MyPerformance Tool
Rating Official Progress Review Guide:
Create, Transfer to Employee, and Approval and Acknowledgment

Go to DCPDS link: https://compo.dcpds.cpms.osd.mil/
- Accept the DoD Notice and Consent Banner
- Select button 'Smart Card Log In'
- Select signature certificate
- Select HR Mybiz+ Tile
- Accept Privacy Statement
- Select Performance Management and Appraisal link located under 'Manager Functions'

MyPerformance Main Page: It's very important that the action column reflects 'Update' for the employee appraisal you want to document. If the action is 'View', select the drop down arrow and select 'Retrieve' from the list. The action status will change from 'View' to 'Update'.

CREATE PROGRESS REVIEW

Steps:

MyPerformance Main Page

1. Select 'Go' button on the employee plan/appraisal that you want to create a Progress Review.

2. Confirmation Message Received: Read the Supervisory Commitment Statement and select the 'Acknowledge' button.

3. Select the 'Progress Reviews' tab.

4. Select the 'Create Progress Review' button.

Progress Review Information Page

On this page, by default, the 'Assessment' tab is the tab shown after selecting the create progress review button. As you can see, both you and the Employee have respective blocks for each Performance Element and Standard(s) to enter comments.

5. Review the Performance Element selected.

6. Enter the assessment in the Rating Official Assessment text box.
   Note: There is a 2,000 character limit in this text box. Spell Check functionality is available.

7. Select the 'Go to Next Performance Element' button and repeat Step 6 for that Element.

   Note: The information entered in each 'Assessments' block automatically saves when navigating to the next element, etc.

8. Select the 'Go Back to Top of Page' button if you are done entering assessments for Performance Elements and Standard(s).

Progress Reviews Information area Page

9. Select the 'Go Back to Progress Reviews' button.

Select 'Go Back to Progress Reviews' button

Progress Reviews Tab

TRANSFER TO EMPLOYEE

10. Transfer the Progress Review to Employee by selecting the 'drop down' arrow and select 'Transfer to Employee' action from list and select the 'Go' button. (See action list below)

Rating Official Notification to Employee Page

11. Enter message to the employee in text box and select 'Transfer to Employee with E-mail Notification' button.

Rating Official Notification to Employee - Employee One		
	Cancel Transfer to Employee with E-mail Notification Transfer to Employee without E-mail Notification	
Message to Employee		
Enter message to employee in this block.		

12. Confirmation message received: 'The appraisal has been submitted to the employee'.
The employee is currently the owner and you no longer have 'Update' capability and only have 'View'.

MyPerformance Main Page	Provide Guest Feedback

Confirmation
The appraisal has been submitted to the employee.

Rating Official/Higher Level Reviewer

MyPerformance Main Page

Need Help?

Employee Name △	Current Owner △	Rating Official Name △	Appraisal Year △	Appraisal ID △	Plan Approval Date △	Type △	Plan Status △	Current Status △	Action		
Employee One	Employee One	Rating Official One	2019	742	12-Jul-2018	DoD	Approved	Progress Review in Progress	View	☑	Go

APPROVALS AND ACKNOWLEDGMENTS

The Employee has completed their input for the Progress Review and has 'transferred' the plan/appraisal (Progress Review) back to you.

13. Log into the application:

- Go to DCPDS link: https://compo.dcpds.cpms.osd.mil/
- Accept the DoD Notice and Consent Banner
- Select button 'Smart Card Log In'
- Select signature certificate
- Select HR Mybiz+ Tile
- Accept Privacy Statement
- Select Performance Management and Appraisal link located under 'Manager Functions'

MyPerformance Main Page: It's very important that the action column reflects 'Update' for the employee plan/appraisal (Progress Review) you want to document.

