS**

\* Appraisal Period Start Date **01-Oct-2008**

\* Appraisal Period End Date **30-Sep-2009**

\* Appraisal Effective Date **01-Jan-2010**

\* Rating Official Name **MACE, PAUL P**

\* Higher Level Reviewer Name **Bartlet, Tobias B**

[View all Performance Indicators](#)

The Performance Indicator that applies to this performance plan is:  
Professional/Analytic Band 1



From this page, you can select the appraisal type, change appraisal dates, return to the main page, build a new plan, and copy an existing plan.



Fall 2008

# Plan Details

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

NSPS PAA

Transfer to Rating Official | Track Progress | Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

**Plan** | Reports/Forms

**Plan Details** | Mission Goals | Job Objectives | Component Unique (Optional) | Approvals and Acknowledgments

**Plan Details**  
This screen provides information about the status of your performance plan. [Need Help?](#)

- Update your Appraisal Type and Appraisal Dates, if necessary. **Important Note:** The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay schedule and pay band will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link.
- Change the Rating Official and/or Higher Level Reviewer
- Transfer the plan to your Rating Official

To change a Rating Official and/or Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button. When done, select the 'Next' button or the 'Mission Goals' tab.

Appraisal Type: **Annual Appraisal - NSPS**

\* Appraisal Period Start Date: **01-Oct-2008**

\* Appraisal Period End Date: **30-Sep-2009**

\* Appraisal Effective Date: **01-Jan-2010**

Rating Official Name: **MACE, PAUL P**

Higher Level Reviewer Name: **Bartlet, Tobias B**

Change Rating Official and/or Higher Level Reviewer

Performance Plan Approval Date

Plan Last Modified

Created By: **MANUEL, PAM P** [NEXT>](#)

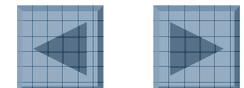
[MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

About this Page

Auto saving in about 15 minute(s) | Internet



From this page, you can transfer your plan to your Rating Official for review once it is established, track progress of your plan, change appraisal type and date, and change your Rating Official and/or Higher Level Reviewer.



Fall 2008

# Plan Details

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

NSPS PAA

Transfer to Rating Official | Track Progress | Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

Plan | Reports/Forms

Plan Details | Mission Goals | Job Objectives | Component Unique (Optional) | Approvals and Acknowledgments

**Plan Details**  
This screen provides information about the status of your performance plan. [Need Help?](#)

- Update your Appraisal Type and Appraisal Dates, if necessary. **Important Note:** The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay schedule and pay band will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link.
- Change the Rating Official and/or Higher Level Reviewer
- Transfer the plan to your Rating Official

To change a Rating Official and/or Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button. When done, select the 'Next' button or the 'Mission Goals' tab.

**Change Rating Official and/or Higher Level Reviewer**

Appraisal Type: **Annual Appraisal - NSPS**

\* Appraisal Period Start Date: **01-Oct-2008**

\* Appraisal Period End Date: **30-Sep-2009**

\* Appraisal Effective Date: **01-Jan-2010**

Rating Official Name: **MACE, PAUL P**

Higher Level Reviewer Name: **Bartlet, Tobias B**

Performance Plan Approval Date: \_\_\_\_\_

Plan Last Modified: \_\_\_\_\_

Created By: **MANUEL, PAM P**

**NEXT>**

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

About this Page

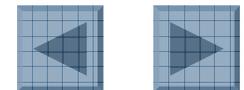
Auto saving in about 15 minute(s)

1  
You can change your Rating Official, Higher Level Reviewer or both with one click.

2  
[mouse icon]



From this page, you can transfer your plan to your Rating Official for review once it is established, track progress of your plan, change appraisal type and date, and change your Rating Official and/or Higher Level Reviewer.



Fall 2008

# Plan Details

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

NSPS PAA

Transfer to Rating Official | Track Progress | Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

**Plan** | Reports/Forms

**Plan Details** | Mission Goals | Job Objectives | Component Unique (Optional) | Approvals and Acknowledgments

**Plan Details**  
This screen provides information about the status of your performance plan. [Need Help?](#)

- Update your Appraisal Type and Appraisal Dates, if necessary. **Important Note:** The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay schedule and pay band will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link.
- Change the Rating Official and/or Higher Level Reviewer
- Transfer the plan to your Rating Official

To change a Rating Official and/or Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button. When done, select the 'Next' button or the 'Mission Goals' tab.

Change Rating Official and/or Higher Level Reviewer

Appraisal Type: **Annual Appraisal - NSPS**

\* Appraisal Period Start Date: **01-Oct-2008**

\* Appraisal Period End Date: **30-Sep-2009**

\* Appraisal Effective Date: **01-Jan-2010**

Rating Official Name: **MACE, PAUL P**

Higher Level Reviewer Name: **Bartlet, Tobias B**

Performance Plan Approval Date  
Plan Last Modified  
Created By: **MANUEL, PAM P** **NEXT>**

When you are done, select the 'Next' button or the 'Mission Goals' tab to build your plan.

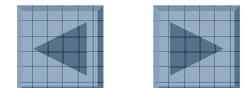
MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

About this Page

Auto saving in about 15 minute(s) | Internet



From this page, you can transfer your plan to your Rating Official for review once it is established, track progress of your plan, change appraisal type and date, and change your Rating Official and/or Higher Level Reviewer.



Fall 2008

# Mission Goals

Performance Appraisal Application (PAA)  
Version 3.0

MyBiz Suggestions Diagnostics Home Logout Preferences

NSPS PAA

Transfer to Rating Official Track Progress Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

Plan Reports/Forms

Plan Details **Mission Goals** Job Objectives Component Unique (Optional) Approvals and Acknowledgments

**Mission Goals**  
This screen focuses on important information regarding your organization's goals and priorities. You may type or copy and paste information into the text box or it may be populated by your Rating Official. When done, select the 'Next' button or 'Job Objectives' Tab. [Need Help?](#)

In conjunction with Advocates, operating forces and other agencies, develops and maintains the Force Structure, allocates resources to provide a balanced and capable force, and plans and implements future force structure changes in order to build capability-based organizations that accomplish the mission essential tasks fulfilling its Title 10 requirements.

(Limit to 1400 characters) Counter 361

<PREVIOUS NEXT>

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

About this Page

1

Auto saving in about 14 minute(s) Internet



This page provides information regarding your organization's goals and priorities. Either your Rating Official or you can provide this information. Since you are creating your plan, you include this information.



Fall 2008

# Mission Goals

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

NSPS PAA

[Transfer to Rating Official](#) [Track Progress](#) [Return to Main Page](#)

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

**Plan** Reports/Forms

Plan Details **Mission Goals** Job Objectives Component Unique (Optional) Approvals and Acknowledgments

**Mission Goals**

This screen focuses on important information regarding your organization's goals and priorities. You may type or copy and paste information into the text box or it may be populated by your Rating Official. When done, select the 'Next' button or 'Job Objectives' Tab. [Need Help?](#)

In conjunction with Advocates, operating forces and other agencies, develops and maintains the Force Structure, allocates resources to provide a balanced and capable force, and plans and implements future force structure changes in order to build capability-based organizations that accomplish the mission essential tasks fulfilling its Title 10 requirements.

(Limit to 1400 characters) Counter 361

[<PREVIOUS](#) [NEXT>](#)

[MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

[About this Page](#)

1 When done, select the 'Next' button or the 'Job Objectives' tab to copy and paste or write your job objectives.

Auto saving in about 14 minute(s) Internet



This page provides information regarding your organization's goals and priorities. Either your Rating Official or you can provide this information. Since you are creating your plan, you include this information.



Fall 2008

# Job Objectives

The screenshot shows the Performance Appraisal Application (PAA) interface. At the top, there is a navigation bar with links for MyBiz Suggestions, Diagnostics, Home, Logout, and Preferences. Below this, the page title is "NSPS PAA" and there are buttons for "Transfer to Rating Official", "Track Progress", and "Return to Main Page". The main content area is titled "Employee Information" and shows the name "MANUEL, PAM P" with a "Show Employee Details" link. Below this, there are tabs for "Plan", "Reports/Forms", "Job Objectives", "Component Unique (Optional)", and "Approvals and Acknowledgments". The "Job Objectives" tab is selected, and the page content includes a description of the screen's purpose and a list of instructions for adding, updating, and viewing job objectives. An "Important" note states that only the Rating Official can change or edit approved job objectives. At the bottom, there is a table with columns for "Details", "Number", "Job Objective Title", "Contributing Factors", "Status", "Weight % (Optional)", "Action", and "Delete". The table currently shows "No results found." and there is an "Add Job Objective" button. Navigation buttons for "<PREVIOUS" and "NEXT>" are also present.

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

NSPS PAA

Transfer to Rating Official | Track Progress | Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#) Employee Details

**Plan** | Reports/Forms

Plan Details | Mission Goals | **Job Objectives** | Component Unique (Optional) | Approvals and Acknowledgments

**Job Objectives**  
This screen allows you to add new Job Objectives, update pending Job Objectives if you have ownership of your Performance Plan, and view approved Job Objectives. [Need Help?](#)

- To add a new Job Objective, select the 'Add Job Objective' button.
- To update a Job Objective, select the 'Update' button under the action column (**Important:** You must have ownership of your Performance Plan to update your Job Objectives.).
- All 'Approved' Job Objectives with assigned weights must equal a total of 100%.
- To view an existing Job Objective, select the 'View' button under the Action Column.

**Important:** If your Job Objective is approved, only your Rating Official may change/edit it.

[Show Applicable Performance Indicators](#) Add Job Objective

Details	Number	Job Objective Title	Contributing Factors	Status	Weight % (Optional)	Action	Delete
No results found.							

<PREVIOUS | NEXT>

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

About this Page

Auto saving in about 14 minute(s) | Internet



This page provides details about the status of your Job Objectives. You may **add** a Job Objective, **update** a Job Objective if your plan is not approved, and **view** a Job Objective once your plan is approved.



Fall 2008

# Job Objectives

The screenshot shows the Performance Appraisal Application (PAA) Version 3.0 interface. The page title is "NSPS PAA". There are navigation buttons: "Transfer to Rating Official", "Track Progress", and "Return to Main Page". The "Employee Information" section shows the name "MANUEL, PAM P" and a "Show Employee Details" link. The "Plan" section has tabs for "Plan Details", "Mission Goals", "Job Objectives", "Component Unique (Optional)", and "Approvals and Acknowledgments". The "Job Objectives" section contains a list of instructions and a table. The table has columns: "Details", "Number", "Job Objective Title", "Contributing Factors", "Status", "Weight % (Optional)", "Action", and "Delete". The table content shows "No results found." There are also "Add Job Objective", "<PREVIOUS", and "NEXT>" buttons. The footer includes "About this Page", "MyBiz Suggestions", "Diagnostics", "Home", "Logout", "Preferences", and "Auto saving in about 14 minute(s)".

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

NSPS PAA

Transfer to Rating Official | Track Progress | Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#) Employee Details

**Plan** | Reports/Forms

Plan Details | Mission Goals | **Job Objectives** | Component Unique (Optional) | Approvals and Acknowledgments

**Job Objectives**  
This screen allows you to add new Job Objectives, update pending Job Objectives if you have ownership of your Performance Plan, and view approved Job Objectives. [Need Help?](#)

- To add a new Job Objective, select the 'Add Job Objective' button.
- To update a Job Objective, select the 'Update' button under the action column (**Important:** You must have ownership of your Performance Plan to update your Job Objectives.).
- All 'Approved' Job Objectives with assigned weights must equal a total of 100%.
- To view an existing Job Objective, select the 'View' button under the Action Column.

