

For Rating Officials –

Submit a Recommended Rating

Complete these steps to submit a Recommended Rating:

1. Begin at the *Performance Appraisal Application Main Page*.
2. Select the pencil icon in the Update column next to the employee's name to view the *Rating Official Review* page.
3. Select the **Update Plan/Appraisal** button to view the *Update Plan/Appraisal* page.
4. Select the pencil icon in the Update column of the first Job Objective to view the *Update Job Objective* page.
5. Scroll down to the **Job Objective Rating** field and select the blue down arrow inside the right side of the field.
6. Select the applicable rating from the dropdown list.
7. Scroll down to the **Contributing Factor Impact** field.
 - Select the blue down arrow inside the right side of the field. **Note:** If no Contributing Factors were selected for a Job Objective, the Contributing Factor Impact will reflect 0 (Neutral) and the blue arrow will not be available.
 - Select the applicable Contributing Factor Impact from the drop down list.
8. Select one of the following:
 - Select the **Cancel** button to discard your changes.
 - Select the **Save** button to receive confirmation your updates have been saved and remain on the same *Update Job Objective* page.
 - Select the **Save and Update Another** button to save your updates and repeat steps 4 through 7 for each Job Objective.
 - Select the **Save and Return to Update Page** button to save your updates and view the *Update Plan/Appraisal* page.
9. Scroll to Rating of Record and Assessment on the *Update Plan/Appraisal* page.
10. Enter text in the **Rating Official Assessment** field.
11. Select the **Save and Continue** button to view the *Rating Official Review* page.



12. Select the **Submit Recommended Ratings** button to view the *Submit Recommended Ratings: Rating Official* page.
13. Select the **Next** button to view the *Give Recommended Ratings: Review* page.
14. Scroll down to Rating of Record and Assessment.
15. Select the blue down arrow inside the right side of the **Shares** field, if applicable.
16. Select the appropriate share, if applicable.
17. Enter the **Salary Increase %**, if applicable.
18. Enter the **Bonus %**, if applicable.
19. Select the **Next** button to view the *Give Recommended Ratings: Review* page.
20. Select the **Submit to HLR** button to view the *Submit Recommended Ratings to Higher Level Reviewer* page.
21. Enter your notification message and select the **Transfer to HLR** button to view the *Information* page.
22. Select the **Yes** button to view to the *Performance Appraisal Application Main Page*.
The HRL's name is now in the Current Owner column and the Appraisal Status has changed to Pending Approval.
23. Select **Logout** at the top right side of the page to exit.

