Steps to Creating an NSPS Performance Plan
Performance Appraisal Application (PAA) Version 2

Options

NSPS performance plans can be created by an employee or a supervisor (rating official). This step-by-step guide covers both approaches.

The examples shown in this guide are using the default dates for the rating cycle ending 30 Sep 2008 (rating year = 2009).

Employee actions:

Description	See Page
Create draft performance plan, transfer plan to rating official	2
Acknowledge perf plan, retain or transfer back to rating official	29

Rating Official actions:

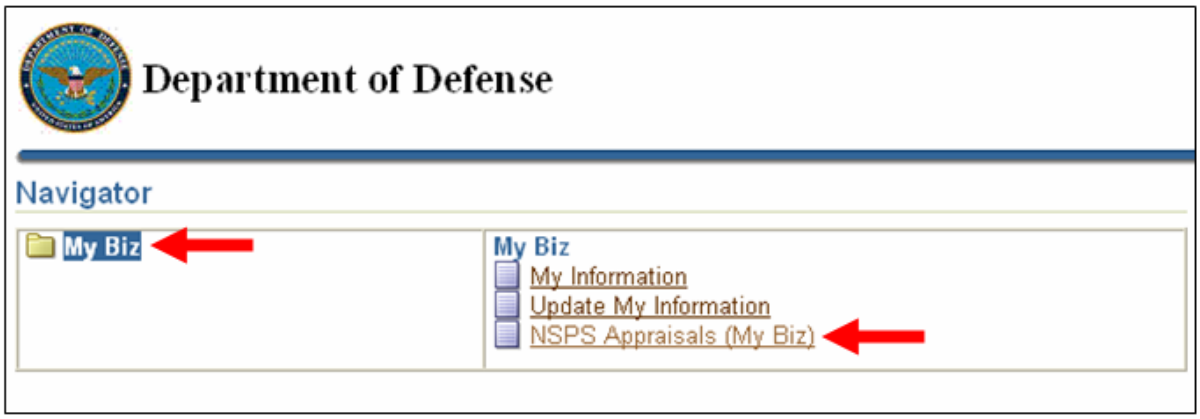
Description	See Page
Enter weights, approve objectives (employee-created plan)	8
Create performance plan	12
Approvals and Acknowledgements	19

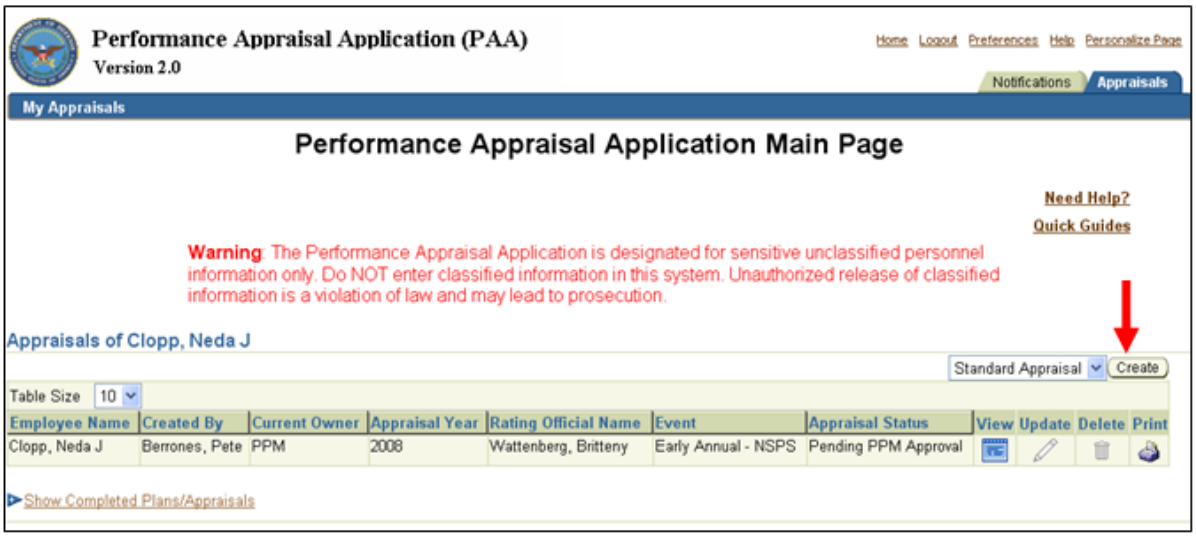
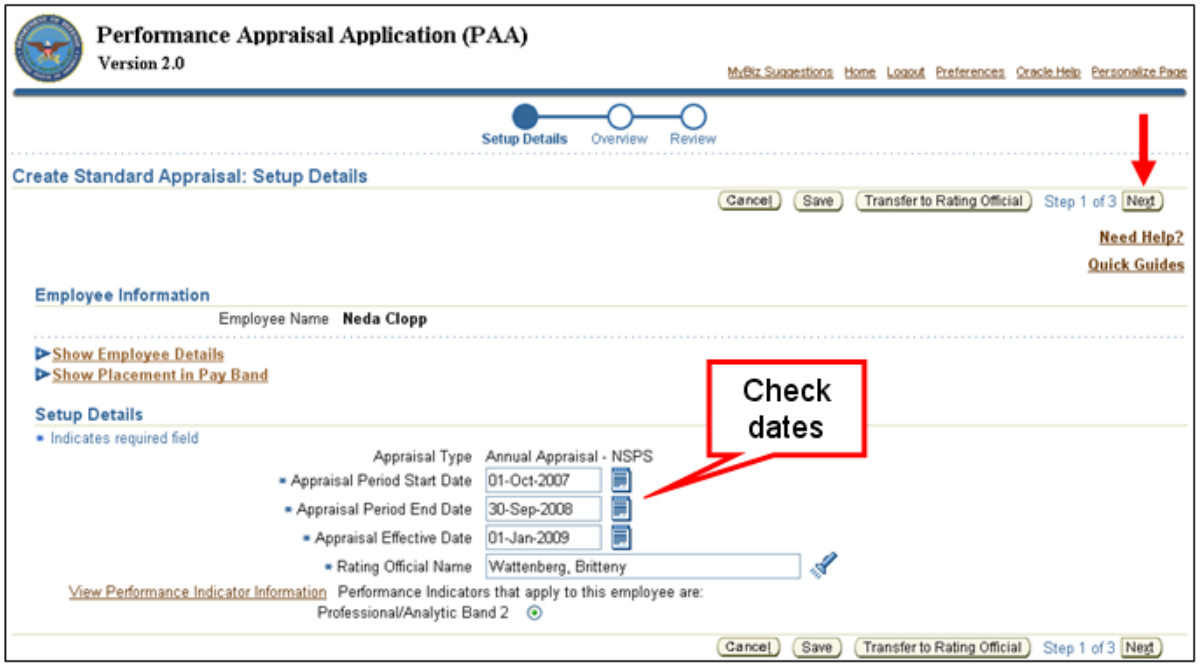
Higher Level Reviewer actions:

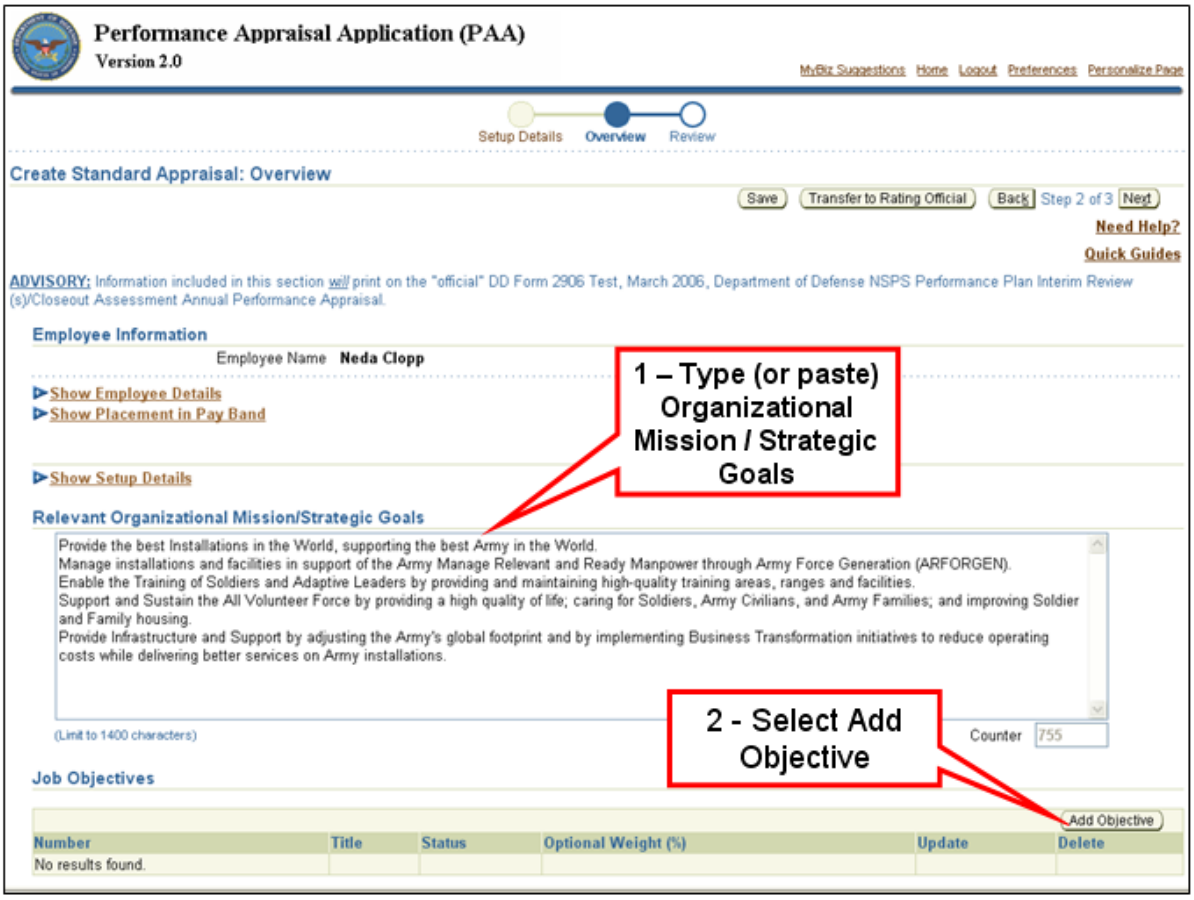
Description	See Page
Review plan, approve (or return), transfer back to rating official	25

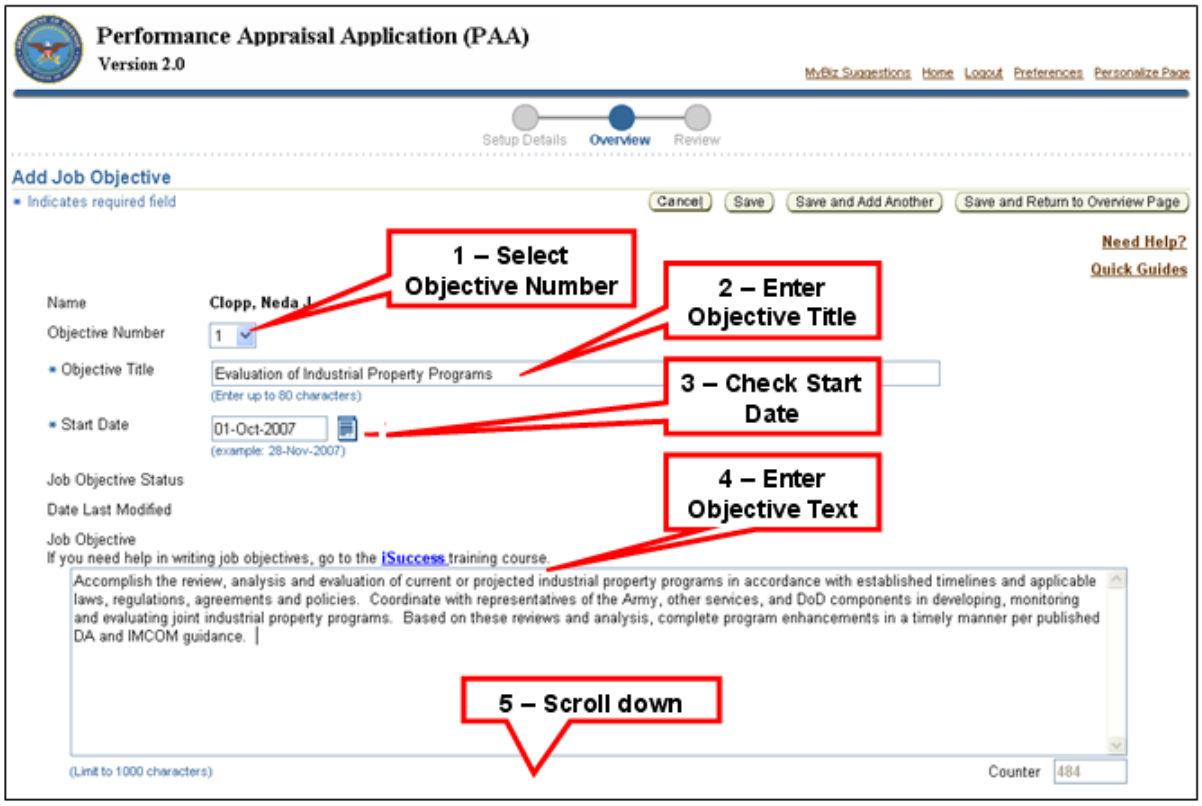
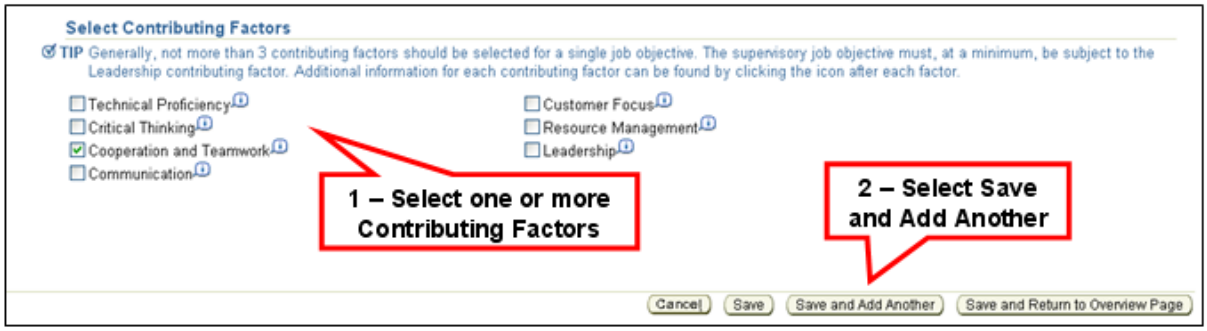
Employee-Initiated Plan