**1** The table identifies the status of existing job objectives. **3**

[Show Applicable Performance Indicators](#) Add Job Objective

Details	Number	Job Objective Title	Contributing Factors	Status	Weight % (Optional)	Action	Delete
No results found.							

<PREVIOUS | NEXT>

About this Page | [MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

Auto saving in about 14 minute(s) | Internet



This page provides details about the status of your Job Objectives. You may **add** a Job Objective, **update** a Job Objective if your plan is not approved, and **view** a Job Objective once your plan is approved.



Fall 2008

# Job Objectives

Performance Appraisal Application (PAA)  
Version 3.0

NSPS PAA

Employee Information  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

Plan Reports/Forms  
Plan Details Mission Goals **Job Objectives** Component Unique (Optional) Approvals and Acknowledgments

**Job Objectives**  
This screen allows you to add new Job Objectives, update pending Job Objectives if you have ownership of your Performance Plan, and view approved Job Objectives. [Need Help?](#)

- To add a new Job Objective, select the 'Add Job Objective' button.
- To update a Job Objective, select the 'Update' button under the action column (**Important:** You must have ownership of your Performance Plan to update your Job Objectives.).
- All 'Approved' Job Objectives with assigned weights must equal a total of 100%.
- To view an existing Job Objective, select the 'View' button under the Action Column.

**Important:** If your Job Objective is approved, only your Rating Official may change/edit it.

[Show Applicable Performance Indicators](#)

Details	Number	Job Objective Title	Contributing Factors	Status	Weight % (Optional)	Action	Delete
No results found.							

[About this Page](#)

Auto saving in about 14 minute(s)



You may suggest an optional weight for your Job Objective when it is in pending status.



This page provides details about the status of your Job Objectives. You may **add** a Job Objective, **update** a Job Objective if your plan is not approved, and **view** a Job Objective once your plan is approved.



Fall 2008

# Job Objectives

The screenshot shows the Performance Appraisal Application (PAA) interface. At the top, there is a navigation bar with links for MyBiz Suggestions, Diagnostics, Home, Logout, and Preferences. Below this, the page title is "NSPS PAA" and there are buttons for "Transfer to Rating Official", "Track Progress", and "Return to Main Page". The main content area is titled "Employee Information" and shows the name "MANUEL, PAM P" with a "Show Employee Details" link. Below this, there are tabs for "Plan", "Reports/Forms", "Plan Details", "Mission Goals", "Job Objectives", "Component Unique (Optional)", and "Approvals and Acknowledgments". The "Job Objectives" tab is selected, and the page title is "Job Objectives". A description states: "This screen allows you to add new Job Objectives, update pending Job Objectives if you have ownership of your Performance Plan, and view approved Job Objectives." There is a "Need Help?" link. A list of instructions is provided: "To add a new Job Objective, select the 'Add Job Objective' button.", "To update a Job Objective, select the 'Update' button under the action column (Important: You must have ownership of your Performance Plan to update your Job Objectives.)", "All 'Approved' Job Objectives with assigned weights must equal a total of 100%.", and "To view an existing Job Objective, select the 'View' button under the Action Column." Below this, an "Important" note states: "If your Job Objective is approved, only your Rating Official may change/edit it." There is a "Show Applicable Performance Indicators" link. A table is shown with columns: "Details", "Number", "Job Objective Title", "Contributing Factors", "Status", "Weight % (Optional)", "Action", and "Delete". The table contains one row with "No results found." in the "Details" column. There is an "Add Job Objective" button and "<PREVIOUS" and "NEXT>" buttons. At the bottom, there is a footer with "About this Page" and "MyBiz Suggestions | Diagnostics | Home | Logout | Preferences". The browser status bar shows "Auto saving in about 14 minute(s)" and "Internet".



Select the 'Add Job Objective' button to write one or copy and paste one from another document.



This page provides details about the status of your Job Objectives. You may **add** a Job Objective, **update** a Job Objective if your plan is not approved, and **view** a Job Objective once your plan is approved.



Fall 2008

# Add a Job Objective - Top of Page

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

## Add Job Objective

\* Indicates required field

[Save](#) [Save and Add Another Job Objective](#) [Save and Return to Job Objectives Tab](#) [Need Help?](#)

[Show Applicable Performance Indicators](#)

This screen allows you to update a job objective and select the appropriate Contributing Factor.

- A Job Objective title is required.
- Make sure you use the appropriate Performance Indicator when writing the job objective.

Job Objective Number 1

\* Job Objective Title

\* Start Date    
(example: 27-Aug-2008)

Job Objective Status PENDING

Date Last Modified 11-Sep-2008

Job Objective

If you need help in writing job objectives, go to the [iSuccess](#) training course. Make sure you use the appropriate Performance Indicator when writing the job objective.

Perform quality control verification for all Table of Organization and Equipment Change Requests (TOECRs) submitted for approval. Formulate, review and provide any comments on messages, bulletins or other pertinent correspondence relating to force structure requirements.

Maintain up to date knowledge of DOD policies to ensure that requested changes are in accordance with established policies before TOECR approval. Changes, once submitted to QC, must be validated for accuracy. Proper documentation is submitted for each requested action within established timelines.

The objective is aligned with organizational goal 1.

Auto saving in about 15 minute(s) Internet



On this page, you may **copy and paste** or **type** your Job Objective and select the Contributing Factor(s). When you are done, you may **save it**, **save and add another Job Objective**, or **save and return to the Job Objectives tab**. Repeat this process until you have all of your Job Objectives drafted.



Fall 2008

# Add a Job Objective - Top of Page

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

## Add Job Objective

\* Indicates required field

[Save](#) [Save and Add Another Job Objective](#) [Save and Return to Job Objectives Tab](#) [Need Help?](#)

[Show Applicable Performance Indicators](#)  
This screen allows you to update a job objective and select the appropriate Contributing Factor.

1 The Job Objective Number auto-populates.

- 2 Make sure you select the appropriate Performance Indicator when writing the job objective.

Job Objective Number 1

\* Job Objective Title

\* Start Date    
(example: 27-Aug-2008)

Job Objective Status PENDING

Date Last Modified 11-Sep-2008

Job Objective

If you need help in writing job objectives, go to the [iSuccess](#) training course. Make sure you use the appropriate Performance Indicator when writing the job objective.

3 Perform quality control verification for all Table of Organization and Equipment Change Requests (TOECRs) submitted for approval. Formulate, review and provide any comments on messages, bulletins or other pertinent correspondence relating to force structure requirements.

Maintain up to date knowledge of DOD policies to ensure that requested changes are in accordance with established policies before TOECR approval. Changes, once submitted to QC, must be validated for accuracy. Proper documentation is submitted for each requested action within established timelines.

The objective is aligned with organizational goal 1.

Auto saving in about 15 minute(s) Internet



On this page, you may **copy and paste** or **type** your Job Objective and select the Contributing Factor(s). When you are done, you may **save it**, **save and add another Job Objective**, or **save and return to the Job Objectives tab**. Repeat this process until you have all of your Job Objectives drafted.



Fall 2008

# Add a Job Objective - Top of Page

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

## Add Job Objective

\* Indicates required field

[Save](#) [Save and Add Another Job Objective](#) [Save and Return to Job Objectives Tab](#) [Need Help?](#)

[Show Applicable Performance Indicators](#)  
This screen allows you to update a job objective and select the appropriate Contributing Factor.

- A Job Objective title is required.
- Make sure you use the appropriate Performance Indicator when writing the job objective.

Job Objective Number 1

\* Job Objective Title

\* Start Date    
(example: 27-Aug-2008)

Job Objective Status PENDING

Date Last Modified 11-Sep-2008

Job Objective

If you need help in writing job objectives, go to the [iSuccess](#) training course. Make sure you use the appropriate Performance Indicator when writing the job objective.

Perform quality control verification for all Table of Organization and Equipment Change Requests (TOECRs) submitted for approval. Formulate, review and provide any comments on messages, bulletins or other pertinent correspondence relating to force structure requirements.

Maintain up to date knowledge of DOD policies to ensure that requested changes are in accordance with established policies before TOECR approval. Changes, once submitted to QC, must be validated for accuracy. Proper documentation is submitted for each requested action within established timelines.

The objective is aligned with organizational goal 1.

Auto saving in about 15 minute(s) Internet



You can change the start date to reflect the period of performance.



On this page, you may **copy and paste** or **type** your Job Objective and select the Contributing Factor(s). When you are done, you may **save it**, **save and add another Job Objective**, or **save and return to the Job Objectives tab**. Repeat this process until you have all of your Job Objectives drafted.



Fall 2008

# Add a Job Objective - Top of Page

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

## Add Job Objective

\* Indicates required field

[Save](#) [Save and Add Another Job Objective](#) [Save and Return to Job Objectives Tab](#) [Need Help?](#)

[Show Applicable Performance Indicators](#)  
This screen allows you to update a job objective and select the appropriate Contributing Factor.

- A Job Objective title is required.
- Make sure you use the appropriate Performance Indicator when writing the job objective.

Job Objective Number 1

\* Job Objective Title

\* Start Date    
(example: 27-Aug-2008)

Job Objective Status PENDING

Date Last Modified 11-Sep-2008

Job Objective

If you need help in writing job objectives, go to the [iSuccess](#) training course. Make sure you use the appropriate Performance Indicator when writing the job objective.

Perform quality control verification for all Table of Organization and Equipment Change Requests (TOECRs) submitted for approval. Formulate, review and provide any comments on messages, bulletins or other pertinent correspondence relating to force structure requirements.

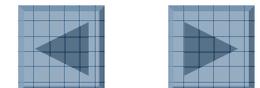
Maintain up to date knowledge of DOD policies to ensure that requested changes are in accordance with established policies before TOECR approval. Changes, once submitted to QC, must be validated for accuracy. Proper documentation is submitted for each requested action within established timelines.

The objective is aligned with organizational goal 1.

Auto saving in about 15 minute(s) Internet



On this page, you may **copy and paste** or **type** your Job Objective and select the Contributing Factor(s). When you are done, you may **save it**, **save and add another Job Objective**, or **save and return to the Job Objectives tab**. Repeat this process until you have all of your Job Objectives drafted.



Fall 2008

# Add a Job Objective - Bottom of Page

The screenshot shows a web application window with a taskbar at the top. The main content area is divided into several sections:

- Form Fields:**
  - \* Start Date: 02-Oct-2008 (with a calendar icon and example text: (example: 27-Aug-2008))
  - Job Objective Status: PENDING
  - Date Last Modified: 11-Sep-2008
- Job Objective:**

If you need help in writing job objectives, go to the [iSuccess](#) training course. Make sure you use the appropriate Performance Indicator when writing the job objective.

Perform quality control verification for all Table of Organization and Equipment Change Requests (TOECRs) submitted for approval. Formulate, review and provide any comments on messages, bulletins or other pertinent correspondence relating to force structure requirements.

Maintain up to date knowledge of DOD policies to ensure that requested changes are in accordance with established policies before TOECR approval. Changes, once submitted to QC, must be validated for accuracy. Proper documentation is submitted for each requested action within established timelines.

The objective is aligned with organizational goal 1.

1 

(Limit to 1000 characters) Counter
- Select Contributing Factors:**
  - Select the appropriate Contributing Factor for the Job Objective. As a general rule, select between 1 and 3. The Leadership Contributing Factor must be selected for a supervisory Job Objective.
  - Select the icon next to the Contributing Factor to read the appropriate benchmark descriptors.