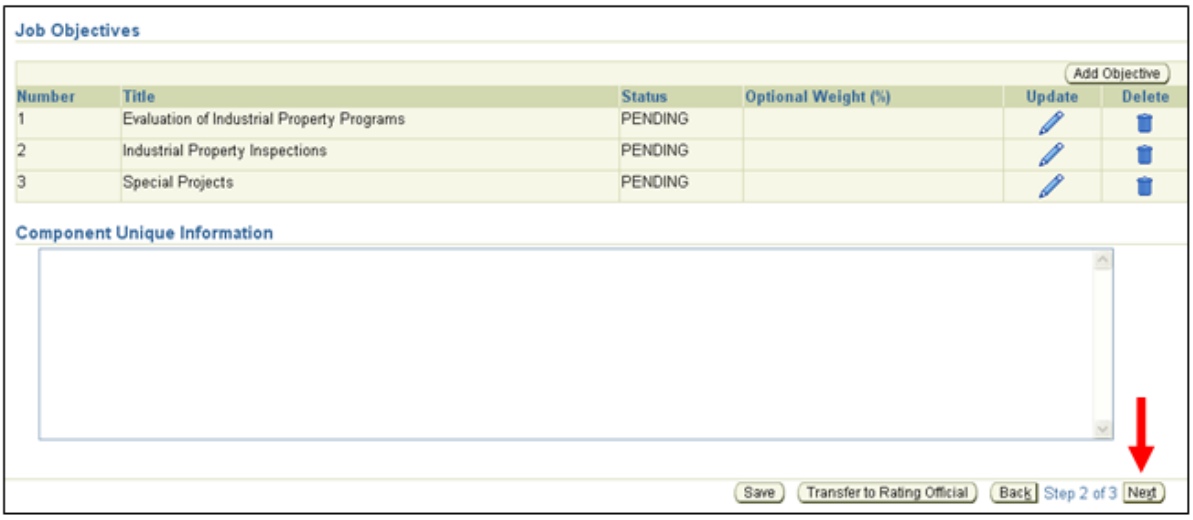
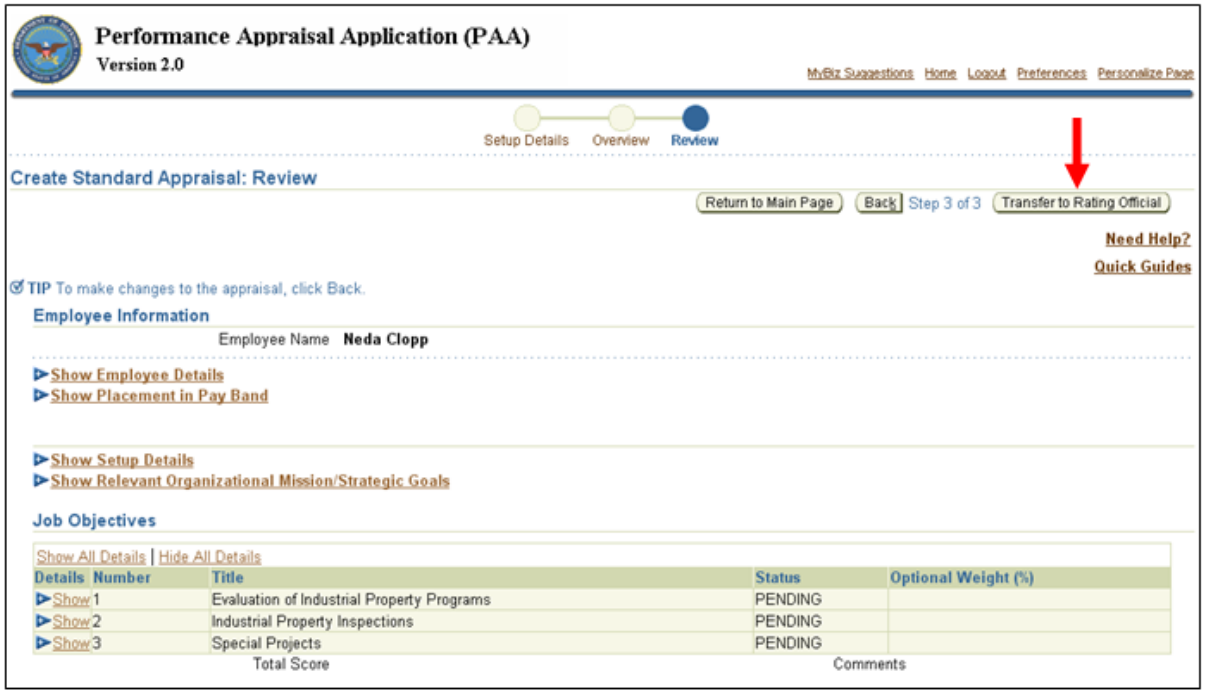
Create draft performance plan, transfer to rating official.

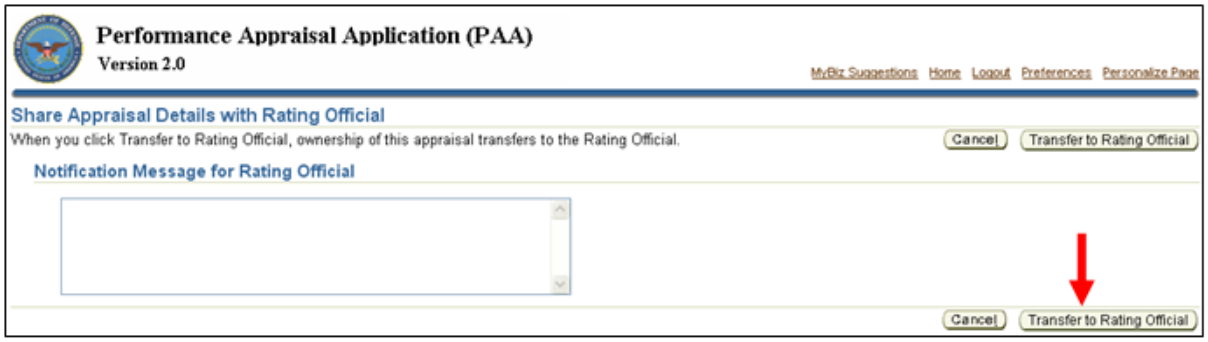
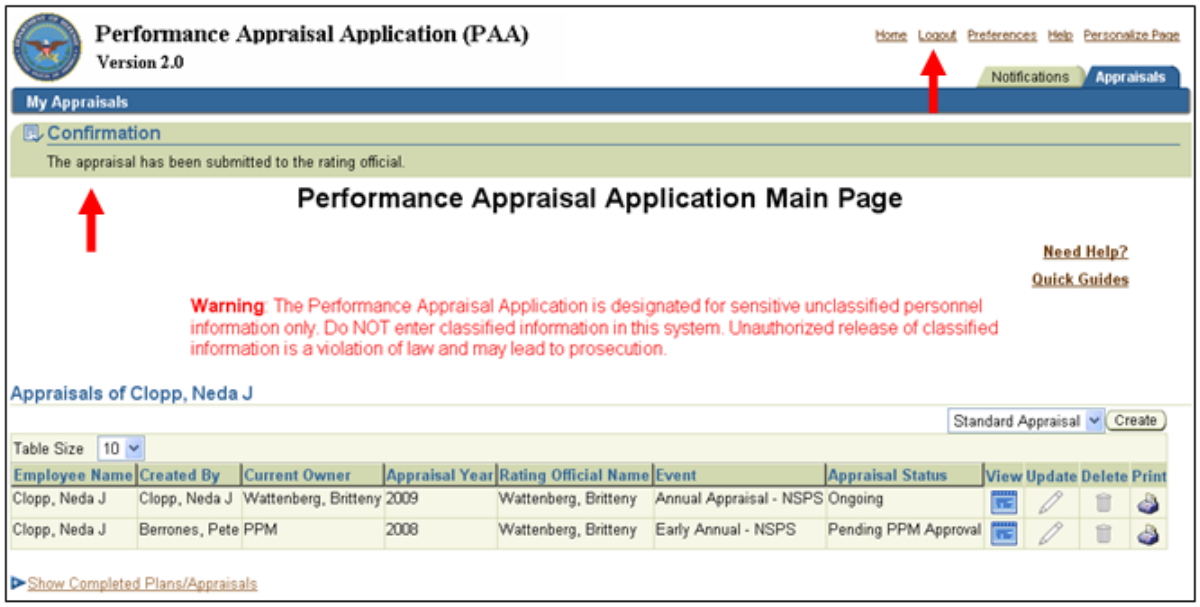
Step	Employee Action
1	**Employee logs into Self-Service: "My Biz" → "NSPS Appraisals (My Biz)":** 
2	**Welcome Page: Select "Go to Main Page":**

Step	Employee Action, *continued*
3	**Performance Appraisal Application Main Page: Select "Create" button by "Standard Appraisal":**  Note: This employee already has a performance plan from the last rating cycle (Appraisal Year is 2008). The Appraisal Status is "Pending PPM Approval," meaning that the appraisal is ready for review by the pay pool panel.
4	**Create Standard Appraisal: Setup Details: Check dates, change if necessary, select "Next":**  Default dates for the current rating year are displayed by default. Change only if necessary (continued on next page):

Step	**Employee Action, *continued***
4, con't	• Appraisal Period Start Date: Change if your organization is spiraling in during this rating cycle (spiral 2 – use your conversion date), or you are a new employee (started working for this organization after the rest of the organization – use your starting date), or you are establishing an extended rating period covering part of the prior rating cycle. • Appraisal Period End Date: Do not change unless instructed to do so. • Appraisal Effective Date: Always January 1 of the following year. Do not change unless instructed to do so.
5	**Create Standard Appraisal: Overview (top):** **1. Type in (or copy and paste from another document) your organizational mission / strategic goals.** The source for or location of your organizational mission and goals should be provided to you by your supervisor or management. **2. Select "Add Objective" to add job objectives.** 

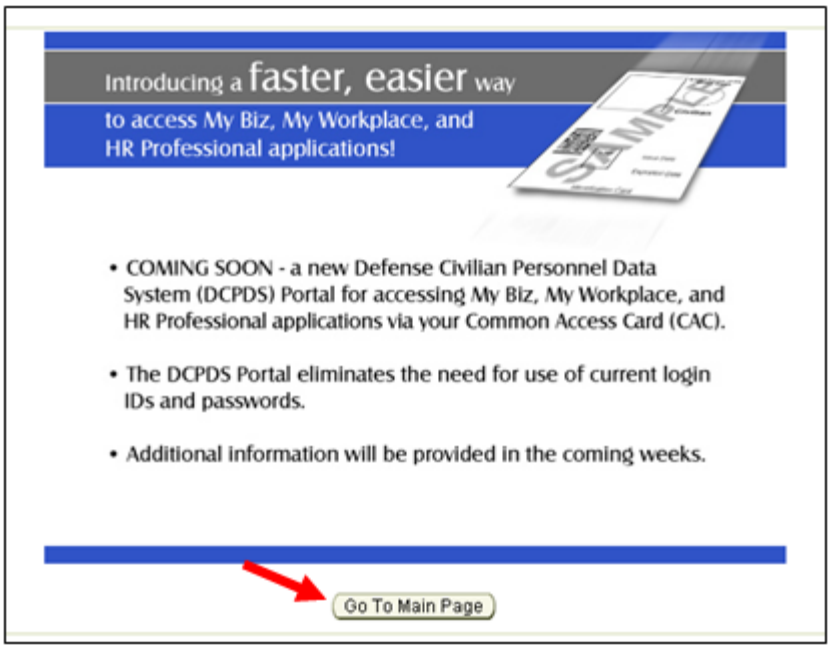
Step	Employee Action, *continued*
6	**Add Job Objective:** 1. **Select Objective Number.** 2. **Enter a Title for the Objective.** 3. **Check the Start Date** (change only if you are on a non-standard cycle). 4. **Enter the text of the objective** (type, or copy and paste from another document; note character limitation and counter). 5. **Scroll down** to identify Contributing Factors (next step). 
7	**Select Contributing Factors:** 1. **Select one or more Contributing Factors.** 2. **Select "Save and Add Another" to add another job objective (repeat steps 6-7).** 3. **When done, select "Save and Return to Overview Page".** 