2 

<input type="checkbox"/> Technical Proficiency <sup>1</sup>	<input checked="" type="checkbox"/> Customer Focus <sup>1</sup>
<input type="checkbox"/> Critical Thinking <sup>1</sup>	<input type="checkbox"/> Resource Management <sup>1</sup>
<input type="checkbox"/> Cooperation and Teamwork <sup>1</sup>	<input type="checkbox"/> Leadership <sup>1</sup>
<input type="checkbox"/> Communication <sup>1</sup>	
- Buttons:** Save, Save and Add Another Job Objective, Save and Return to Job Objectives Tab
- Footer:** MyBiz Suggestions | Diagnostics | Home | Logout | Preferences
- System Bar:** About this Page, Auto saving in about 14 minute(s), Internet



On this page, you may [copy and paste](#) or [type](#) your Job Objective and select the Contributing Factor(s). When you are done, you may [save](#) it, [save and add another Job Objective](#), or [save and return to the Job Objectives tab](#). Repeat this process until you have all of your Job Objectives drafted.



Fall 2008

# Add a Job Objective - Bottom of Page

\* Start Date  (example: 27-Aug-2008)

Job Objective Status PENDING

Date Last Modified 11-Sep-2008

Job Objective

If you need help in writing job objectives, go to the [iSuccess](#) training course. Make sure you use the appropriate Performance Indicator when writing the job objective.

Perform quality control verification for all Table of Organization and Equipment Change Requests (TOECRs) submitted for approval. Formulate, review and provide any comments on messages, bulletins or other pertinent correspondence relating to force structure requirements.

Maintain up to date knowledge of DOD policies to ensure that requested changes are in accordance with established policies before TOECR approval. Changes, once submitted to QC, must be validated for accuracy. Proper documentation is submitted for each requested action within established timelines.

The objective is aligned with organizational goal 1.

1 Select your Contributing Factor(s).

(Limit to 1000 characters) Counter

### Select Contributing Factors

- Select the appropriate Contributing Factor for the Job Objective. As a general rule, select between 1 and 3. The Leadership Contributing Factor must be selected for a supervisory Job Objective.
- Select the icon next to the Contributing Factor to read the appropriate benchmark descriptors.

<input type="checkbox"/> Technical Proficiency <sup>1</sup>	<input checked="" type="checkbox"/> Customer Focus <sup>1</sup>
<input type="checkbox"/> Critical Thinking <sup>1</sup>	<input type="checkbox"/> Resource Management <sup>1</sup>
<input type="checkbox"/> Cooperation and Teamwork <sup>1</sup>	<input type="checkbox"/> Leadership <sup>1</sup>
<input type="checkbox"/> Communication <sup>1</sup>	

[MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

About this Page

Auto saving in about 14 minute(s) Internet



On this page, you may [copy and paste](#) or [type](#) your Job Objective and select the Contributing Factor(s). When you are done, you may [save](#) it, [save and add another Job Objective](#), or [save and return to the Job Objectives tab](#). Repeat this process until you have all of your Job Objectives drafted.



Fall 2008

# Add a Job Objective - Bottom of Page

\* Start Date  (example: 27-Aug-2008)

Job Objective Status PENDING

Date Last Modified 11-Sep-2008

Job Objective

If you need help in writing job objectives, go to the [iSuccess](#) training course. Make sure you use the appropriate Performance Indicator when writing the job objective.

Perform quality control verification for all Table of Organization and Equipment Change Requests (TOECRs) submitted for approval. Formulate, review and provide any comments on messages, bulletins or other pertinent correspondence relating to force structure requirements.

Maintain up to date knowledge of DOD policies to ensure that requested changes are in accordance with established policies before TOECR approval. Changes, once submitted to QC, must be validated for accuracy. Proper documentation is submitted for each requested action within established timelines.

The objective is aligned with organizational goal 1.

(Limit to 1000 characters) Counter

### Select Contributing Factors

- Select the appropriate Contributing Factor for the Job Objective. As a general rule, select between 1 and 3. The Leadership Contributing Factor must be selected for a supervisory Job Objective.
- Select the icon next to the Contributing Factor to read the appropriate benchmark descriptors.

<input type="checkbox"/> Technical Proficiency <sup>1</sup>	<input checked="" type="checkbox"/> Customer Focus <sup>1</sup>
<input type="checkbox"/> Critical Thinking <sup>1</sup>	<input type="checkbox"/> Resource Management <sup>1</sup>
<input type="checkbox"/> Cooperation and Teamwork <sup>1</sup>	<input type="checkbox"/> Leadership <sup>1</sup>
<input type="checkbox"/> Communication <sup>1</sup>	

[MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

About this Page

Auto saving in about 14 minute(s) Internet



When done, select the 'Save and Return to Job Objectives Tab' button to continue the process.



On this page, you may [copy and paste](#) or [type](#) your Job Objective and select the Contributing Factor(s). When you are done, you may [save](#) it, [save and add another Job Objective](#), or [save and return to the Job Objectives tab](#). Repeat this process until you have all of your Job Objectives drafted.



Fall 2008

# Component Unique

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

NSPS PAA

Transfer to Rating Official | Track Progress | Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

**Plan** | Reports/Forms

Plan Details | Mission Goals | Job Objectives | **Component Unique (Optional)** | Approvals and Acknowledgments

**Component Unique (Optional)**  
The screen allows you to view Component Unique information, if applicable [Need Help?](#)

**Important Information:** You may not add or edit this information.

<PREVIOUS | NEXT>

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

About this Page

Auto saving in about 15 minute(s) | Internet



This page displays Component-unique information. Information is provided by your Rating Official. From this page, you may [review information](#) and [proceed with drafting your plan](#), [transfer your plan to your Rating Official](#), [track progress](#), and [return to the main page](#).



Fall 2008

# Component Unique

Performance Appraisal Application (PAA)  
Version 3.0

MyBiz Suggestions Diagnostics Home Logout Preferences

NSPS PAA

Transfer to Rating Official Track Progress Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

Plan Reports/Forms

Plan Details Mission Goals Job Objectives **Component Unique (Optional)** Approvals and Acknowledgments

**Component Unique (Optional)**  
The screen allows you to view Component Unique information, if applicable [Need Help?](#)

**Important Information:** You may not add or edit this information.

<PREVIOUS NEXT>

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

About this Page

Auto saving in about 15 minute(s) Internet



This page displays Component-unique information. Information is provided by your Rating Official. From this page, you may [review information](#) and [proceed with drafting your plan](#), [transfer your plan to your Rating Official](#), [track progress](#), and [return to the main page](#).



Fall 2008

# Approvals and Acknowledgments

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

NSPS PAA

Transfer to Rating Official | Track Progress | Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

**Plan** | Reports/Forms

Plan Details | Mission Goals | Job Objectives | Component Unique (Optional) | **Approvals and Acknowledgments**

**Approvals and Acknowledgments**  
This screen provides information regarding the detailed status of your performance plan. [Need Help?](#)

- Select 'Show' to see detailed information about an approval (dates, method, etc.)
- If you have created this performance plan, select the 'Transfer to Rating Official' button once you have completed all Job Objectives.
- Select the 'Acknowledge Receipt' button if highlighted.

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

Details	Tasks	Status	Action
<a href="#">Show</a>	Step 1: Rating Official - Request or Document Higher Level Reviewer	Not Started	
<a href="#">Show</a>	Step 2: Higher Level - Review	Not Started	
<a href="#">Show</a>	Step 3: Rating Official - Document Communication to Employee	Not Started	
<a href="#">Show</a>	Step 4: Employee - Acknowledgment	Not Started	

<PREVIOUS

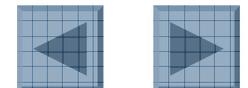
MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

About this Page

Auto saving in about 15 minute(s) | Internet



This page displays information regarding the status of your Performance Plan. From this page, you may complete a step if it is highlighted, transfer your plan to your Rating Official, track progress, and return to the main page.



Fall 2008

# Approvals and Acknowledgments

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

NSPS PAA

Transfer to Rating Official | Track Progress | Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

Plan | Reports/Forms

Plan Details | Mission Goals | Job Objectives | Component Unique (Optional) | **Approvals and Acknowledgments**

**Approvals and Acknowledgments**  
This screen provides information regarding the detailed status of your performance plan. [Need Help?](#)

- Select 'Show' to see detailed information about an approval (dates, method, etc.)
- If you have created this performance plan, select the 'Transfer to Rating Official' button once you have completed all Job Objectives.
- Select the 'Acknowledge Receipt' button if highlighted.

Details	Tasks	Status	Action
<a href="#">Show</a>	Step 1: Rating Official - Request or Document Higher Level Reviewer	Not Started	
<a href="#">Show</a>	Step 2: Higher Level - Review	Not Started	
<a href="#">Show</a>	Step 3: Rating Official - Document Communication to Employee	Not Started	
<a href="#">Show</a>	Step 4: Employee - Acknowledgment	Not Started	

<PREVIOUS

About this Page | MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

Auto saving in about 15 minute(s) | Internet



This screen details the status of the approval and acknowledgment process.



This page displays information regarding the status of your Performance Plan. From this page, you may complete a step if it is highlighted, transfer your plan to your Rating Official, track progress, and return to the main page.



Fall 2008

# Approvals and Acknowledgments

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

NSPS PAA

Transfer to Rating Official | Track Progress | Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

**Plan** | Reports/Forms

Plan Details | Mission Goals | Job Objectives | Component Unique (Optional) | **Approvals and Acknowledgments**

**Approvals and Acknowledgments**  
This screen provides information regarding the detailed status of your performance plan. [Need Help?](#)

- Select 'Show' to see detailed information about an approval (dates, method, etc.)
- If you have created this performance plan, select the 'Transfer to Rating Official' button once you have completed all Job Objectives.
- Select the 'Acknowledge Receipt' button if highlighted.

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

Details	Tasks	Status	Action
<a href="#">Show</a>	Step 1: Rating Official - Request or Document Higher Level Reviewer	Not Started	
<a href="#">Show</a>	Step 2: Higher Level - Review	Not Started	
<a href="#">Show</a>	Step 3: Rating Official - Document Communication to Employee	Not Started	
<a href="#">Show</a>	Step 4: Employee - Acknowledgment	Not Started	

<PREVIOUS

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

About this Page

Auto saving in about 15 minute(s) | Internet



Transfer your plan to your Rating Official for review and approval.



This page displays information regarding the status of your Performance Plan. From this page, you may complete a step if it is highlighted, transfer your plan to your Rating Official, track progress, and return to the main page.



Fall 2008

# Transfer to Your Rating Official

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

**Employee Notification to Rating Official - MACE, PAUL P**

[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 allows you to transfer your performance plan to your rating official with or without an email notification.

[1](#)

Notice: You are about to contact MACE, PAUL P 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](#)

[MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

[About this Page](#)

Auto saving in about 14 minute(s) Internet



From this page you send your performance plan to your Rating Official for review and approval. If you send it using the E-mail notification button the text appears in the body of an email delivered to his/her inbox.



Fall 2008

# Transfer to Your Rating Official

The screenshot shows a web browser window with the title bar 'Performance Appraisal Application (PAA) Version 3.0'. The browser's address bar is empty. The page content includes a navigation menu with links for 'MyBiz Suggestions', 'Diagnostics', 'Home', 'Logout', and 'Preferences'. Below the menu, the page title is 'Employee Notification to Rating Official - MACE, PAUL P'. There are three buttons: 'Cancel', 'Transfer to Rating Official without E-mail Notification', and 'Transfer to Rating Official with E-mail Notification'. A 'Need Help?' link is also present. A large text area is intended for the user's message. A blue callout box with a mouse cursor icon and the number '1' points to the two transfer buttons, containing the text: 'Select the 'Transfer to Rating Official without E-mail Notification' or 'Transfer to Rating Official with E-mail Notification' button when done typing your message.' Below the message area, a notice states: 'Notice: You are about to contact MACE, PAUL P 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.' At the bottom of the page, there are the same three transfer buttons and the navigation menu. The browser's status bar at the bottom shows 'Auto saving in about 14 minute(s)' and 'Internet'.



From this page you send your performance plan to your Rating Official for review and approval. If you send it using the E-mail notification button the text appears in the body of an email delivered to his/her inbox.



Fall 2008

# Track Progress

The screenshot shows a web browser window displaying the Performance Appraisal Application (PAA) interface. The browser's address bar shows the URL [http://www.dhs.gov/paa/trackProgress.do](#). The page title is "Performance Appraisal Application (PAA) Version 3.0". The navigation menu includes [MyBiz Suggestions](#), [Diagnostics](#), [Home](#), [Logout](#), and [Preferences](#). The main heading is "Track Progress", with a "Return to Previous" button. A "Need Help?" link is also present. The "Employee Information" section shows the name "MANUEL, PAM P" and a "Show Employee Details" link. A message states: "This screen provides information regarding the status of your performance plan throughout the cycle. When you are done reviewing the status, select the 'Return to Previous' button to resume your activity." A table displays the status of various stages:

Plan	
Drafted	<input checked="" type="checkbox"/>
Approved	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Interim Review	
Employee - Self-Assessment	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Appraisal	
Employee - Self-Assessment	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>

At the bottom of the table area, there is another "Return to Previous" button. The footer includes "About this Page" and the same navigation menu as the top of the page.



This page displays the status of your Performance Plan throughout the cycle.



Fall 2008

# Track Progress

The screenshot shows a web browser window displaying the Performance Appraisal Application (PAA) interface. The page title is "Performance Appraisal Application (PAA) Version 3.0". The navigation menu includes "MyBiz Suggestions", "Diagnostics", "Home", "Logout", and "Preferences". The main heading is "Track Progress".

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

**Return to Previous** (button)

**Need Help?** (link)

Select the 'Return to Previous' button to continue with the process.

This screen provides information regarding the status of your performance plan throughout the cycle. When you are done reviewing the status, select the "Return to Previous" button to resume your activity.

Plan	
Drafted	<input checked="" type="checkbox"/>
Approved	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Interim Review	
Employee - Self-Assessment	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Appraisal	
Employee - Self-Assessment	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>

**Return to Previous** (button)

[About this Page](#)

[MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

Done Internet



This page displays the status of your Performance Plan throughout the cycle.



Fall 2008

# Approving a Performance Plan - Rating Official

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Oracle Help](#)

**Rating Official/Higher Level Reviewer**

## Performance Appraisal Application Main Page

[Need Help?](#)

**Warning:** The Performance Appraisal Application is designated 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

Show Me  Appraisal Year

Create New Plan

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
MANUEL, PAM P	MANUEL, PAM P	MACE, PAUL P	2010	47852	30-Sep-2008	NSPS	Approved	Plan Approved	<input type="text" value="View"/> <input type="button" value="Go"/>
MANUEL, PAM P	MACE, PAUL P	MACE, PAUL P	2010	48058		NSPS	Pending	Plan in Progress	<input type="text" value="Update"/> <input type="button" value="Go"/>



From the Main Page, you can **create**, **update** and **review** your employee's Performance Plan, **transfer** a plan to your employee, **view** and **print** an entire plan after it is created, and **track** the status of the plan.



Fall 2008

# Approving a Performance Plan - Rating Official

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Oracle Help](#)

**Rating Official/Higher Level Reviewer**

## Performance Appraisal Application Main Page

[Need Help?](#)

**Warning:** The Performance Appraisal Application is designated 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.

The table includes information on the status of existing plans. From this screen you can view and update existing plans.

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 PAA Status	Action
MANUEL, PAM P	MANUEL, PAM P	MACE, PAUL P	2010	47852	30-Sep-2008	NSPS	Approved	Plan Approved	View <input type="button" value="Go"/>
MANUEL, PAM P	MACE, PAUL P	MACE, PAUL P	2010	48058		NSPS	Pending	Plan in Progress	Update <input type="button" value="Go"/>

Table Size: 10



From the Main Page, you can **create**, **update** and **review** your employee's Performance Plan, **transfer** a plan to your employee, **view** and **print** an entire plan after it is created, and **track** the status of the plan.



Fall 2008

# Approving a Performance Plan - Rating Official

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Oracle Help](#)

Rating Official/Higher Level Reviewer

## Performance Appraisal Application Main Page

[Need Help?](#)

**Warning:** The Performance Appraisal Application is designated 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

Show Me  Appraisal Year

Create New Plan

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
MANUEL, PAM P	MANUEL, PAM P	MACE, PAUL P	2010	47852	30-Sep-2008	NSPS	Approved	Plan Approved	View <input type="button" value="Go"/>
MANUEL, PAM P	MACE, PAUL P	MACE, PAUL P	2010	48058		NSPS	Pending	Plan in Progress	Update <input type="button" value="Go"/>

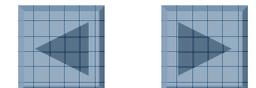


To review and approve a performance plan:

- Select the employee plan.
- Select 'Update' from the drop down menu.
- Select the 'Go' button.



From the Main Page, you can **create**, **update** and **review** your employee's Performance Plan, **transfer** a plan to your employee, **view** and **print** an entire plan after it is created, and **track** the status of the plan.



Fall 2008

# Plan Details

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions Diagnostics Home Logout Preferences

NSPS PAA - Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

**Plan** Reports/Forms

**Plan Details** Mission Goals Job Objectives Component Unique (Optional) Approvals and Acknowledgments

**Plan Details**

This screen provides information about the status of your employee's performance plan. [Need Help?](#)

- Update the Appraisal Type and Appraisal Dates, if necessary.

**Important Note:** The Appraisal Period Start Date represents the start of your employee's performance evaluation period under this plan. Certain information such as the pay schedule and pay band will be populated on the appraisal form based on this date. For additional guidance, contact the 'Need Help?' link.

- Change the Rating Official and/or Higher Level Reviewer
- Transfer the Performance Plan to your employee

To change a Rating Official, Higher Level Reviewer or both, then select the 'Change Rating Official and/or Higher Level Reviewer' button.

When done, select the 'Next' button or the 'Mission Goals' tab.

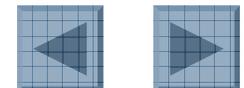
[Change Rating Official and/or Higher Level Reviewer](#)

Appraisal Type	<b>Annual Appraisal - NSPS</b>	Performance Plan Approval Date	
* Appraisal Period Start Date	<b>02-Oct-2008</b>	Plan Last Modified	
* Appraisal Period End Date	<b>30-Sep-2009</b>	Created By	<b>MANUEL, PAM P</b>
* Appraisal Effective Date	<b>01-Jan-2010</b>		
Rating Official Name	<b>MACE, PAUL P</b>		
Higher Level Reviewer Name	<b>Bartlet, Tobias B</b>		

Auto saving in about 14 minute(s)



From this page, you verify the information, track progress of the plan, change the appraisal type and date, and change the Rating Official and/or Higher Level Reviewer.



Fall 2008

# Plan Details

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions Diagnostics Home Logout Preferences

NSPS PAA - Rating Official

Transfer to Employee Track Progress Return to Main Page

**Employee Information**

Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

Plan Reports/Forms

Plan Details Mission Goals Job Objectives Component Unique (Optional) Approvals and Acknowledgments

**Plan Details**

This screen provides information about the status of your employee's performance plan. [Need Help?](#)

- Update the Appraisal Type and Appraisal Dates, if necessary.

**Important Note:** The Appraisal Period Start Date represents the start of your employee's performance evaluation period under this plan. The Appraisal Period Start Date, along with other information such as the pay schedule and pay band will be populated on the appraisal form based on this date. For additional guidance, contact your HR representative.

- Change the Rating Official and/or Higher Level Reviewer
- Transfer the Performance Plan to your employee

To change a Rating Official, Higher Level Reviewer or both, then select the 'Change Rating Official and/or Higher Level Reviewer' button.

When done, select the 'Next' button or the 'Mission Goals' tab.

Change Rating Official and/or Higher Level Reviewer

Appraisal Type: **Annual Appraisal - NSPS**

\* Appraisal Period Start Date: **02-Oct-2008**

\* Appraisal Period End Date: **30-Sep-2009**

\* Appraisal Effective Date: **01-Jan-2010**

Rating Official Name: **MACE, PAUL P**

Higher Level Reviewer Name: **Bartlet, Tobias B**

Performance Plan Approval Date

Plan Last Modified

Created By: **MANUEL, PAM P**

Auto saving in about 14 minute(s) Internet

You can change your Rating Official, Higher Level Reviewer or both with one click.



From this page, you verify the information, track progress of the plan, change the appraisal type and date, and change the Rating Official and/or Higher Level Reviewer.



Fall 2008

# Plan Details

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions Diagnostics Home Logout Preferences

NSPS PAA - Rating Official

Transfer to Employee Track Progress Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

Plan Reports/Forms

Plan Details Mission Goals Job Objectives Component Unique (Optional) Approvals and Acknowledgments

**Plan Details**

This screen provides information about the status of your employee's performance plan. [Need Help?](#)

- Update the Appraisal Type and Appraisal Dates, if necessary.

**Important Note:** The Appraisal Period Start Date represents the start of your employee's performance evaluation period under this plan. Certain information such as the pay schedule and pay band will be populated on the appraisal form based on this date. For additional guidance, select the 'Need Help?' link.

- Change the Rating Official and/or Higher Level Reviewer
- Transfer the Performance Plan to your employee

To change a Rating Official, Higher Level Reviewer or both, then select the 'Change Rating Official and/or Higher Level Reviewer' button.

When done, select the 'Next' button or the 'Mission Goals' tab.

Change Rating Official and/or Higher Level Reviewer

Appraisal Type: **Annual Appraisal - NSPS**

\* Appraisal Period Start Date: **02-Oct-2008**

\* Appraisal Period End Date: **30-Sep-2009**

\* Appraisal Effective Date: **01-Jan-2010**

Rating Official Name: **MACE, PAUL P**

Higher Level Reviewer Name: **Bartlet, Tobias B**

Performance Plan Approval Date

Plan Last Modified

Created By: **MANUEL, PAM P**

Auto saving in about 14 minute(s) Internet



From this page, you verify the information, track progress of the plan, change the appraisal type and date, and change the Rating Official and/or Higher Level Reviewer.



Fall 2008

# Mission Goals

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

NSPS PAA

[Transfer to Rating Official](#) [Track Progress](#) [Return to Main Page](#)

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

**Plan** Reports/Forms

Plan Details **Mission Goals** Job Objectives Component Unique (Optional) Approvals and Acknowledgments

**Mission Goals**

This screen focuses on important information regarding your organization's goals and priorities. You may type or copy and paste information into the text box or it may be populated by your Rating Official. When done, select the 'Next' button or 'Job Objectives' Tab. [Need Help?](#)

In conjunction with Advocates, operating forces and other agencies, develops and maintains the Force Structure, allocates resources to provide a balanced and capable force, and plans and implements future force structure changes in order to build capability-based organizations that accomplish the mission essential tasks fulfilling its Title 10 requirements.

(Limit to 1400 characters) Counter 361

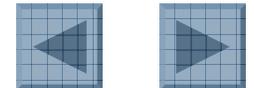
[<PREVIOUS](#) [NEXT>](#)

[About this Page](#) [MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

Auto saving in about 14 minute(s) Internet



This page provides information regarding your organization's goals and priorities. Either your employee or you can provide this information. Since you are approving the plan, review the information for accuracy.