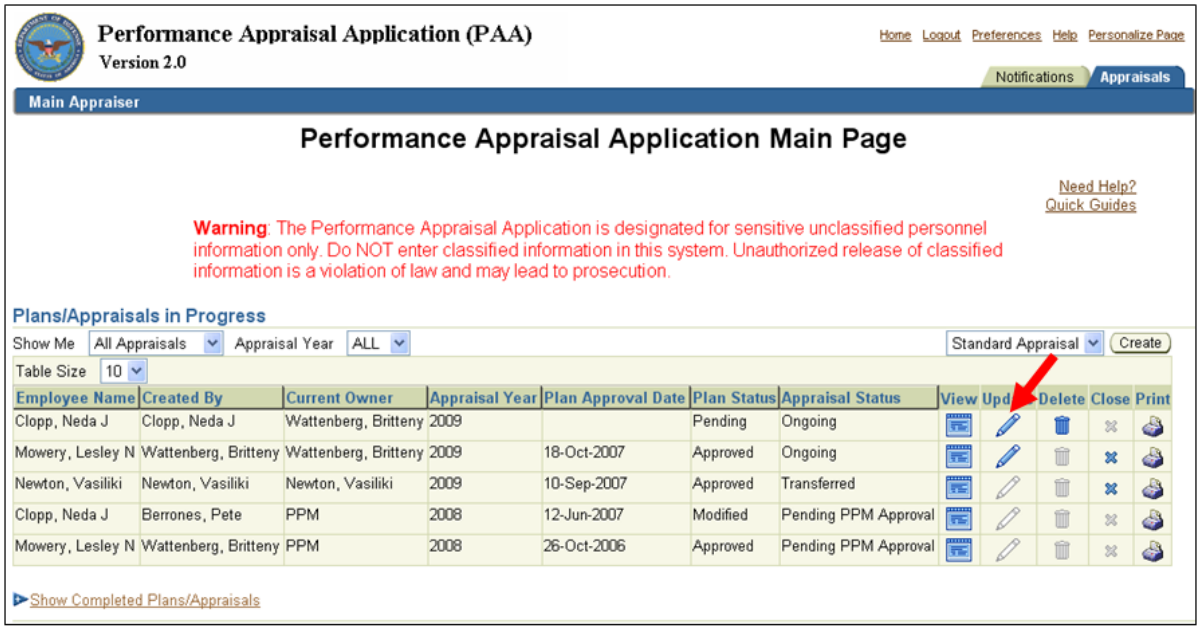
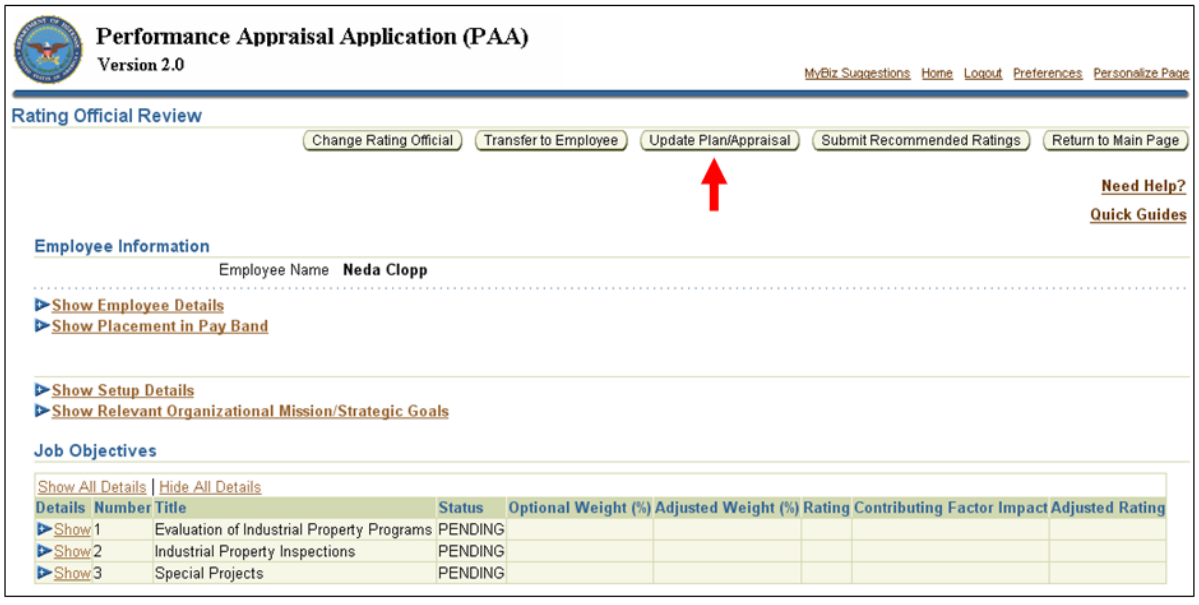
Step	Employee Action, *continued*
8	**After selecting "Save and Return to Overview Page," select "Next":** 
9	**Create Standard Appraisal: Review: Select "Transfer to Rating Official":** 

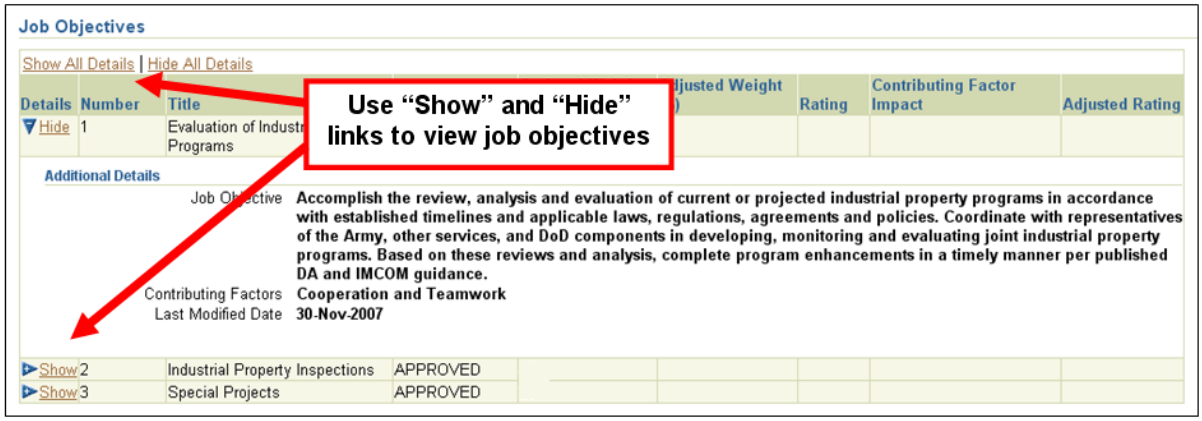
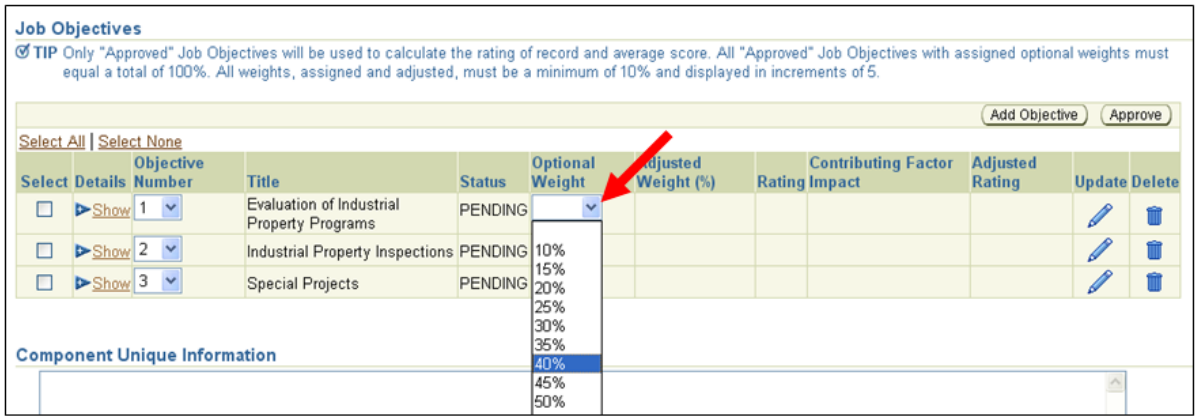
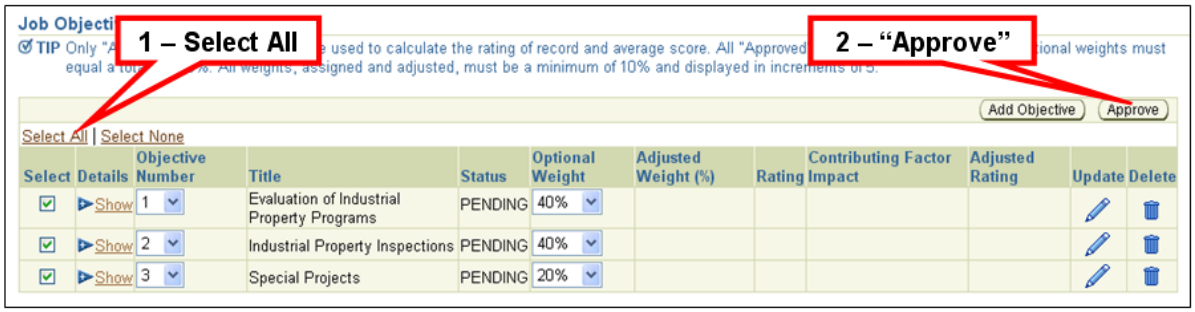
Step	Employee Action, *continued*
10	**Share Appraisal Details with Rating Official: Select "Transfer to Rating Official":** 
11	**Performance Appraisal Application Main Page: Check confirmation, Logout:** 

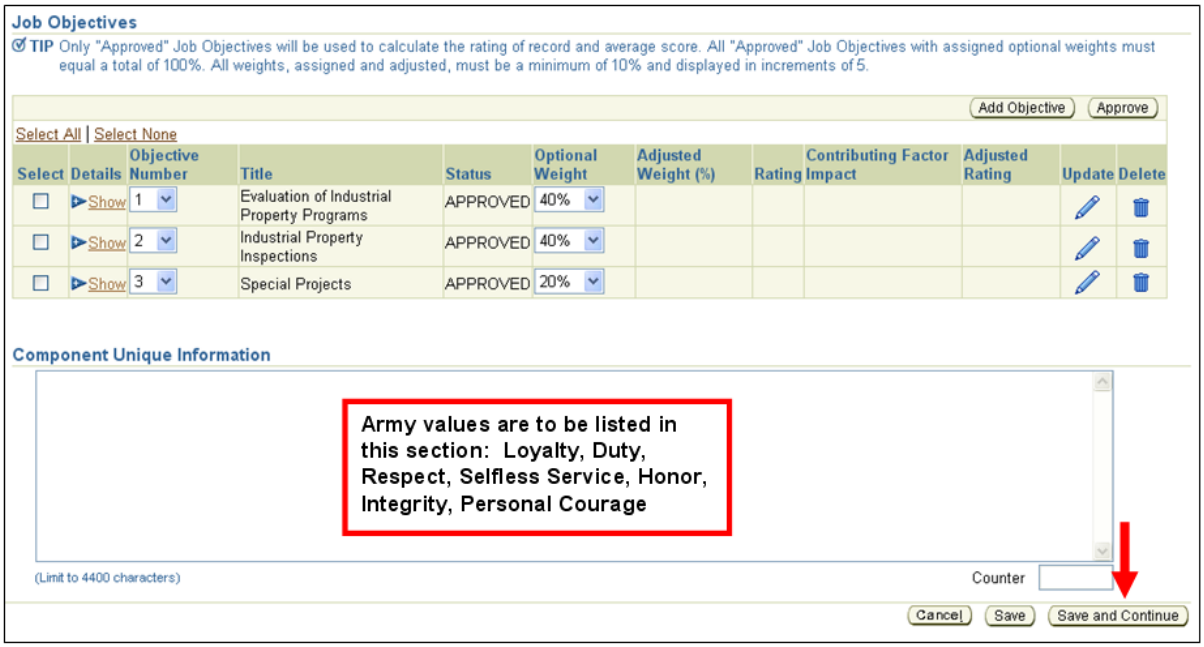
Rating Official Actions (Employee-Initiated Plan)

Review draft plan, add weights, and approve objectives.

Step	Rating Official Action
1	**Log in to Self Service → Navigator screen: Select "My Workplace" → "Appraisals":**
2	**Welcome Page: Select "Go to Main Page":** 

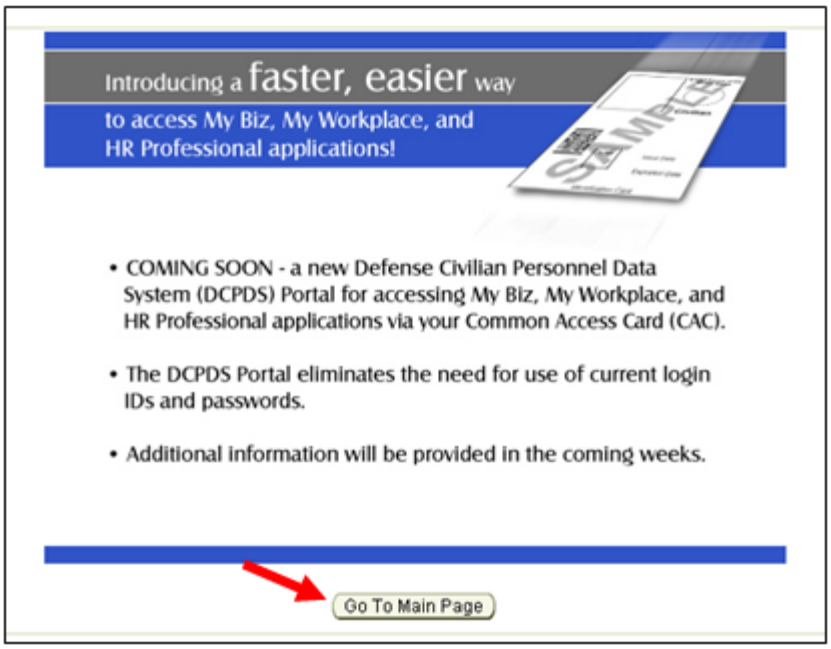
Step	Rating Official Action, *continued*
3	**Performance Appraisal Application Main Page: Select Update icon (blue pencil) for desired employee:** 
4	**Rating Official Review page: Select Update Plan / Appraisal:** 