Fall 2008

# Mission Goals

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

NSPS PAA

Transfer to Rating Official | Track Progress | Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

**Plan** | Reports/Forms

Plan Details | **Mission Goals** | Job Objectives | Component Unique (Optional) | Approvals and Acknowledgments

**Mission Goals**

This screen focuses on important information regarding your organization's goals and priorities. You may type or copy and paste information into the text box or it may be populated by your Rating Official. When done, select the 'Next' button or 'Job Objectives' Tab. [Need Help?](#)

In conjunction with Advocates, operating forces and other agencies, develops and maintains the Force Structure, allocates resources to provide a balanced and capable force, and plans and implements future force structure changes in order to build capability-based organizations that accomplish the mission essential tasks fulfilling its Title 10 requirements.

(Limit to 1400 characters) Counter 361

<PREVIOUS | NEXT>

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

About this Page

Auto saving in about 14 minute(s) | Internet



This page provides information regarding your organization's goals and priorities. Either your employee or you can provide this information. Since you are approving the plan, review the information for accuracy.



Fall 2008

# Job Objectives

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

NSPS PAA - Rating Official

Transfer to Employee | Track Progress | Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

Plan | Reports/Forms

Plan Details | Mission Goals | **Job Objectives** | Component Unique (Optional) | Approvals and Acknowledgments

**Job Objectives**

[Need Help?](#)

This screen allows you to add new Job Objectives, update pending Job Objectives if you have ownership of the Performance Plan, and view approved Job Objectives.

- To add a new Job Objective, select the 'Add Job Objective' button.
- To update a Job Objective, select the 'Update' button under the Action column.
- To view an existing Job Objective, select the 'View' button under the Action column.
- Update the Job Objective weights, if appropriate.

[Show Applicable Performance Indicators](#)

[Add Job Objective](#)

Show All Details | Hide All Details

Details	Number	Job Objective Title	Contributing Factors	Status	Weight % (Optional)	Action	Delete
<a href="#">Show</a>	1	Quality Control Verification	Critical Thinking	PENDING		<a href="#">Update</a>	

[<PREVIOUS](#) | [NEXT>](#)

[About this Page](#) | [MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

Auto saving in about 15 minute(s) | Internet



This page provides details about the status of the Job Objectives. You may add a Job Objective, update and view a Job Objective.



Fall 2008

# Job Objectives

Performance Appraisal Application (PAA)  
Version 3.0

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

NSPS PAA - Rating Official

Transfer to Employee | Track Progress | Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

**Plan** | Reports/Forms

Plan Details | Mission Goals | **Job Objectives** | Component Unique (Optional) | Approvals and Acknowledgments

**Job Objectives**

[Need Help?](#)

This screen allows you to add new Job Objectives, update pending Job Objectives if you have ownership of the Performance Plan, and view approved Job Objectives.

- To add a new Job Objective, select the 'Add Job Objective' button.
- To update a Job Objective, select the 'Update' button under the Action column.
- To view an existing Job Objective, select the 'View' button under the Action column.
- Update the Job Objective weights, if appropriate.

1  The table identifies the status of existing job objectives.

2 

Details	Number	Job Objective Title	Contributing Factors	Status	Weight % (Optional)	Action	Delete
<a href="#">Show</a>	1	Quality Control Verification	Critical Thinking	PENDING		<a href="#">Update</a>	

<PREVIOUS | NEXT>

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

About this Page

Auto saving in about 15 minute(s) | Internet



This page provides details about the status of the Job Objectives. You may add a Job Objective, update and view a Job Objective.



Fall 2008

# Job Objectives

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

NSPS PAA - Rating Official

Transfer to Employee | Track Progress | Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

Plan | Reports/Forms

Plan Details | Mission Goals | **Job Objectives** | Component Unique (Optional) | Approvals and Acknowledgments

**Job Objectives** [Need Help?](#)

This screen allows you to add new Job Objectives, update pending Job Objectives if you have ownership of the Performance Plan, and view approved Job Objectives.

- To add a new Job Objective, select the 'Add Job Objective' button.
- To update a Job Objective, select the 'Update' button under the Action column.
- To view an existing Job Objective, select the 'View' button under the Action column.
- Update the Job Objective weights, if appropriate.

[Show Applicable Performance Indicators](#)

Add Job Objective

Show All Details | Hide All Details

Details	Number	Job Objective Title	Contributing Factors	Status	Weight % (Optional)	Action	Delete
Show	1	Quality Control Verification	Critical Thinking	PENDING		Update	

<PREVIOUS | NEXT>

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

About this Page

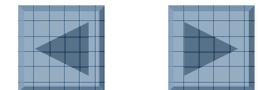
Auto saving in about 15 minute(s) | Internet



Select the 'Update' button to review the draft Job Objective.



This page provides details about the status of the Job Objectives. You may add a Job Objective, update and view a Job Objective.



Fall 2008

# Update a Job Objective - Top of Page

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

## Update Job Objective

\* Indicates required field

[Save](#) [Save and Update Another Job Objective](#) [Save and Return to Job Objectives Tab](#) [Need Help?](#)

[Show Applicable Performance Indicators](#)

This screen allows you to update a Job Objective and select the appropriate Contributing Factor.

- A Job Objective Title is required.
- Make sure you use the appropriate Performance Indicator when writing the Job Objective.

Job Objective Number 1

\* Job Objective Title

\* Start Date    
(example: 27-Aug-2008)

Job Objective Status PENDING

Date Last Modified 11-Sep-2008

Job Objective

If you need help in writing Job Objectives, go to the [iSuccess](#) training course.

Perform quality control verification for all Table of Organization and Equipment Change Requests (TOECRs) submitted for approval. Formulate, review and provide any comments on messages, bulletins or other pertinent correspondence relating to force structure requirements.

Maintain up to date knowledge of DOD policies to ensure that requested changes are in accordance with established policies before TOECR approval. Changes, once submitted to QC, must be validated for accuracy. Proper documentation is submitted for each requested action within established timelines.

The objective is aligned with organizational goal 1.

Auto saving in about 14 minute(s) Internet



On this page, you may **update** the Job Objective and select the Contributing Factor(s). When you are done, you may **save** it, **save and update another Job Objective**, or **save and return to the Job Objectives tab**. Repeat this process until you have all Job Objectives drafted.



Fall 2008

# Update a Job Objective - Top of Page

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

## Update Job Objective

\* Indicates required field

[Save](#) [Save and Update Another Job Objective](#) [Save and Return to Job Objectives Tab](#) [Need Help?](#)

[Show Applicable Performance Indicators](#)

This screen allows you to update a Job Objective and select the appropriate Contributing Factor.

**1** The Job Objective Number auto-populates.

- Make sure you select the appropriate Performance Indicator when writing the Job Objective.

Job Objective Number 1

\* Job Objective Title

\* Start Date    
(example: 27-Aug-2008)

Job Objective Status PENDING

Date Last Modified 11-Sep-2008

Job Objective

If you need help in writing Job Objectives, go to the [iSuccess](#) training course.

Perform quality control verification for all Table of Organization and Equipment Change Requests (TOECRs) submitted for approval. Formulate, review and provide any comments on messages, bulletins or other pertinent correspondence relating to force structure requirements.

Maintain up to date knowledge of DOD policies to ensure that requested changes are in accordance with established policies before TOECR approval. Changes, once submitted to QC, must be validated for accuracy. Proper documentation is submitted for each requested action within established timelines.

The objective is aligned with organizational goal 1.

**2**

**3**

Auto saving in about 14 minute(s) Internet



On this page, you may **update** the Job Objective and select the Contributing Factor(s). When you are done, you may **save** it, **save and update another Job Objective**, or **save and return to the Job Objectives tab**. Repeat this process until you have all Job Objectives drafted.



Fall 2008

# Update a Job Objective - Top of Page

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

## Update Job Objective

\* Indicates required field

[Save](#) [Save and Update Another Job Objective](#) [Save and Return to Job Objectives Tab](#) [Need Help?](#)

[Show Applicable Performance Indicators](#)

This screen allows you to update a Job Objective and select the appropriate Contributing Factor.

- A Job Objective Title is required.
- Make sure you use the appropriate Performance Indicator when writing the Job Objective.

Job Objective Number 1

\* Job Objective Title

\* Start Date    
(example: 27-Aug-2008)

Job Objective Status PENDING

Date Last Modified 11-Sep-2008

Job Objective

If you need help in writing Job Objectives, go to the [iSuccess](#) training course.

Perform quality control verification for all Table of Organization and Equipment Change Requests (TOECRs) submitted for approval. Formulate, review and provide any comments on messages, bulletins or other pertinent correspondence relating to force structure requirements.

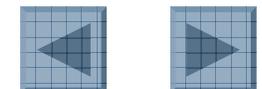
Maintain up to date knowledge of DOD policies to ensure that requested changes are in accordance with established policies before TOECR approval. Changes, once submitted to QC, must be validated for accuracy. Proper documentation is submitted for each requested action within established timelines.

The objective is aligned with organizational goal 1.

Auto saving in about 14 minute(s) Internet



On this page, you may **update** the Job Objective and select the Contributing Factor(s). When you are done, you may **save** it, **save and update another Job Objective**, or **save and return to the Job Objectives tab**. Repeat this process until you have all Job Objectives drafted.



Fall 2008

# Update a Job Objective - Top of Page

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

## Update Job Objective

\* Indicates required field

[Save](#) [Save and Update Another Job Objective](#) [Save and Return to Job Objectives Tab](#) [Need Help?](#)

[Show Applicable Performance Indicators](#)

This screen allows you to update a Job Objective and select the appropriate Contributing Factor.

- A Job Objective Title is required.
- Make sure you use the appropriate Performance Indicator when writing the Job Objective.

Job Objective Number 1

\* Job Objective Title

\* Start Date    
(example: 27-Aug-2008)

Job Objective Status PENDING

Date Last Modified 11-Sep-2008

Job Objective

If you need help in writing Job Objectives, go to the [iSuccess](#) training course.

Perform quality control verification for all Table of Organization and Equipment Change Requests (TOECRs) submitted for approval. Formulate, review and provide any comments on messages, bulletins or other pertinent correspondence relating to force structure requirements.

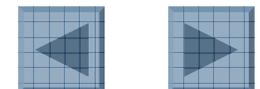
Maintain up to date knowledge of DOD policies to ensure that requested changes are in accordance with established policies before TOECR approval. Changes, once submitted to QC, must be validated for accuracy. Proper documentation is submitted for each requested action within established timelines.

The objective is aligned with organizational goal 1.

Auto saving in about 14 minute(s) Internet



On this page, you may **update** the Job Objective and select the Contributing Factor(s). When you are done, you may **save** it, **save and update another Job Objective**, or **save and return to the Job Objectives tab**. Repeat this process until you have all Job Objectives drafted.



Fall 2008

# Update a Job Objective - Bottom of Page

The screenshot shows a web browser window with a toolbar at the top. The main content area is titled "Update a Job Objective" and contains the following elements:

- \* Start Date:** A text input field containing "02-Oct-2008" and a calendar icon. Below it, the text "(example: 27-Aug-2008)" is displayed.
- Job Objective Status:** A text field containing "PENDING".
- Date Last Modified:** A text field containing "11-Sep-2008".
- Job Objective:** A section with a heading "Job Objective" and a sub-heading "If you need help in writing Job Objectives, go to the [iSuccess](#) training course." Below this is a large text area containing the following text:

Perform quality control verification for all Table of Organization and Equipment Change Requests (TOECRs) submitted for approval. Formulate, review and provide any comments on messages, bulletins or other pertinent correspondence relating to force structure requirements.

Maintain up to date knowledge of DOD policies to ensure that requested changes are in accordance with established policies before TOECR approval. Changes, once submitted to QC, must be validated for accuracy. Proper documentation is submitted for each requested action within established timelines.

The objective is aligned with organizational goal 1.
- Job Objective Input:** A small text box containing the text "Job Objective Input".
- Counter:** A text input field containing "627".
- Contributing Factors:** A section with a heading "Contributing Factors" and a list of factors with checkboxes:
  - Technical Proficiency
  - Critical Thinking
  - Cooperation and Teamwork
  - Communication
  - Customer Focus
  - Resource Management
  - Leadership
- Buttons:** Three buttons are located at the bottom of the form: "Save", "Save and Update Another Job Objective", and "Save and Return to Job Objectives Tab".
- Footer:** A row of links: "MyBiz Suggestions", "Diagnostics", "Home", "Logout", and "Preferences".
- Page Information:** A small link "About this Page" is located below the footer.

At the bottom of the browser window, there is a status bar showing "Auto saving in about 15 minute(s)" and "Internet".



On this page, you may **update** the Job Objective and select the Contributing Factor(s). When you are done, you may **save it**, **save and update another Job Objective**, or **save and return to the Job Objectives tab**. Repeat this process until you have all Job Objectives drafted.



Fall 2008

# Update a Job Objective - Bottom of Page

\* Start Date  (example: 27-Aug-2008)

Job Objective Status PENDING

Date Last Modified 11-Sep-2008

Job Objective  
If you need help in writing Job Objectives, go to the [iSuccess](#) training course.

Perform quality control verification for all Table of Organization and Equipment Change Requests (TOECRs) submitted for approval. Formulate, review and provide any comments on messages, bulletins or other pertinent correspondence relating to force structure requirements.

Maintain up to date knowledge of DOD policies to ensure that requested changes are in accordance with established policies before TOECR approval. Changes, once submitted to QC, must be validated for accuracy. Proper documentation is submitted for each requested action within established timelines.

The objective is aligned with organizational goal 1.

**1** Select your Contributing Factor(s).

(Limit to 1000 characters) Counter

### Contributing Factors

- Select the appropriate Contributing Factor for the Job Objective. As a general rule, select between 1 and 3. The Leadership Contributing Factor must be selected for a supervisory Job Objective.
- Select the icon next to the Contributing Factor to read the appropriate benchmark descriptors.

<input type="checkbox"/> Technical Proficiency	<input type="checkbox"/> Customer Focus
<input checked="" type="checkbox"/> Critical Thinking	<input type="checkbox"/> Resource Management
<input type="checkbox"/> Cooperation and Teamwork	<input type="checkbox"/> Leadership
<input type="checkbox"/> Communication	

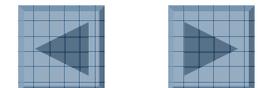
[MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

About this Page

Auto saving in about 15 minute(s) Internet



On this page, you may **update** the Job Objective and select the Contributing Factor(s). When you are done, you may **save it**, **save and update another Job Objective**, or **save and return to the Job Objectives tab**. Repeat this process until you have all Job Objectives drafted.



Fall 2008

# Update a Job Objective - Bottom of Page

\* Start Date  (example: 27-Aug-2008)

Job Objective Status PENDING

Date Last Modified 11-Sep-2008

Job Objective  
If you need help in writing Job Objectives, go to the [iSuccess](#) training course.

Perform quality control verification for all Table of Organization and Equipment Change Requests (TOECRs) submitted for approval. Formulate, review and provide any comments on messages, bulletins or other pertinent correspondence relating to force structure requirements.

Maintain up to date knowledge of DOD policies to ensure that requested changes are in accordance with established policies before TOECR approval. Changes, once submitted to QC, must be validated for accuracy. Proper documentation is submitted for each requested action within established timelines.

The objective is aligned with organizational goal 1.

(Limit to 1000 characters) Counter 627

### Contributing Factors

- Select the appropriate Contributing Factor for the Job Objective. As a general rule, select between 1 and 3. The Leadership Contributing Factor must be selected for a supervisory Job Objective.
- Select the icon next to the Contributing Factor to read the appropriate benchmark descriptors.

<input type="checkbox"/> Technical Proficiency	<input type="checkbox"/> Customer Focus
<input checked="" type="checkbox"/> Critical Thinking	<input type="checkbox"/> Resource Management
<input type="checkbox"/> Cooperation and Teamwork	<input type="checkbox"/> Leadership
<input type="checkbox"/> Communication	

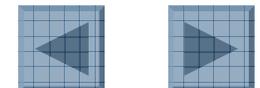
[MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

About this Page

Auto saving in about 15 minute(s) Internet



On this page, you may **update** the Job Objective and select the Contributing Factor(s). When you are done, you may **save** it, **save and update another Job Objective**, or **save and return to the Job Objectives tab**. Repeat this process until you have all Job Objectives drafted.



Fall 2008

# Component Unique

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

NSPS PAA - Rating Official

Transfer to Employee | Track Progress | Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

Employee Details

Plan | Reports/Forms

Plan Details | Mission Goals | Job Objectives | **Component Unique (Optional)** | Approvals and Acknowledgments

**Component Unique (Optional)**  
This screen allows you to include organizational information that you want your employee to be aware of. [Need Help?](#)

(Limit to 4400 characters) Counter

<PREVIOUS | NEXT>

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

About this Page

Auto saving in about 15 minute(s) Internet



This page displays Component-unique information. Information is provided by you. From this page, you may [review information](#) and [proceed with approving the plan](#), [transfer the plan to your employee for action](#), [track progress](#), and [return to the main page](#).



Fall 2008

# Component Unique

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

NSPS PAA - Rating Official

Transfer to Employee | Track Progress | Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

1 When done, select the 'Next' button or 'Approvals and Acknowledgement' tab to proceed with the process.

Plan | Reports/Forms

Plan Details | Mission Goals | Job Objectives | **Component Unique (Optional)** | Approvals and Acknowledgments

**Component Unique (Optional)**  
This screen allows you to include organizational information that you want your employee to be aware of. [Need Help?](#)

(Limit to 4400 characters) Counter

<PREVIOUS | NEXT>

MyBiz Suggestions | Diagnostics | Home | Logout | Preferences

[About this Page](#)

Auto saving in about 15 minute(s) Internet



This page displays Component-unique information. Information is provided by you. From this page, you may [review information](#) and [proceed with approving the plan](#), [transfer the plan to your employee for action](#), [track progress](#), and [return to the main page](#).



Fall 2008

# Approvals and Acknowledgments

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions Diagnostics Home Logout Preferences

**Confirmation**  
Auto population of Performance Indicators and Contributing Factors has occurred. Proceed with approval of the performance plan.

NSPS PAA - Rating Official

Transfer to Employee Track Progress Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

Plan Reports/Forms

Plan Details Mission Goals Job Objectives Component Unique (Optional) **Approvals and Acknowledgments**

**Approvals and Acknowledgments**  
This screen provides information regarding the status of your employee's performance plan.

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

[Need Help?](#)

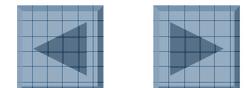
Details	Tasks	Status	Action
<a href="#">Show</a>	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Not Started	<a href="#">Start</a>
<a href="#">Show</a>	Step 2: Higher Level - Review	Not Started	Step 1 must be completed
<a href="#">Show</a>	Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
<a href="#">Show</a>	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

<PREVIOUS

Auto saving in about 15 minute(s) Internet



This page displays information regarding the status of the Performance Plan. From this page, you may **complete a step** if it is highlighted. Once done, you may **transfer the plan** to your employee, **track progress**, and **return to the main page**.



Fall 2008

# Approvals and Acknowledgments

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions Diagnostics Home Logout Preferences

**Confirmation**  
Auto population of Performance Indicators and Contributing Factors has occurred. Proceed with approval of the performance plan.

NSPS PAA - Rating Official

Transfer to Employee Track Progress Return to Main Page

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

Plan Reports/Forms

Plan Details Mission Goals Job Objectives Component Unique (Optional) **Approvals and Acknowledgments**

**Approvals and Acknowledgments**  
This screen provides information regarding the status of your employee's performance plan.

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

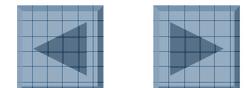
[Need Help?](#)

Details	Tasks	Status	Action
<a href="#">Show</a>	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Not Started	<input type="button" value="Start"/>
<a href="#">Show</a>	Step 2: Higher Level - Review	Not Started	Step 1 must be completed
<a href="#">Show</a>	Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
<a href="#">Show</a>	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

<PREVIOUS



This page displays information regarding the status of the Performance Plan. From this page, you may **complete a step** if it is highlighted. Once done, you may **transfer the plan** to your employee, **track progress**, and **return to the main page**.



Fall 2008

# Transfer to Your Employee

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

**Rating Official Notification to Employee - MANUEL, PAM P**

[Need Help?](#)

**Message To Employee**

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

Please go to the Performance Appraisal Application and select the Approvals and Acknowledgments tab located under the Plan tab and complete Step 4. Once you've acknowledged, a copy of the DD Form 2906 will be available in the Completed Plans/Appraisals area of the Performance Appraisal Application Main Page.

Notice: You are about to contact MANUEL, PAM P 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.

[About this Page](#) [MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

Auto saving in about 14 minute(s) Internet



From this page you send your performance plan to your employee to acknowledge the plan and to return ownership of the plan to the employee. If you send it using the E-mail notification button the text appears in the body of an email delivered to his/her inbox.



Fall 2008

# Transfer to Your Employee

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

**Rating Official Notification to Employee - MANUEL, PAM P**

[Need Help?](#)

**Message To Employee**

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

Please go to the Performance Appraisal Application and select the Approvals and Acknowledgments tab located under the Plan tab and complete Step 4. Once you've acknowledged, a copy of the DD Form 2906 will be available in the Completed Plans/Appraisals area of the Performance Appraisal Application Main Page.

Notice: You are about to contact MANUEL, PAM P 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.

[About this Page](#) [MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

Auto saving in about 14 minute(s) Internet

Select the 'Transfer to Employee without E-mail Notification' or 'Transfer to Employee with E-mail Notification' button when done typing your message.



From this page you send your performance plan to your employee to acknowledge the plan and to return ownership of the plan to the employee. If you send it using the E-mail notification button the text appears in the body of an email delivered to his/her inbox.



Fall 2008

# Track Progress

The screenshot shows a web browser window displaying the Performance Appraisal Application (PAA) interface. The browser's address bar shows the URL [http://www.myspace.com/...](#). The page header includes the Department of Education logo, the title "Performance Appraisal Application (PAA) Version 3.0", and navigation links: [MyBiz Suggestions](#), [Diagnostics](#), [Home](#), [Logout](#), and [Preferences](#). The main heading is "Track Progress", with a "Return to Previous" button to its right. A large blue "1" with a mouse cursor icon is positioned in the center of the page. Below this is the "Employee Information" section, which displays the employee name "MANUEL, PAM P" and a link to "Show Employee Details". A paragraph of text explains that the screen provides information on the status of the performance plan throughout the cycle and instructs the user to click "Return to Previous" when done. The central part of the page features a table with three sections: "Plan", "Interim Review", and "Appraisal". Each section contains a list of tasks with checkboxes indicating their completion status. The "Plan" section has four items, with the first three checked. The "Interim Review" and "Appraisal" sections each have five items, all of which are unchecked. At the bottom of the page, there is another "Return to Previous" button and a footer with navigation links: [MyBiz Suggestions](#), [Diagnostics](#), [Home](#), [Logout](#), and [Preferences](#). A link for "About this Page" is also present. The browser's status bar at the bottom shows "Done" and "Internet".