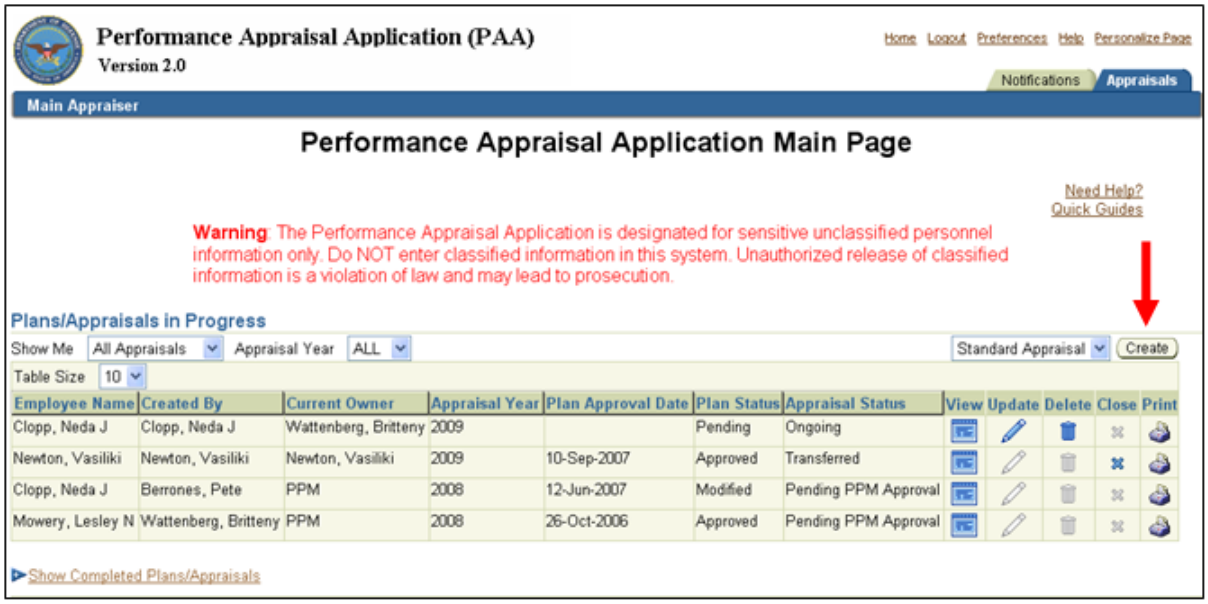
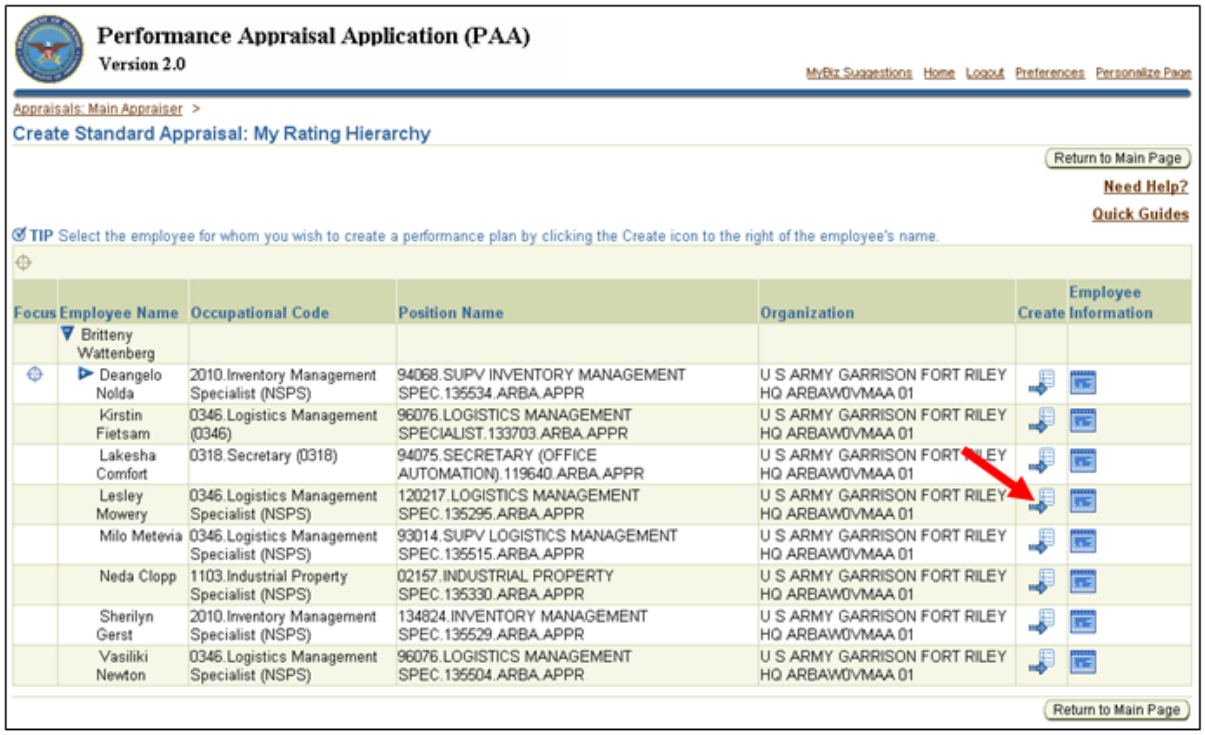
Step	Rating Official Action, *continued*
5	**Update Plan / Appraisal page: Scroll down to Job Objectives, use "Show" and "Hide" links to view objective text and details:** 
6	**Update Plan / Appraisal page: Add weights:**  **Note: Weights must total 100%.**
7	**Update Plan / Appraisal page: "Select All" objectives, select "Approve":** 

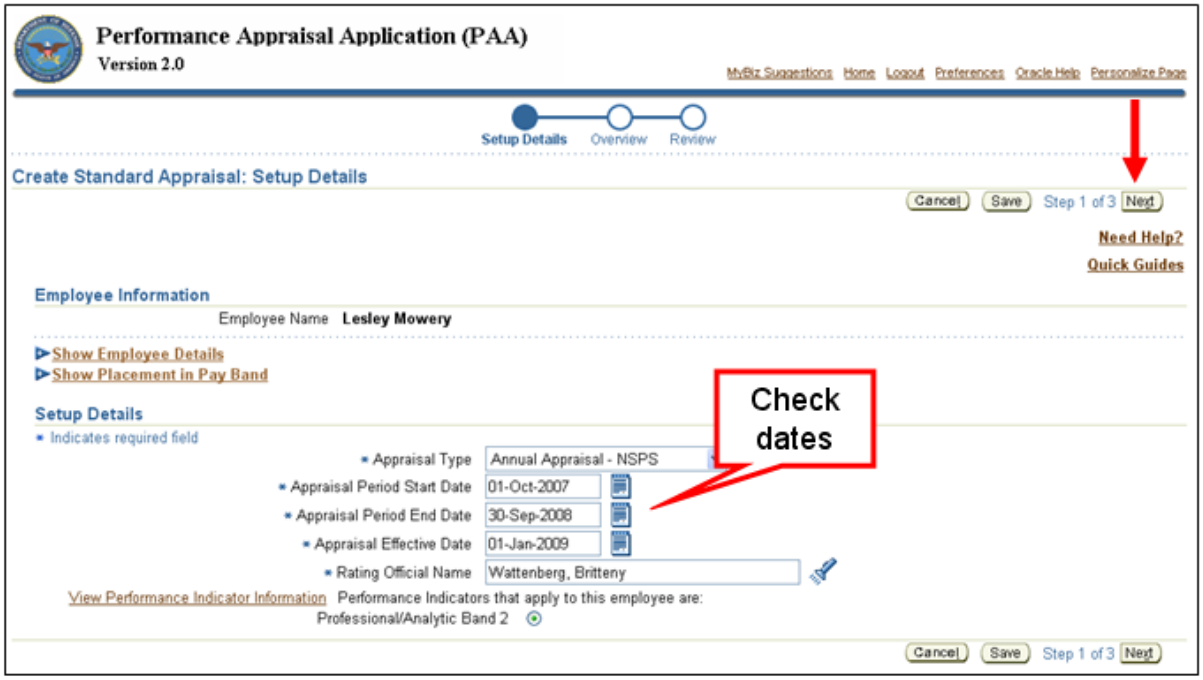
Step	Rating Official Action, *continued*
8	**Update Plan / Appraisal page: Once objectives are approved, add the Army values to the Component Unique Information block, then select "Save and Continue":** 
9	**Proceed to Approvals and Acknowledgements, page 19.**

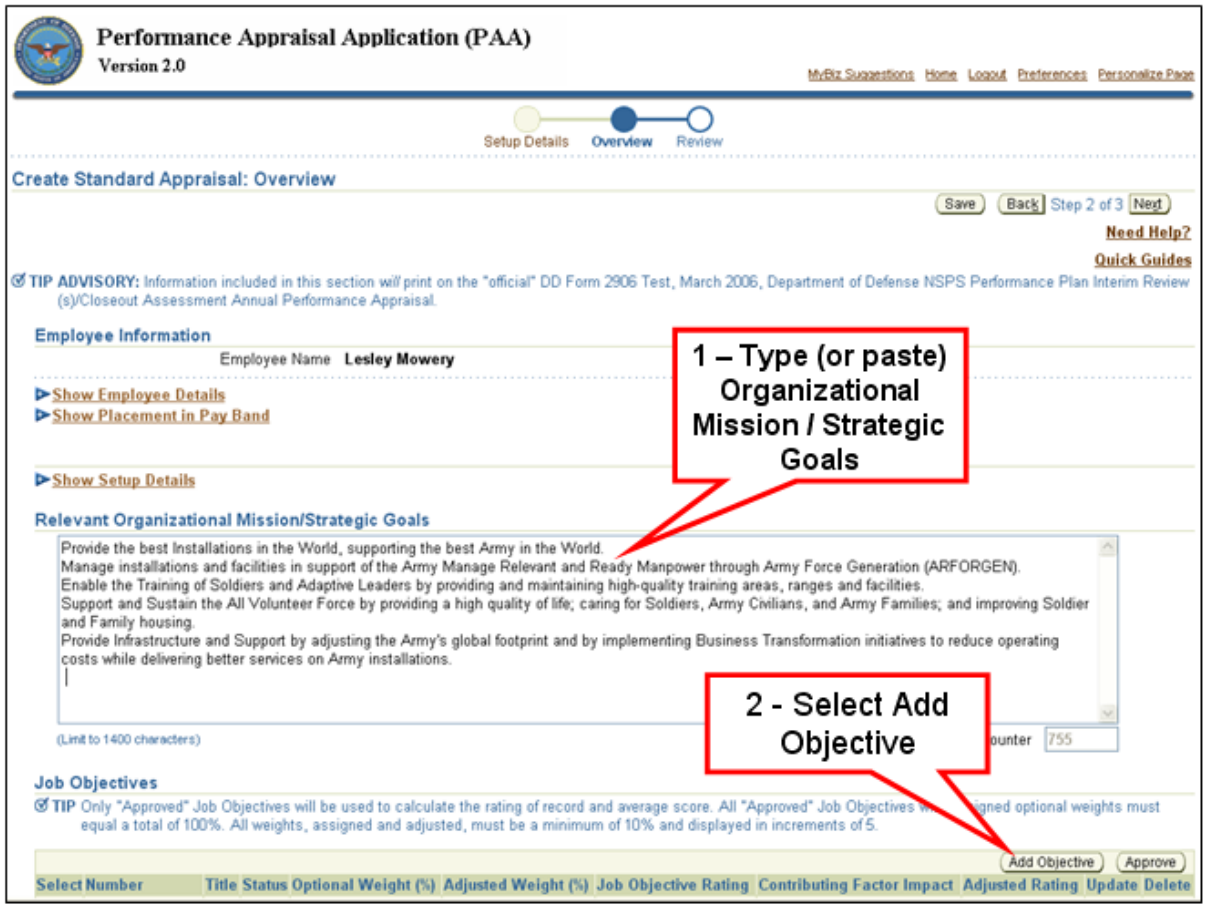
Supervisor-Initiated Plan

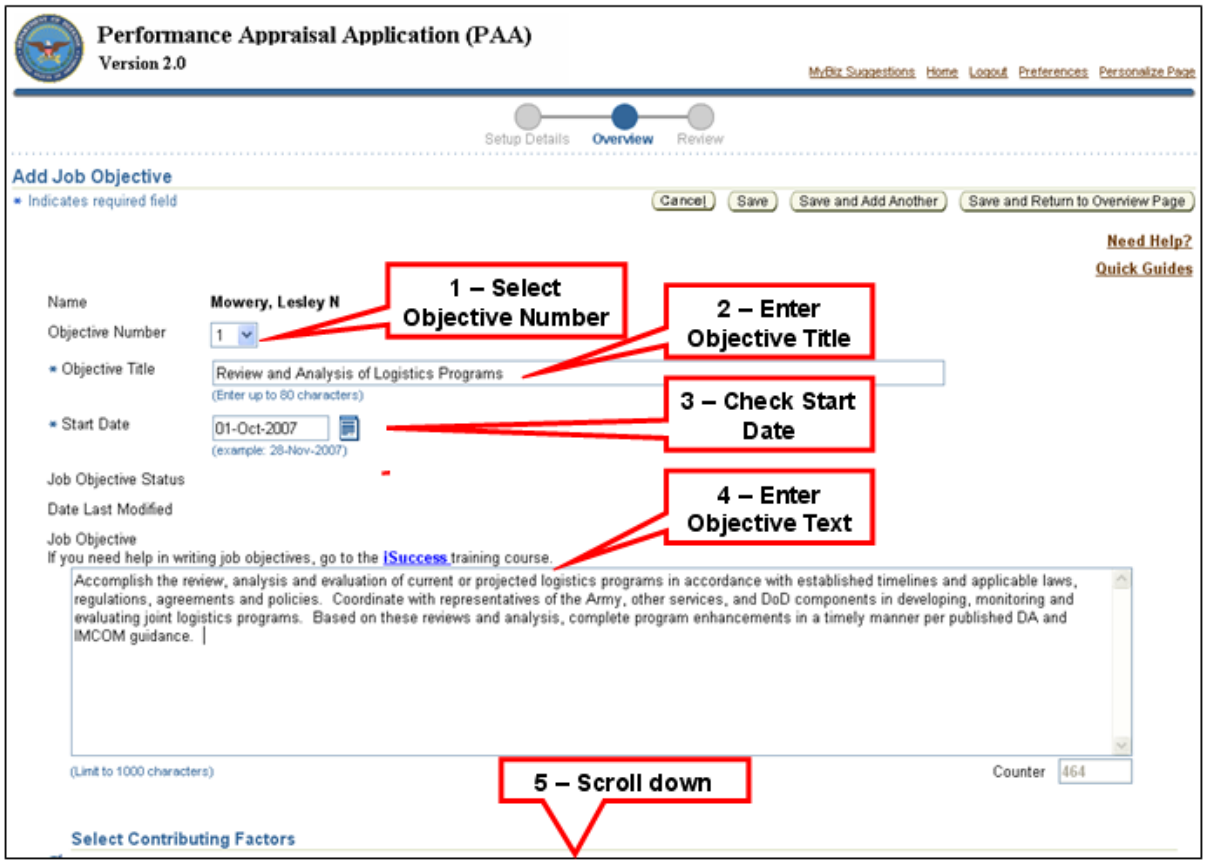
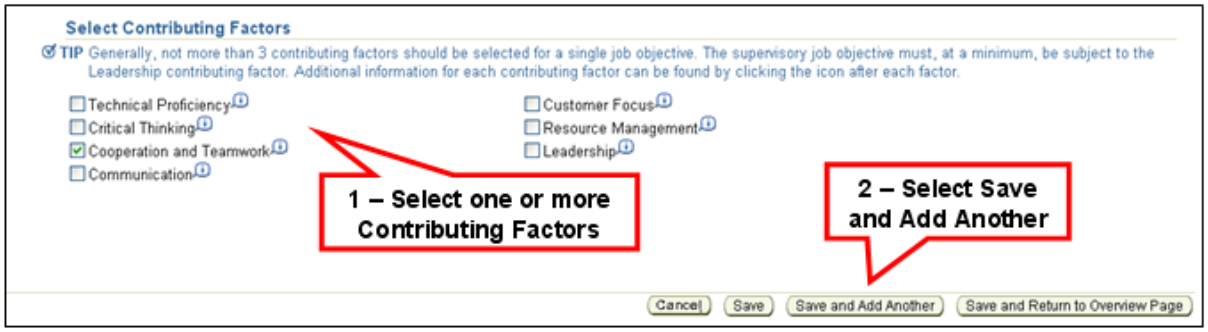
Create performance plan.

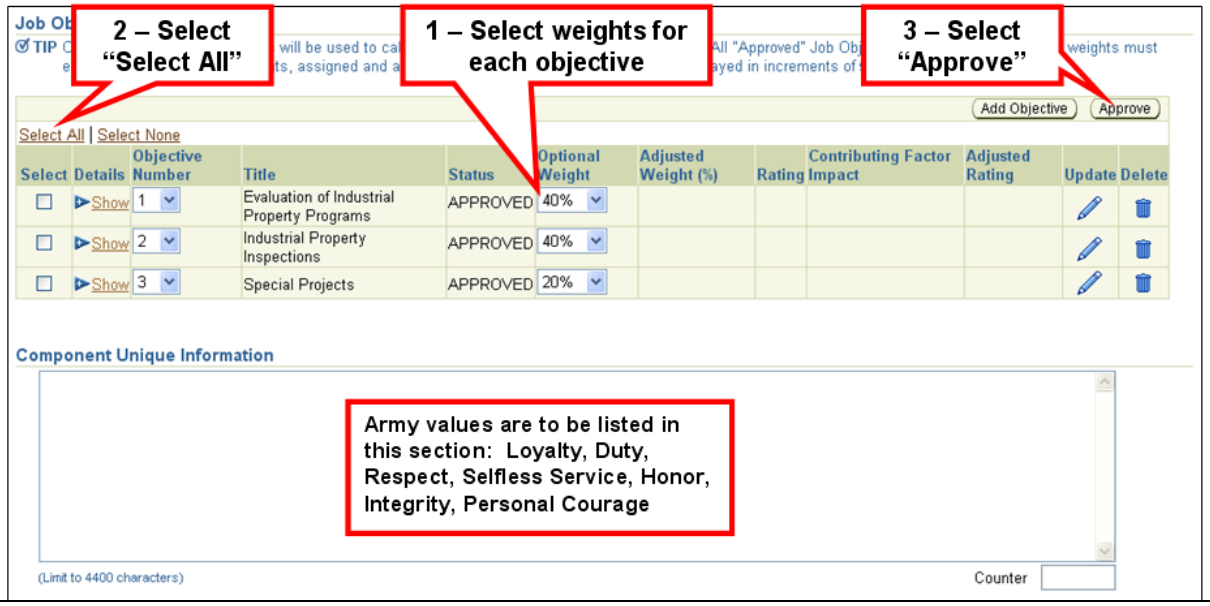
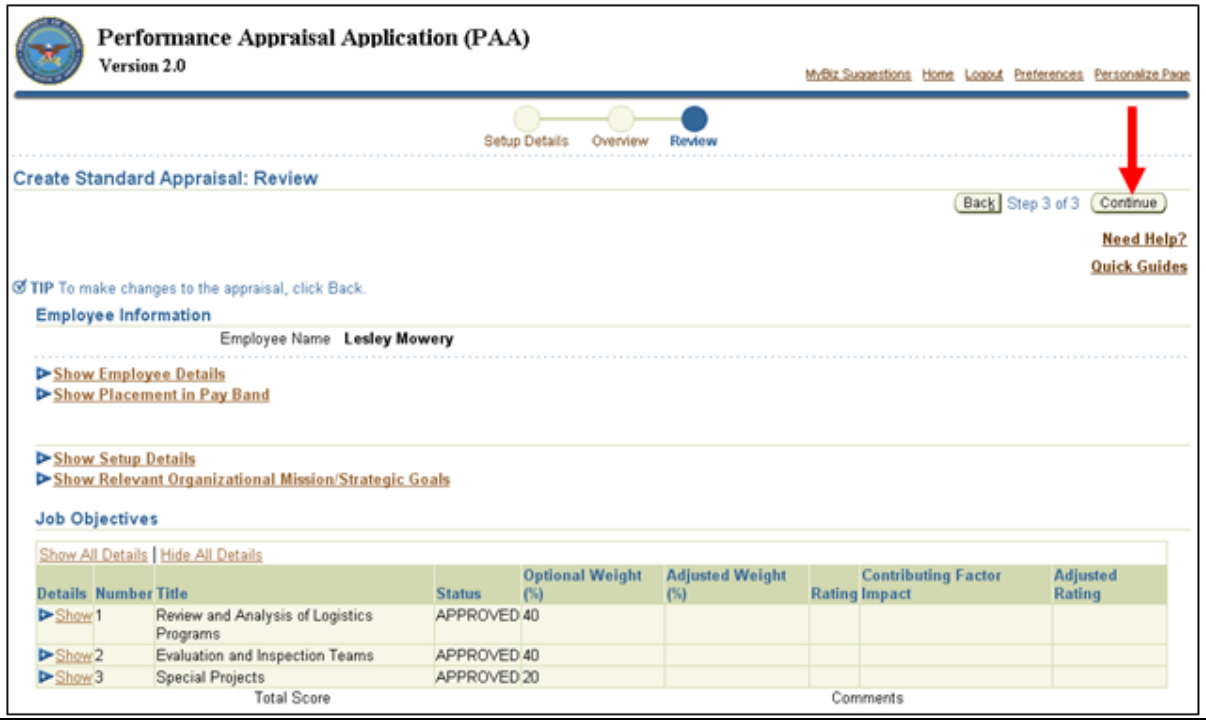
Step	Rating Official Action
1	**Log in to Self Service → Navigator screen: Select "My Workplace" → "Appraisals":**
2	**Welcome Page: Select "Go to Main Page":** 

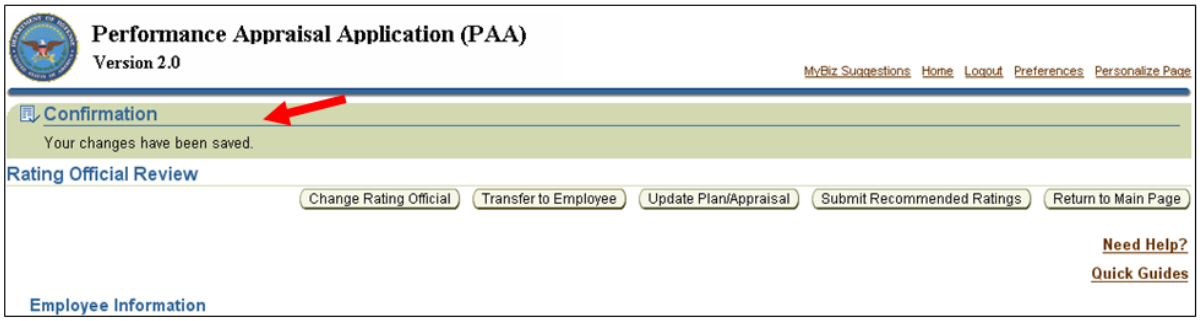
Step	Rating Official Action, *continued*
3	**Performance Appraisal Application Main Page: Select "Create" button by "Standard Appraisal":** 
4	**Create Performance Plan: My Rating Hierarchy page: Select "Create" icon by employee's name:**  • If an employee is not listed, correct or update the rating hierarchy.

Step	Rating Official Action, *continued*
5	**Create Performance Plan: Setup Details page: Check dates, change if necessary (see below), then select "Next":**  **Default dates for the current rating year are displayed by default. Change only if necessary:** • Appraisal Period Start Date: Change if your organization is spiraling in during this rating cycle (spiral 2 – use your conversion date), or this is a new employee (started working for this organization after the rest of the organization – use the EOD date), or you are establishing an extended rating period covering part of the prior rating cycle. • Appraisal Period End Date: Do not change unless instructed to do so. • Appraisal Effective Date: Always January 1 of the following year. Do not change unless instructed to do so.

Step	Rating Official Action, *continued*
6	**Create Standard Appraisal: Overview page (top):** **1. Type in (or copy and paste from another document) your organizational mission / strategic goals.** **2. Select "Add Objective" to begin adding job objectives.** 

Step	Rating Official Action, *continued*
7	**Add Job Objective page:** 1. **Select Objective Number.** 2. **Enter a Title for the Objective.** 3. **Check the Start Date** (change only if you are on a non-standard cycle). 4. **Enter the text of the objective** (type, or copy and paste from another document; note character limitation and counter). 5. **Scroll down** to identify Contributing Factors (next step). 
8	**Select Contributing Factors:** 1. **Select one or more Contributing Factors.** 2. **Select "Save and Add Another" to add another job objective (repeat steps 7-8).** 3. **When done, select "Save and Return to Overview Page".** 

9	**Job Objectives page (after selecting "Save and Return to Overview page"):** **1. Use the drop-down menu to select the weight for each objective (they must total 100%).** **2. Select "Select All".** **3. Select "Approve".** **4. Type in the Army values in the Component Unique Information block.** 
Step	**Rating Official Action, *continued***
10	**Create Standard Appraisal: Review page: Select "Continue"** (**Note:** Job objectives are approved.): 

Step	Rating Official Action, *continued*
11	**Rating Official Review page: Note Confirmation:** 
12	**Proceed to Approvals and Acknowledgements (page 19).**

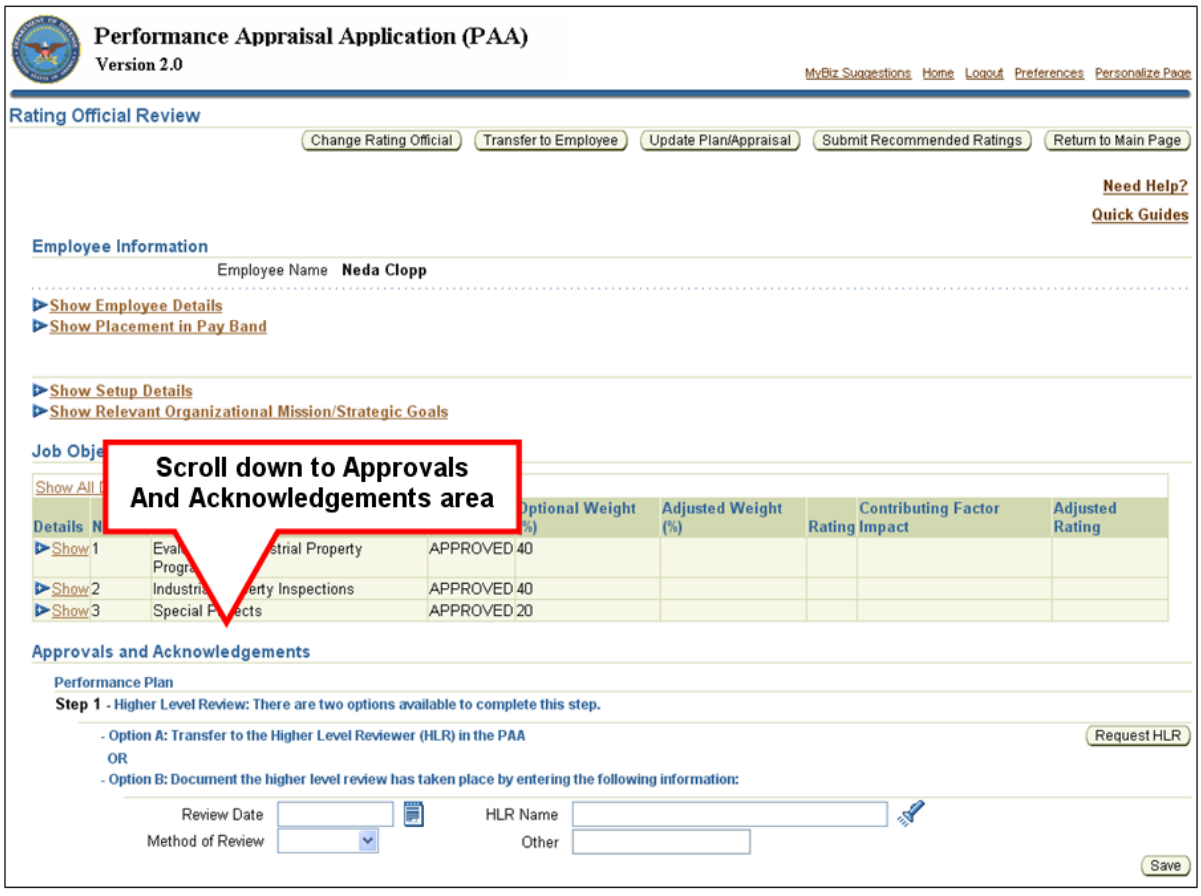
Rating Official Approvals and Acknowledgements