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

## Track Progress

[Return to Previous](#)

[Need Help?](#)

### Employee Information

Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

This screen provides information regarding the status of your employee's performance plan throughout the cycle. When you are done reviewing the status, select the "Return to Previous" button to resume your activity.

Plan	
Drafted	<input checked="" type="checkbox"/>
Reviewed by Higher Level Reviewer	<input checked="" type="checkbox"/>
Approved	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>

Interim Review	
Employee - Self-Assessment	<input type="checkbox"/>
Rating Official - Assessment	<input type="checkbox"/>
Reviewed by Higher Level Review - If Required	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>

Appraisal	
Employee - Self-Assessment	<input type="checkbox"/>
Rating Official - Assessment	<input type="checkbox"/>
Reviewed by Higher Level Review	<input type="checkbox"/>
Approved by Pay Pool Manager	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>

[Return to Previous](#)

[MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

[About this Page](#)



This page displays the status of the Performance Plan throughout the cycle.



Fall 2008

# Track Progress

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

## Track Progress

[Return to Previous](#)

**Employee Information**  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

This screen provides information regarding the status of your employee's performance plan throughout the cycle. When you are done reviewing the status, select the "Return to Previous" button to resume your activity.

Plan		
Drafted		<input checked="" type="checkbox"/>
Reviewed by Higher Level Reviewer		<input checked="" type="checkbox"/>
Approved		<input checked="" type="checkbox"/>
Acknowledged by Employee		<input type="checkbox"/>
Interim Review		
Employee - Self-Assessment		<input type="checkbox"/>
Rating Official - Assessment		<input type="checkbox"/>
Reviewed by Higher Level Review - If Required		<input type="checkbox"/>
Communicated to Employee by Rating Official		<input type="checkbox"/>
Acknowledged by Employee		<input type="checkbox"/>
Appraisal		
Employee - Self-Assessment		<input type="checkbox"/>
Rating Official - Assessment		<input type="checkbox"/>
Reviewed by Higher Level Review		<input type="checkbox"/>
Approved by Pay Pool Manager		<input type="checkbox"/>
Communicated to Employee by Rating Official		<input type="checkbox"/>

[Return to Previous](#)

[About this Page](#) [MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

Done Internet



Select the 'Return to Previous' button to continue with the process.

[Need Help?](#)



This page displays the status of the Performance Plan throughout the cycle.

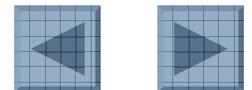


Fall 2008

# Acknowledging Your Performance Plan

Once the plan is approved by your Rating Official, you acknowledge your plan by:

- Logging into PAA v3.0
- Navigating to the Approvals and Acknowledgments Tab and completing Step 4 or
- Requesting that your Rating Official acknowledge on your behalf when he/she has ownership.



# Re-approving Job Objectives

During the course of the year, if you or your Rating Official adds, modifies, or deletes a Job Objective, you use the Job Objective Re-approvals tab to complete the process.



# Congratulations

You have completed the process of creating and approving a Performance Plan in PAA v3.0.

Before we end the demonstration, we want to show you a few more features that help make the process run smoothly.

*When your Performance Plan is transferred to you, you have ownership of it...*



# Need Help?

Job Objectives Tab - Microsoft Internet Explorer

Print Employee Tasks Perf Mgmt Cycle Close

## Job Objectives Tab

### Employee

From Job Objectives Tab you can create, update and view your Job Objectives.

Add Objective

Show All Details | Hide All Details

Details	Number	Job Objective Title	Contributing Factors	Status	Weight % (Optional)	Action	Delete
Show	1	Registration Forms Error Rates	Technical Proficiency	PENDING		Update	
Show	2	Analyst Support	Technical Proficiency	PENDING		Update	

#### Column Headings

Column	Description
Details	Select 'Show' or 'Hide' to expand or collapse the Job Objective details.
Number	Job Objective number assigned by the PAA when you create a new Job Objective.
Job Objective Title	Title of the Job Objective (specified by the person who creates the Job Objective)
Contributing Factors	Attributes of job performance that are significant to the accomplishment of your Job Objectives: Communication, Customer Focus, Cooperation and Teamwork, Critical Thinking, Leadership, Resource Management and Technical Proficiency.
Status	The status of the Job Objective
Weight % (Optional)	Identifies the relative weight (importance) of the objective. If no weights are listed, then all Job Objectives are equally important.
Action	Actions that you may take regarding the specific Job Objective depending upon the status of the Job Objective.
Delete	Icon to delete the Job Objective from your Performance Plan. The icon is active only when deletion is permissible.

#### What Can I Do On This Page?

##### Create a New Job Objective

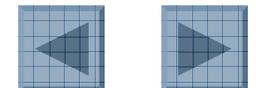
The 'Add Job Objective' button is active only when you have ownership of your Performance Plan.

- Select the 'Add Job Objective' button.  
Add Job Objective  
The 'Add Job Objective' dialog is displayed.
- Enter a meaningful Job Objective Title. A Job Objective Title is required.  
Note: The Job Objective Number auto numbers.

Start Microsoft Outlook W... Appraisal Details - M... Civpaa - Microsoft I... Job Objectives Ta... Inbox - Microsoft O... Microsoft PowerPain... 2:20 PM



The 'Need Help' function appears on key pages to guide you through the steps that may be taken on the page, identify the tasks you can complete, and review the performance management cycle.



Fall 2008

# Need Help?

Job Objectives Tab - Microsoft Internet Explorer

Print Employee Tasks Perf Mgmt Cycle Close

## Job Objectives Tab

### Employee

From Job Objectives Tab you can create, update and view your Job Objectives.

Add Objective

Show All Details | Hide All Details

Details	Number	Job Objective Title	Contributing Factors	Status	Weight % (Optional)	Action	Delete
Show	1	Registration Forms Error Rates	Technical Proficiency	PENDING		Update	
Show	2	Analyst Support	Technical Proficiency	PENDING		Update	

#### Column Headings

<b>Details</b>	Select 'Show' or 'Hide' to expand or collapse the Job Objective details.
<b>Number</b>	Job Objective number assigned by the PAA when you create a new Job Objective.
<b>Job Objective Title</b>	Title of the Job Objective (specified by the person who creates the Job Objective)
<b>Contributing Factors</b>	Attributes of job performance that are significant to the accomplishment of your Job Objectives: Communication, Customer Focus, Cooperation and Teamwork, Critical Thinking, Leadership, Resource Management and Technical Proficiency.
<b>Status</b>	The status of the Job Objective
<b>Weight % (Optional)</b>	Identifies the relative weight (importance) of the objective. If no weights are listed, then all Job Objectives are equally important.
<b>Action</b>	Actions that you may take regarding the specific Job Objective depending upon the status of the Job Objective.
<b>Delete</b>	Icon to delete the Job Objective from your Performance Plan. The icon is active only when deletion is permissible.

#### What Can I Do On This Page?

##### Create a New Job Objective

The 'Add Job Objective' button is active only when you have ownership of your Performance Plan.

1. Select the 'Add Job Objective' button.  
Add Job Objective  
The 'Add Job Objective' dialog is displayed.
2. Enter a meaningful Job Objective Title. A Job Objective Title is required.  
Note: The Job Objective Number auto numbers

Start Microsoft Outlook W... Appraisal Details - M... Civpaa - Microsoft I... Job Objectives Ta... Inbox - Microsoft O... Microsoft PowerPain... 2:20 PM



The 'Need Help' function appears on key pages to guide you through the steps that may be taken on the page, identify the tasks you can complete, and review the performance management cycle.



Fall 2008

# Need Help?

Print Employee Tasks Perf Mgmt Cycle Close

## Job Objectives Tab

### Employee

From Job Objectives Tab you can create, update and view your Job Objectives.

Show All Details | Hide All Details Add Objective

Details	Number	Job Objective Title	Contributing Factors	Status	Weight % (Optional)	Delete
Show 1	1	Registration Forms Error Rates	Technical Proficiency	PENDING		Update
Show 2	2	Analyst Support	Technical Proficiency	PENDING		Update

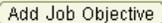
#### Column Headings

<b>Details</b>	Select 'Show' or 'Hide' to expand or collapse the Job Objective details.
<b>Number</b>	Job Objective number assigned by the PAA when you create a new Job Objective.
<b>Job Objective Title</b>	Title of the Job Objective (specified by the person who creates the Job Objective)
<b>Contributing Factors</b>	Attributes of job performance that are significant to the accomplishment of your Job Objectives: Communication, Customer Focus, Cooperation and Teamwork, Critical Thinking, Leadership, Resource Management and Technical Proficiency.
<b>Status</b>	The status of the Job Objective
<b>Weight % (Optional)</b>	Identifies the relative weight (importance) of the objective. If no weights are listed, then all Job Objectives are equally important.
<b>Action</b>	Actions that you may take regarding the specific Job Objective depending upon the status of the Job Objective.
<b>Delete</b>	Icon to delete the Job Objective from your Performance Plan. The icon is active only when deletion is permissible.

#### What Can I Do On This Page?

##### Create a New Job Objective

The 'Add Job Objective' button is active only when you have ownership of your Performance Plan.

- Select the 'Add Job Objective' button.  
  
The 'Add Job Objective' dialog is displayed.
- Enter a meaningful Job Objective Title. A Job Objective Title is required.  
Note: The Job Objective Number auto numbers

Identifies the key activities for the Plan, Monitor and Rate phases.



The 'Need Help' function appears on key pages to guide you through the steps that may be taken on the page, identify the tasks you can complete, and review the performance management cycle.



Fall 2008

# Need Help?

Job Objectives Tab - Microsoft Internet Explorer

Print Employee Tasks Perf Mgmt Cycle Close

## Job Objectives Tab

### Employee

From Job Objectives Tab you can create, update and view your Job Objectives.

Add Objective

Show All Details | Hide All Details

Details	Number	Job Objective Title	Contributing Factors	Status	Weight % (Optional)	Action	Delete
Show 1	1	Registration Forms Error Rates	Technical Proficiency	PENDING		Update	
Show 2	2	Analyst Support	Technical Proficiency	PENDING		Update	

Column Headings

Column	Description
Details	Select 'Show' or 'Hide' to expand or collapse Job Objective details.
Number	Job Objective number assigned to the Job Objective.
Job Objective Title	Title of the Job Objective (specific to the Job Objectives).
Contributing Factors	Attributes of job performance that contribute to the Job Objectives: Communication, Customer Focus, Management and Technical Proficiency, Leadership, Resource
Status	The status of the Job Objective
Weight % (Optional)	Identifies the relative weight (importance) of the objective. If no weights are listed, then all Job Objectives are equally important.
Action	Actions that you may take regarding the specific Job Objective depending upon the status of the Job Objective.
Delete	Icon to delete the Job Objective from your Performance Plan. The icon is active only when deletion is permissible.

What Can I Do On This Page?

Create a New Job Objective

The 'Add Job Objective' button is active only when you have ownership of your Performance Plan.

- Select the 'Add Job Objective' button.  
Add Job Objective  
The 'Add Job Objective' dialog is displayed.
- Enter a meaningful Job Objective Title. A Job Objective Title is required.  
Note: The Job Objective Number auto numbers

Start Microsoft Outlook W... Appraisal Details - M... Civpaa - Microsoft I... Job Objectives Ta... Inbox - Microsoft O... Microsoft PowerPoin... 2:20 PM



The 'Need Help' function appears on key pages to guide you through the steps that may be taken on the page, identify the tasks you can complete, and review the performance management cycle.



Fall 2008

# Need Help?

Job Objectives Tab - Microsoft Internet Explorer

Print Employee Tasks Perf Mgmt Cycle Close

## Job Objectives Tab

### Employee

From Job Objectives Tab you can create, update and view your Job Objectives.