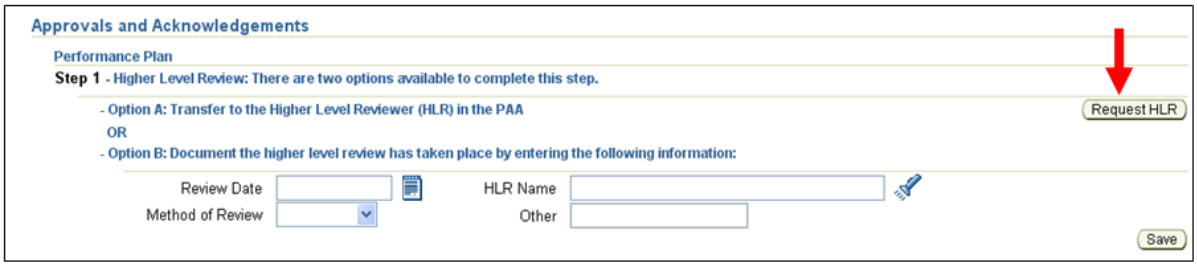
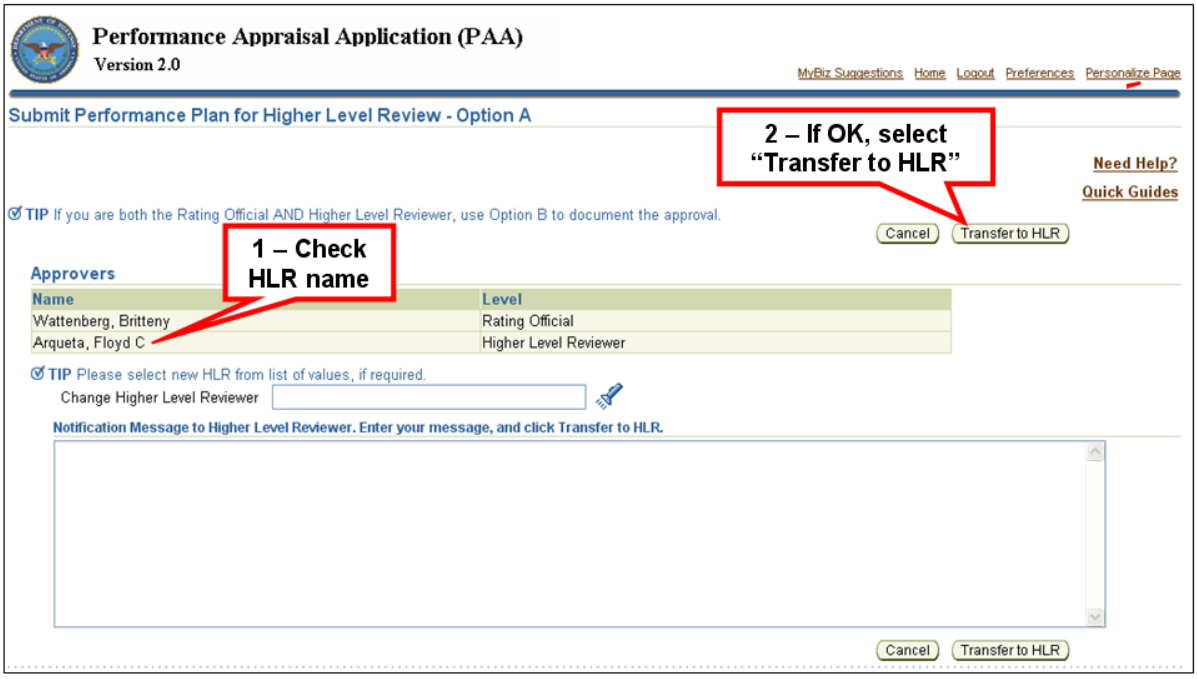
Three steps:

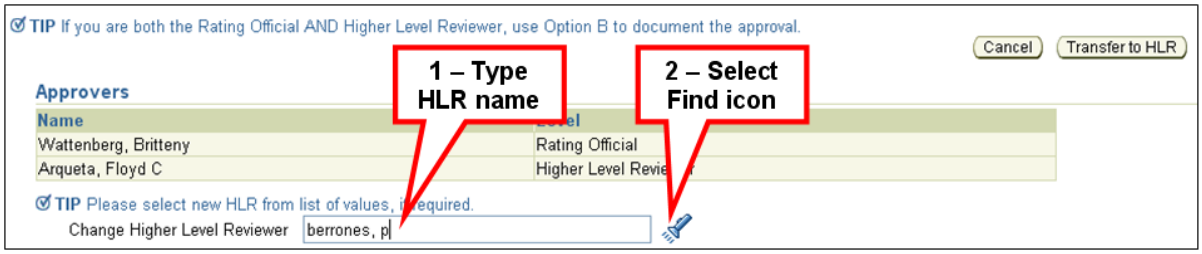
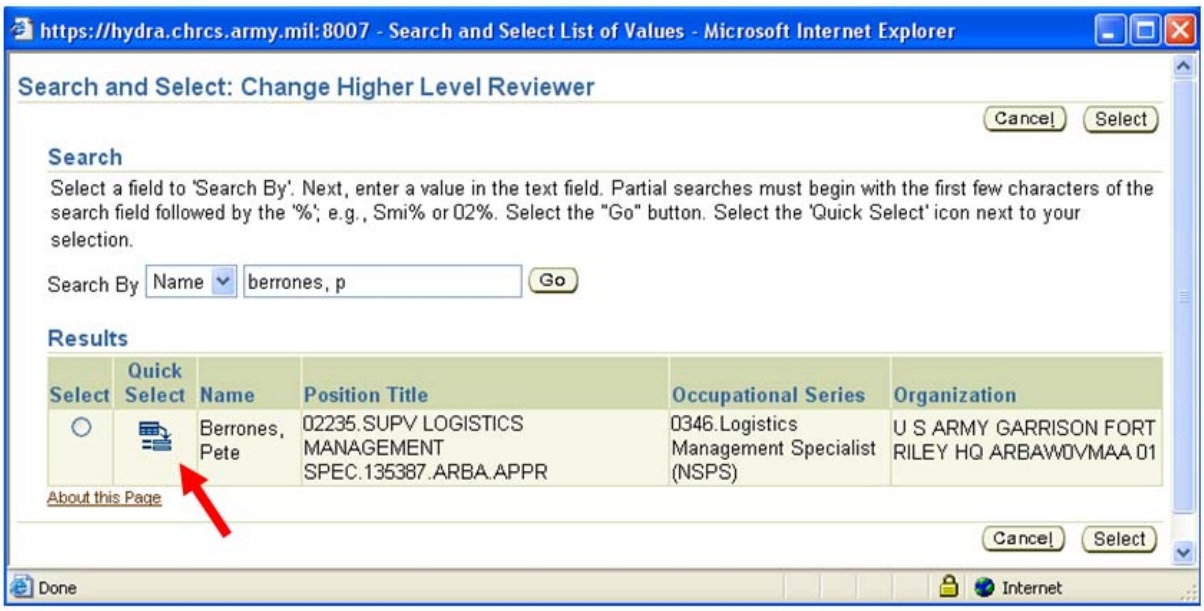
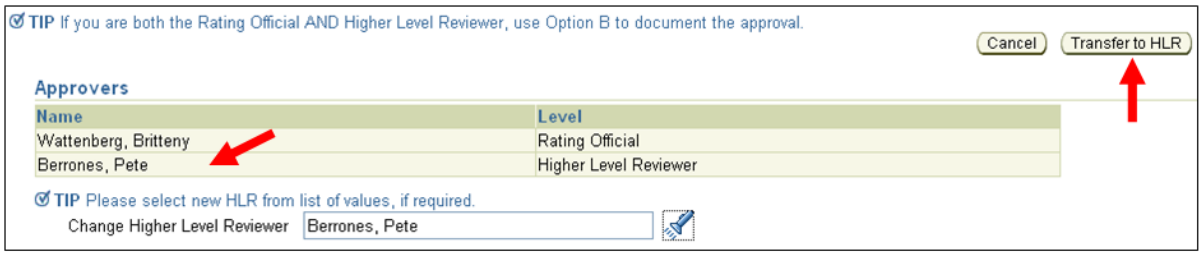
1. Obtain or document higher level reviewer approval. Two options: (A) transfer the plan to the HLR in the PAA, or (B) document the HLR approval (without transferring the plan).

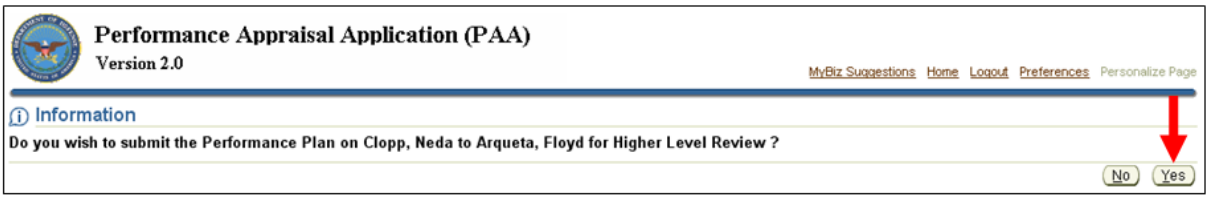
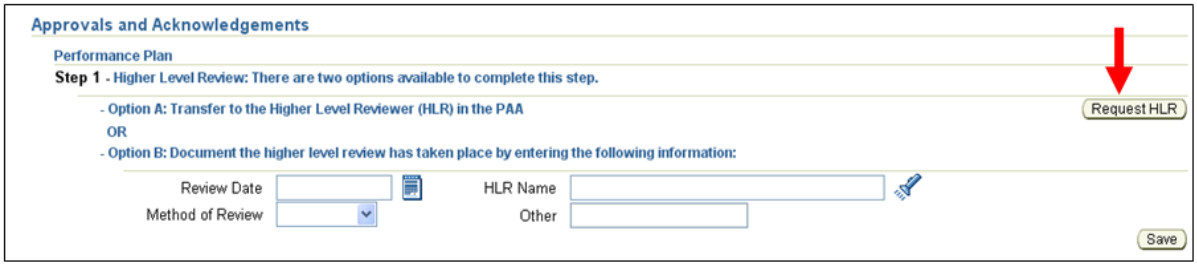
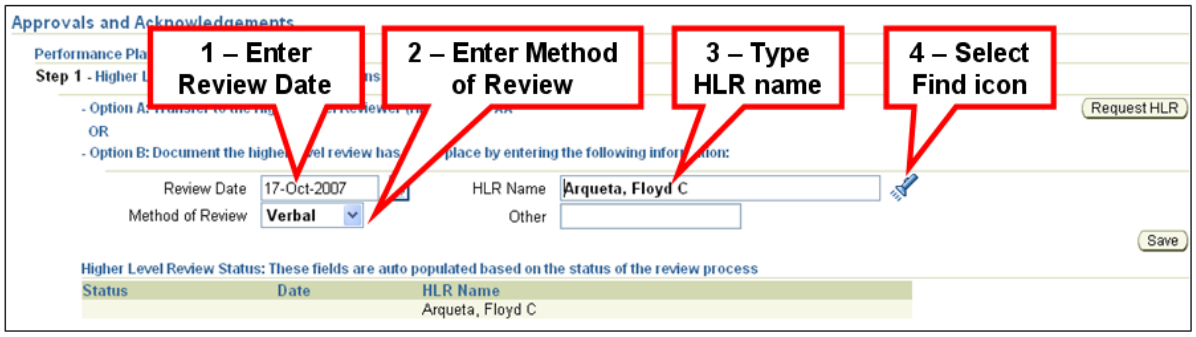
2. Document the form of communication used to inform the employee.

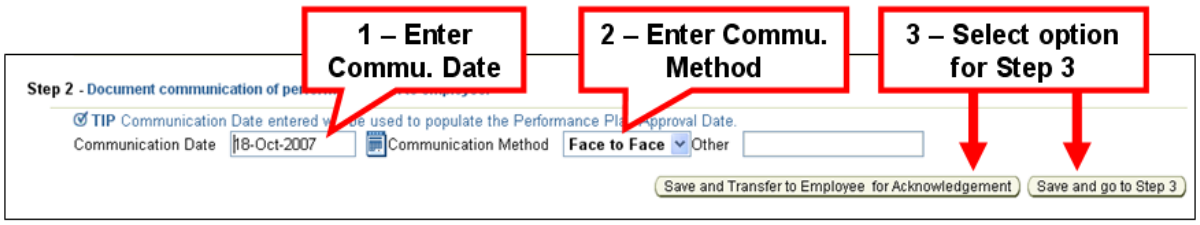
3. Obtain or document employee acknowledgement. Two options: (A) transfer the plan to the employee for them to acknowledge, or (B) document that the employee has received the plan (without transferring the plan).