Add Objective

Show All Details | Hide All Details

Details	Number	Job Objective Title	Contributing Factors	Status	Weight % (Optional)	Action	Delete
Show	1	Registration Forms Error	Technical Proficiency	PENDING		Update	
Show	2	Analyst Support	Technical Proficiency	PENDING		Update	

#### Column Headings

Details	Description
Details	Select 'Show' or 'Hide' to expand or collapse the Job Objective details.
Number	Job Objective number assigned by the PAA when you create a new Job Objective.
Job Objective Title	Title of the Job Objective (specified by the person who creates the Job Objective)
Contributing Factors	Attributes of performance that are significant to the accomplishment of your Job Objectives: Communication, Customer Focus, Cooperation and Teamwork, Critical Thinking, Leadership, Resource Management and Technical Proficiency.
Status	The status of the Job Objective.
Weight % (Optional)	Identifies the relative weight (importance) of the objective. If no weights are listed, then all Job Objectives are equally important.
Action	Actions that you may take regarding a specific Job Objective depending upon the status of the Job Objective.
Delete	Icon to delete the Job Objective. The icon is active only when deletion is permissible.

#### What Can I Do On This Page?

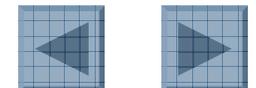
##### Create a New Job Objective

The 'Add Job Objective' button is active only when you have ownership of your Performance Plan.

- Select the 'Add Job Objective' button.  
Add Job Objective  
The 'Add Job Objective' dialog is displayed.
- Enter a meaningful Job Objective Title. A Job Objective Title is required.  
Note: The Job Objective Number auto numbers



The 'Need Help' function appears on key pages to guide you through the steps that may be taken on the page, identify the tasks you can complete, and review the performance management cycle.



Fall 2008

# Reports and Forms

Appraisal Details - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://sylvestr.dcpds.cpmc.osd.mil:8007/OA\\_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/nsps/paa/webui/CivPaaMgrApprPG&\\_ti=1420734294&retainAM=1](https://sylvestr.dcpds.cpmc.osd.mil:8007/OA_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/nsps/paa/webui/CivPaaMgrApprPG&_ti=1420734294&retainAM=1)

**Performance Appraisal Application (PAA)**  
Version 3.0

MyBiz Suggestions Diagnostics Home Logout Preferences

NSPS PAA - Rating Official

Transfer to Employee Track Progress Return to Main Page

**Employee Information**

Employee Name **Pollart, CPMSManuel I**  
[Show Employee Details](#)

Plan Interim Reviews Appraisal Other Assessments **Reports/Forms**

**Reports/Forms** [Need Help?](#)

**View/Print Selected Sections**

Select the "View/Print Selected Section(s)" button to view or print the selected sections. This is not an official DD Form 2906.

**Select / Deselect All**

- Relevant Organization Mission/Strategic Goals
- Job Objectives Only
- Job Objectives with Interim Assessments
- Job Objectives with Closeout Assessments
- Job Objectives with Annual Assessments
- Component Unique Information
- Performance Rating, Shares, and Payout Distribution
  - Performance Ratings
  - Shares
  - Payout Distribution

**View/Print Form**

Select the "View/Print Form" button to view or print the Performance Plan, Interim Review(s), Other Assessment(s) and Annual Appraisal as DD Form 2906.

[MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

About this Page

Auto saving in about 14 minute(s)

start Microsoft Outlook We... My Appraisals - Micro... Appraisal Details - Mic... Microsoft PowerPoint ... 7:16 AM



The 'Reports and Forms' tab provides an efficient way to view and print parts or all of your Performance Plan.



Fall 2008

# Reports and Forms

Appraisal Details - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://sylvestr.dcpds.cpmc.osd.mil:8007/OA\\_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/nsps/paa/webui/CivPaaMgrApprPG&\\_ti=1420734294&retainAM=1](https://sylvestr.dcpds.cpmc.osd.mil:8007/OA_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/nsps/paa/webui/CivPaaMgrApprPG&_ti=1420734294&retainAM=1)

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

NSPS PAA - Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

1 Select the sections you want to view or print.

Plan Interim Appraisal Other Assessments **Reports/Forms**

Reports/Forms [Need Help?](#)

**View/Print Selected Sections**  
Select the "View/Print Selected Section(s)" button to view or print the selected sections. This is not an official DD Form 2906.

**Select / Deselect All**

- Relevant Organization Mission/Strategic Goals
- Job Objectives Only
- Job Objectives with Interim Assessments
- Job Objectives with Closeout Assessments
- Job Objectives with Annual Assessments
- Component Unique Information
- Performance Rating, Shares, and Payout Distribution
  - Performance Ratings
  - Shares
  - Payout Distribution

[View/Print Selected Section\(s\)](#)

**View/Print Form**  
Select the "View/Print Form" button to view or print the Performance Plan, Interim Review(s), Other Assessment(s) and Annual Appraisal as DD Form 2906.

[View/Print Form](#)

[MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

About this Page

Auto saving in about 14 minute(s)

start Microsoft Outlook We... My Appraisals - Micro... Appraisal Details - Mic... Microsoft PowerPoint ... 7:16 AM



The 'Reports and Forms' tab provides an efficient way to view and print parts or all of your Performance Plan.



Fall 2008

# Reports and Forms

1

2

MyBiz Suggestions

Select this button to print a Working Copy of the DD2906.



The 'Reports and Forms' tab provides an efficient way to view and print parts or all of your Performance Plan.



Fall 2008

# View Completed Plans/Appraisals

## Plans/Appraisals In Progress

Show Me  Appraisal Year  Create New Plan

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Franzel, AFNNSPBryan R	Doshi, CPMSEmerson H	Doshi, CPMSEmerson H	2010	12849	19-Feb-2008	NSPS	Approved	Plan Approved	<input type="text" value="Update"/> <input type="button" value="Go"/>
Bhakta, Raj	Trump, Donald	Doshi, CPMSEmerson H	2010	12490		NSPS	Pending	Plan in Progress	<input type="text" value="Update"/> <input type="button" value="Go"/>
Witte, AFNNSPJonah P	Doshi, CPMSEmerson H	Doshi, CPMSEmerson H	2010	12790		NSPS	Pending	Plan in Progress	<input type="text" value="Update"/> <input type="button" value="Go"/>
Ohanlon, AFNNSPLeif A	Doshi, CPMSEmerson H	Doshi, CPMSEmerson H	2010	12980		NSPS	Pending	Plan Returned for Change	<input type="text" value="Update"/> <input type="button" value="Go"/>

Select the link to search for Completed Plans.

[Hide Completed Plans/Appraisals](#)

## Completed Plans/Appraisals

1. Begin with entering search criteria. The following fields can be entered in any combination; e.g., Employee Name only, Employee Name and Appraisal Year, etc. Select the flashlight for assistance in entering the Employee Name.
2. Select the 'Find' button. Your results will be based on your search criteria.



Employee Name

Appraisal Year

Event

Table Size

Employee Name	Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
No search conducted.						



From the Main Page, you can view completed plans and appraisals.



# View Completed Plans/Appraisals

## Plans/Appraisals In Progress

Show Me  Appraisal Year  Create New Plan

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Franzel, AFNNSPBryan R	Doshi, CPMSEmerson H	Doshi, CPMSEmerson H	2010	12849	19-Feb-2008	NSPS	Approved	Plan Approved	<input type="text" value="Update"/> <input type="button" value="Go"/>
Bhakta, Raj	Trump, Donald	Doshi, CPMSEmerson H	2010	12490		NSPS	Pending	Plan in Progress	<input type="text" value="Update"/> <input type="button" value="Go"/>
Witte, AFNNSPJJonah P	Doshi, CPMSEmerson H	Doshi, CPMSEmerson H	2010	12790		NSPS	Pending	Plan in Progress	<input type="text" value="Update"/> <input type="button" value="Go"/>
Ohanlon, AFNNSPLeif A	Doshi, CPMSEmerson H	Doshi, CPMSEmerson H	2010	12980		NSPS	Pending	Plan Returned for Change	<input type="text" value="Update"/> <input type="button" value="Go"/>

Select the link to search for Completed Plans.

[Hide Completed Plans/Appraisals](#)

## Completed Plans/Appraisals

1. Begin with entering search criteria. The following fields can be entered in any combination; e.g., Employee Name only, Employee Name and Appraisal Year, etc. Select the flashlight for assistance in entering the Employee Name.
2. Select the **Find** button. Your results will be based on your search criteria.



Select the View/Hide link to expand and collapse information regarding previous plans and appraisals.

Employee Name  

Appraisal Year

Event

Table Size

Employee Name	Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
No search conducted.						



From the Main Page, you can view completed plans and appraisals.



# Copy Performance Plans

**Performance Appraisal Application (PAA)**  
Version 3.0

[MyBiz Suggestions](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

## Copy Performance Plan

[Return to Plan Setup](#)

Rating Officials and employees can copy a performance plan from one year to the next. Only Rating Officials can copy a plan from one employee to another. [Need Help?](#)

Once copied, the performance plan can be altered.

### Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.  
Select the "flashlight" for assistance in entering the employee name. You must select Employee Name or Appraisal Effective Date.

Employee Name:

Appraisal Effective Date:

(example: 27-Aug-2008)

Appraisal ID ▲	Employee Name	Employee Number	Appraisal Effective Date	Plan Approval Date	Type	Plan Status	View	Copy
47852	MANUEL, PAM P	472594	01-Jan-2010	30-Sep-2008	Annual Appraisal - NSPS	APPROVED		<input type="button" value="Copy"/>

[Return to Plan Setup](#)

[MyBiz Suggestions](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

[About this Page](#)



A simplified process allows you to copy and paste Performance Plans from year to year or employee to employee.



Fall 2008

# Options for Capturing the Higher Level Reviewer

**Performance Appraisal Application (PAA)**  
Version 3.0

NSPS PAA - Rating Official

Employee Information  
Employee Name **MANUEL, PAM P**  
[Show Employee Details](#)

Plan Reports/Forms  
Plan Details Mission Goals Job Objectives Component Unique

**Approvals and Acknowledgments**  
This screen provides information regarding the status of your employee's performance plan.

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (or task).

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

**Details Tasks**

Hide Step 1: Rating Official - Request or Document Higher Level Reviewer

TIP There are two options available to complete this step.

**Option A - Transfer to the Higher Level Reviewer (HLR) in the PAA.**

Name	Title
MACE, PAUL P	Rating Official
Bartlet, Tobias B	Higher Level Reviewer

TIP Please select new HLR from list of values, if required.

Change Higher Level Reviewer

**Message to Higher Level Reviewer**

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Performance Plan. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

Please review this performance plan and take the appropriate action under the Approvals and Acknowledgments tab.

Notice: You are about to contact Bartlet, Tobias B by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information security numbers or privacy act information in your e-mail.

**Option B - Document the higher level review has taken place by entering the following information:**

Higher Level Reviewer  Method of Review   
Review Date  Other Method



From the Approvals and Acknowledgment tab, you can document Higher Level Reviewer concurrence using **Option A - Transfer the Plan** or document the Higher Level Review by selecting **Option B**. You complete this step once you have reviewed the plan and are ready for a second-level review.

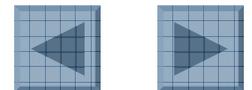


Fall 2008

# DD Form 2906 Revised

Along with PAA enhancements, we improved the form:

- A new design makes it easier to read and follow.
- You can complete a self-assessment and Rating Official Evaluation by Job Objective.



Thank you for completing the overview.

In our next installment, we cover  
creating an Interim Review.



Fall 2008