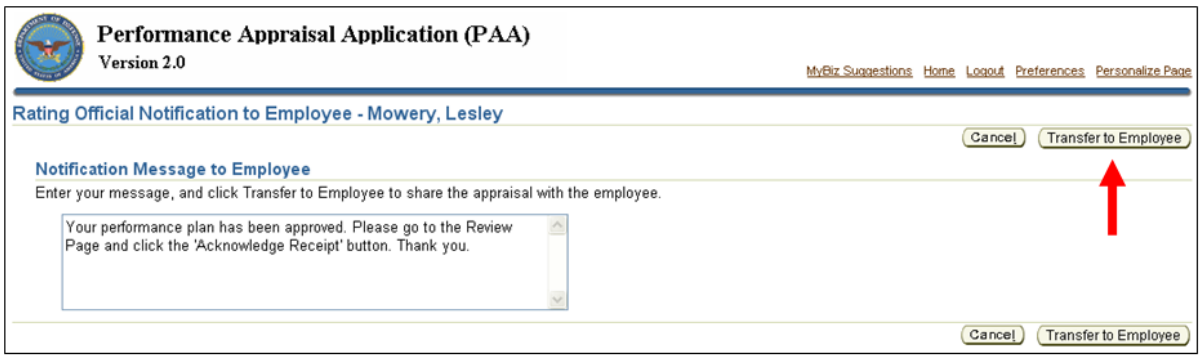
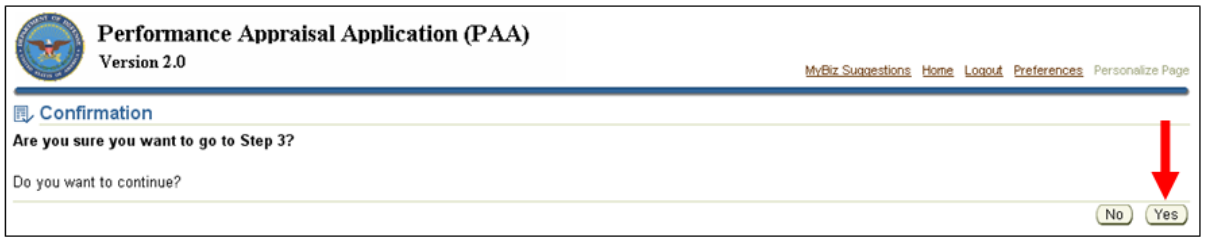
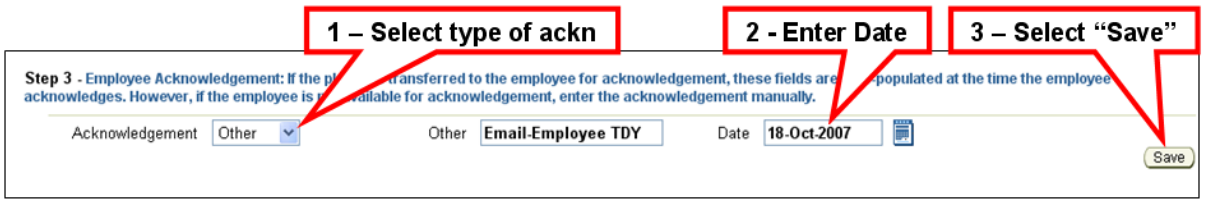
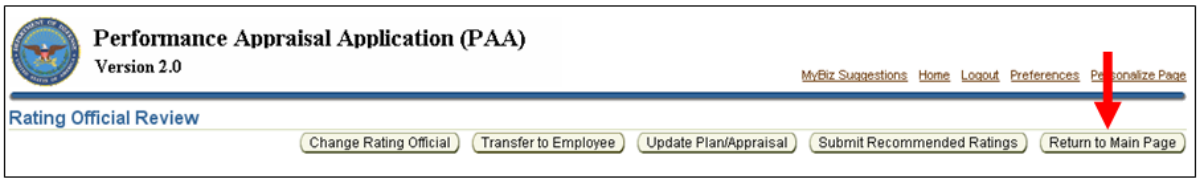
Step	Rating Official Action
1	**Rating Official Review page: Scroll down to Approvals and Acknowledgements area:** 

Step	Rating Official Action, *continued*
	1. HRL Approval, Option A
2	**Step 1, Option A (transfer to HLR): Select "Request HLR" (if using Option B, proceed to step 9):** 
3	**Submit Performance Plan for Higher Level Review – Option A: Check the higher level reviewer's name. If it is correct, select "Transfer to HRL" and proceed to step 7. If it is not correct, proceed to step 4:** 

Step	Rating Official Action, *continued*
4	**Change HLR:** **1. Type the HLR name in the "Change Higher Level Reviewer" block (last name (comma) first name or initial).** **2. Select the Find icon (flashlight).** 
5	**Change HLR, continued – Search and Select: Change Higher Level Reviewer window:** **Select "Quick Select" by the correct name:** 
6	**Change HLR, continued: The new HLR now displays. Select "Transfer to HLR":** 

Step	Rating Official Action, *continued*
7	**Information page: Select "Yes", then proceed to step 11:** 
	1. HRL Approval, Option B
8	**Step 1, Option B (document HLR approval): Select "Request HLR":** 
9	**Documenting HLR Approval: Enter fields as shown:** 

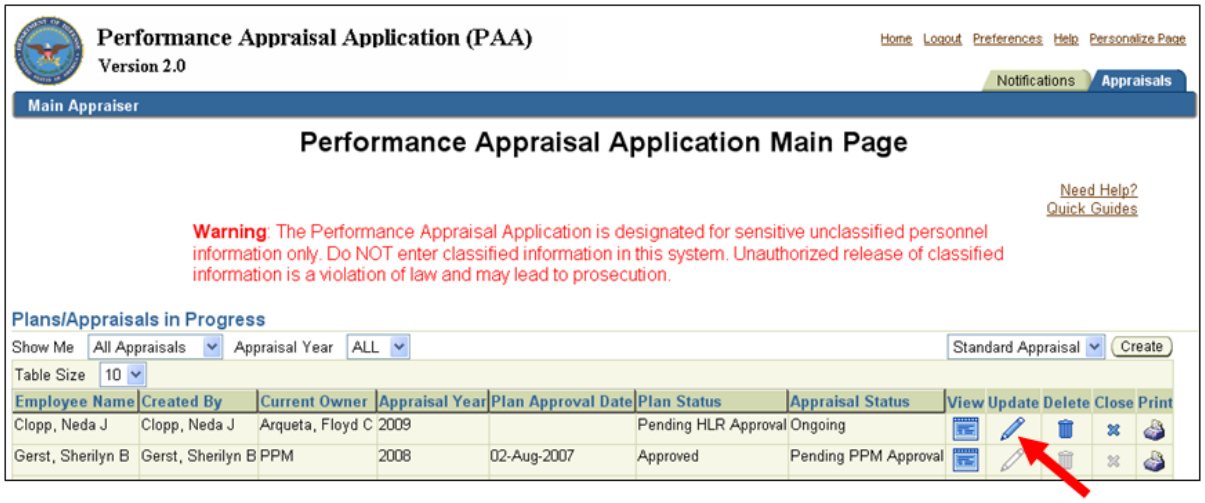
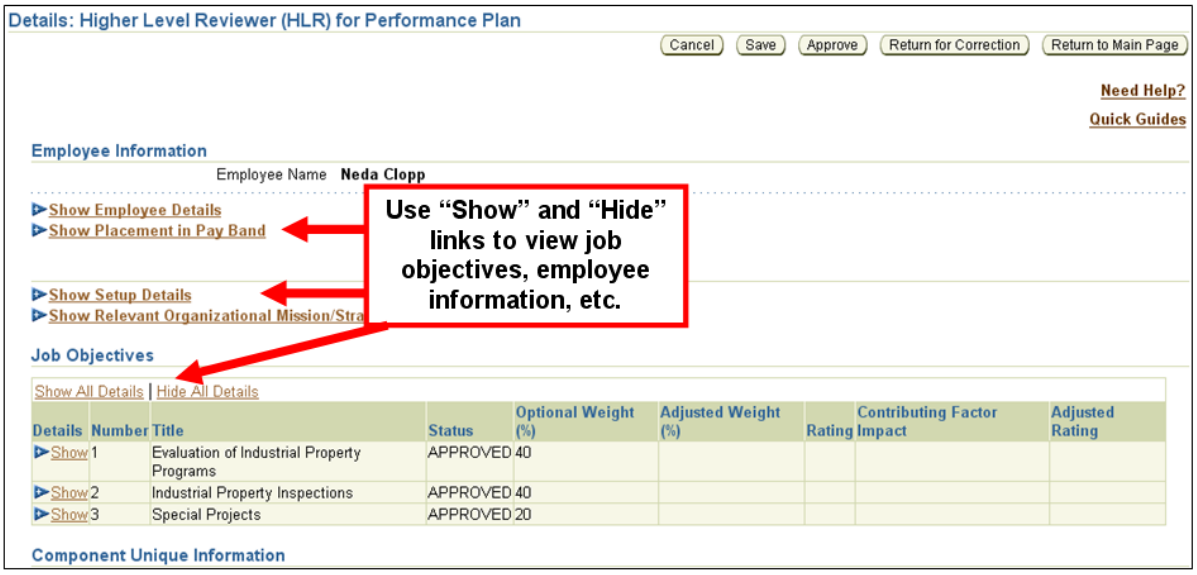
Step	Rating Official Action, *continued*
10	**Search and Select: HLR Name: Select Quick Select by the correct name:**
11	**Main Page: Plan Status is now "Pending HLR Approval":**
	2. Documentation of Communication to Employee
12	**Document communication of plan to employee:** 

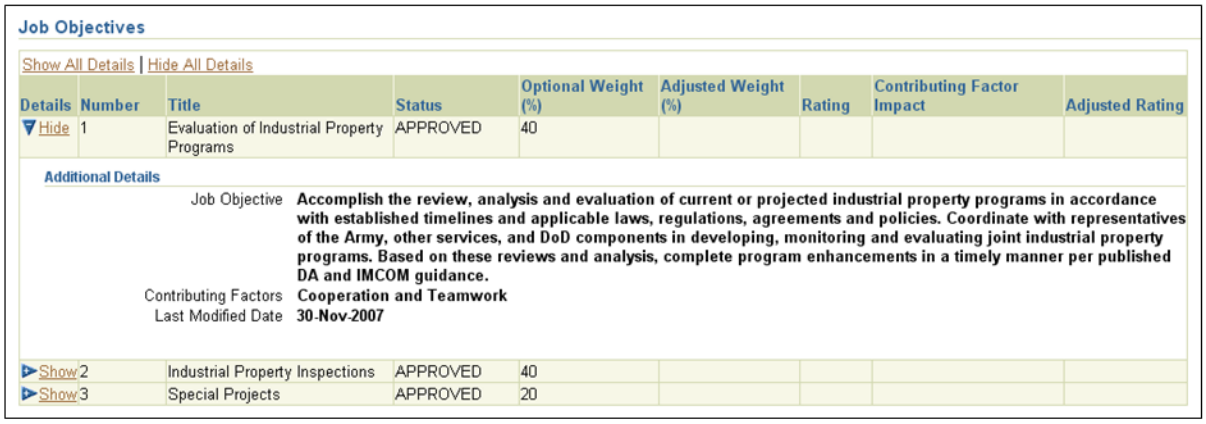
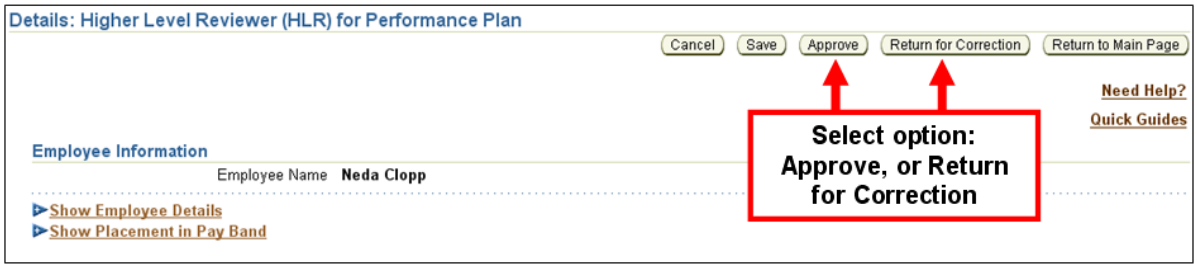
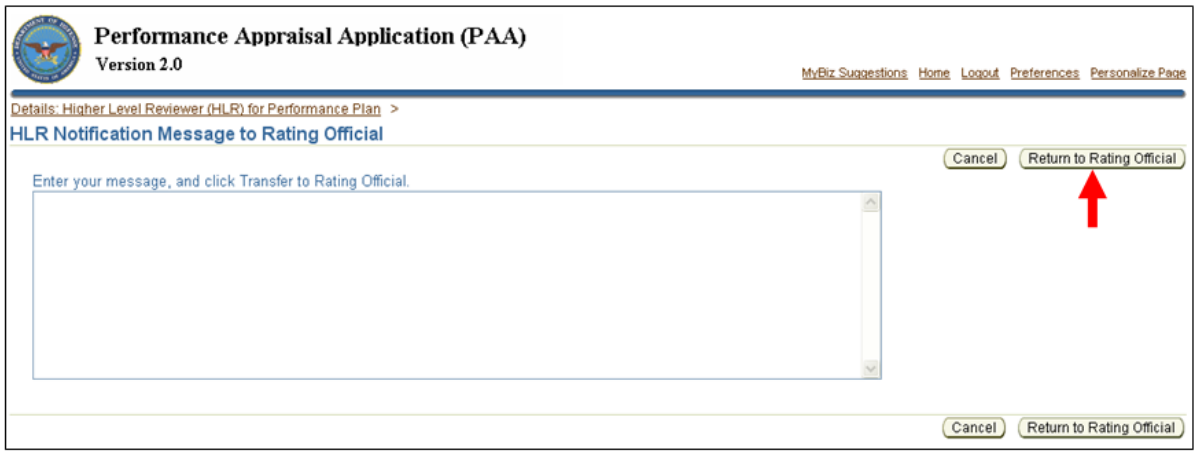
Step	Rating Official Action, *continued*
	3. Employee Acknowledgement, Option A (transfer)
13	**Rating Official Notification to Employee: Select "Transfer to Employee":**  **Employee acknowledges plan (see page 29).**
	3. Employee Acknowledgement, Option B (document acknowledgement)
14	**Confirmation: Select "Yes":** 
15	**Document employee acknowledgement:** 1. **Select the type of acknowledgement (other, or refused – if "Other," provide a brief description).** 2. **Enter the date of the acknowledgement (or the refusal).** 3. **Select "Save".** 
16	**This one is complete. Select "Return to Main Page":** 

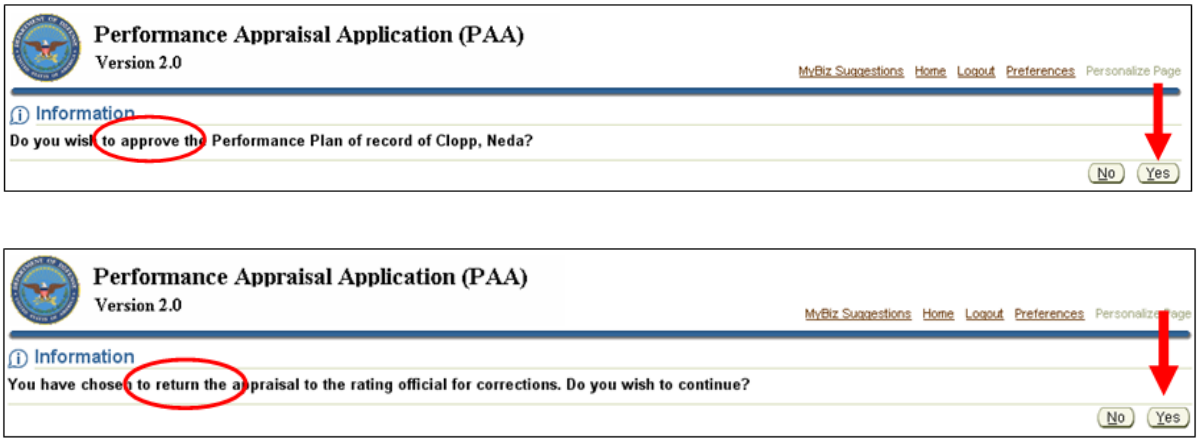
Higher Level Reviewer

Review and approve (or return) plan.

Step	Higher Level Reviewer Action
1	**Log in to Self Service → Navigator screen: Select "My Workplace" → "Appraisals":**
2	**Welcome Page: Select "Go to Main Page":**

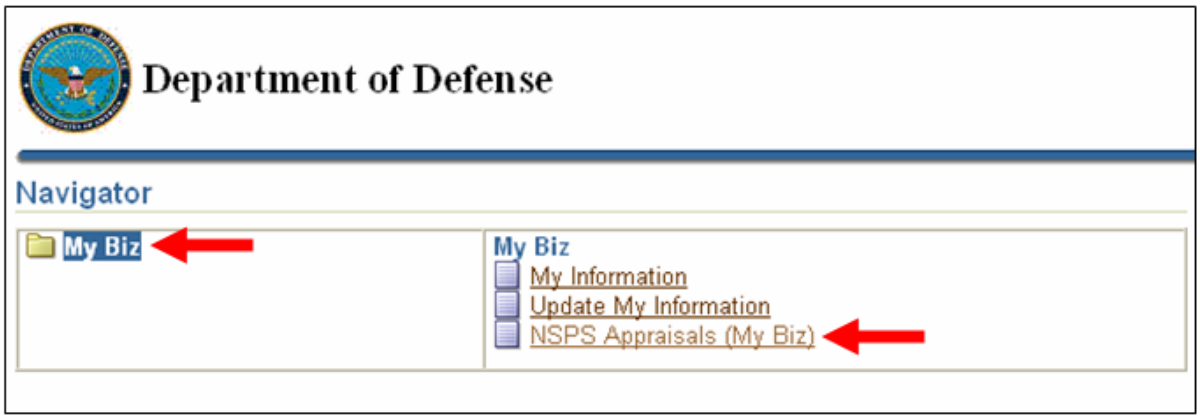
Step	Higher Level Reviewer Action, *continued*
3	**Performance Appraisal Application Main Page: Select Update icon (blue pencil) for selected employee (note plan status is "Pending HLR Approval"):** 
4	**Details: Higher Level Reviewer (HLR) for Performance Plan: Use the "Show" links to view details and objectives:** 

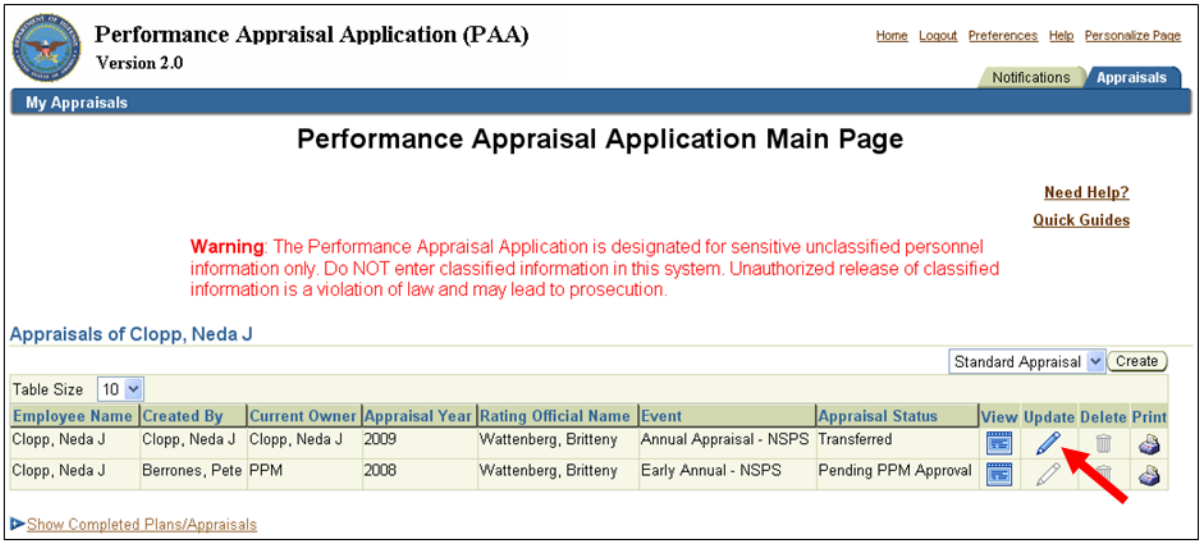
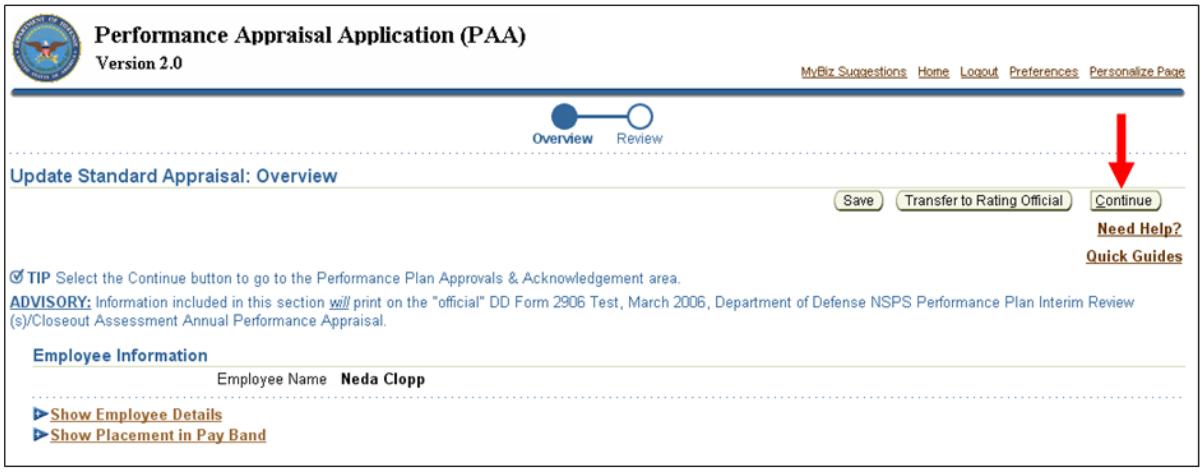
Step	Higher Level Reviewer Action, *continued*
5	**Sample job objective, expanded:** 
6	**Details: Higher Level Reviewer (HLR) for Performance Plan: Select whether to "Approve" the plan or "Return for Correction":** 
7	**HLR Notification Message to Rating Official: Select "Return to Rating Official":** 

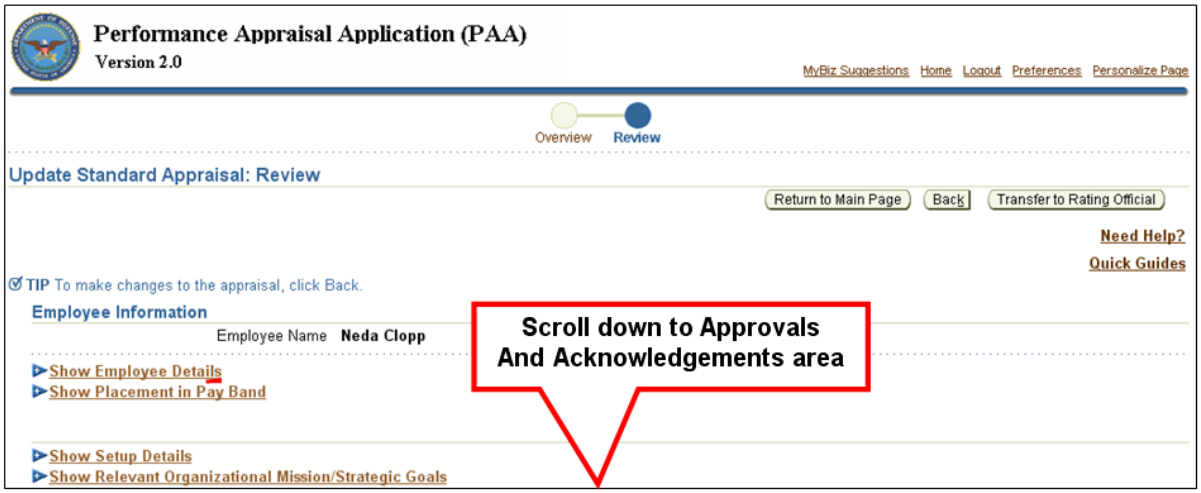
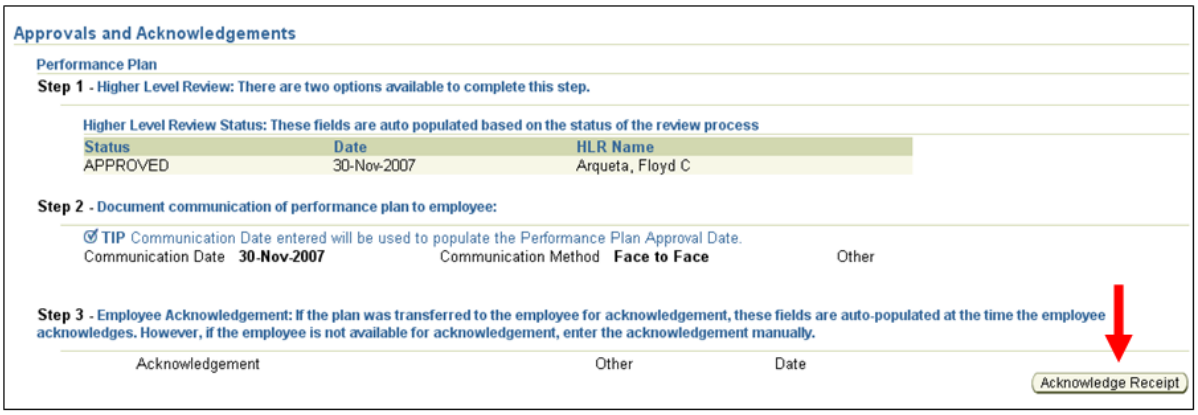
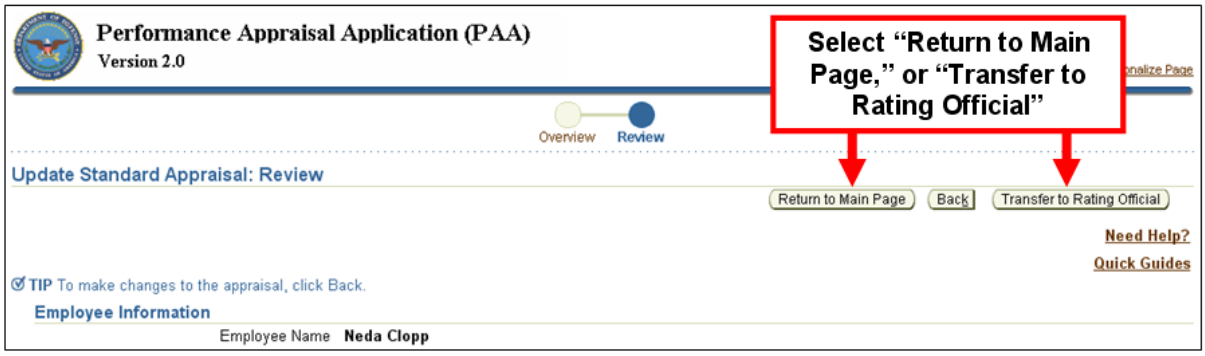
Step	Higher Level Reviewer Action, *continued*
8	**Confirm your choice (approve or return):** 
9	**The performance plan has been returned to the Rating Official for appropriate action and is no longer listed on your Main Page.**

Employee Acknowledgement

Acknowledge receipt of the plan.

Step	Rating Official Action
1	**Employee logs into Self-Service: "My Biz" → "NSPS Appraisals (My Biz)":** 
2	**Welcome Page: Select "Go to Main Page":**

Step	Employee Action, *continued*
3	**Performance Appraisal Application Main Page: Select the Update icon (blue pencil) for the performance plan to be acknowledged:** 
4	**Update Standard Appraisal: Overview page: Select "Continue":** 

Step	Employee Action, *continued*
5	**Update Standard Appraisal: Review page: Scroll down to the Approvals and Acknowledgements area:** 
6	**Approvals and Acknowledgements: Select "Acknowledge Receipt" (you are acknowledging that you have received the performance plan, not that you agree with it):** 
7	**Follow supervisor instructions: Retain for your use or Transfer to Rating Official:**