14. Select the 'Go' button.

15. Confirmation Message Received: Read the Supervisory Commitment Statement and Select the 'Acknowledge' button.
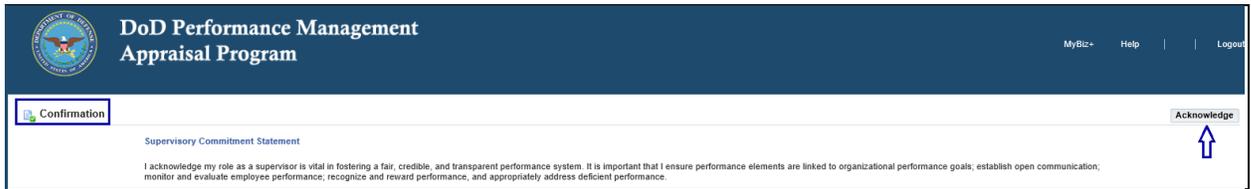
16. Select the 'Progress Reviews' tab.
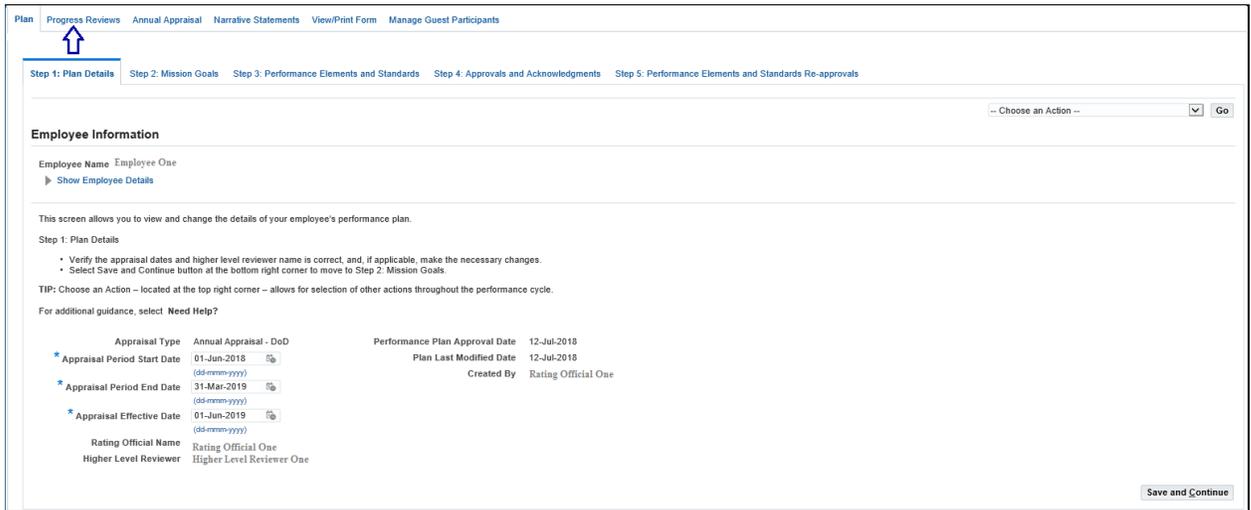
17. Select the 'Update' button under the 'Action' column.
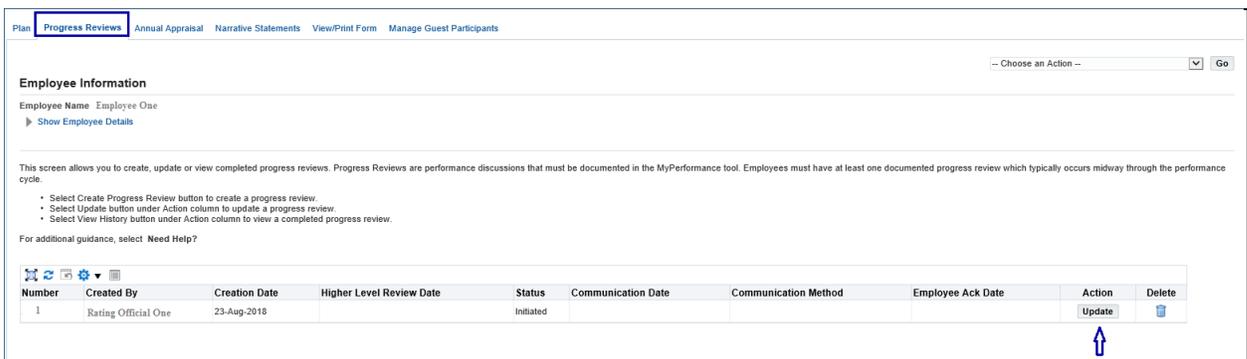
Progress Reviews Information Area Page

18. If you wish to review the Employee's input on the Performance Elements, scroll down the page to the 'Employee Input' box for each Element.

19. After you finish reviewing 'Employee Input' for the Performance Elements, select the 'Approvals and Acknowledgments' tab.

20. Select the 'Start' button for Step 1. If this step is not required, select 'Start' button to Step 3.

Progress Reviews Information Area Page

Step 1: Rating Official – Request or Document Higher Level Review, if required. There are two options for this step and they are as follows:

Option A – Transfer to the Higher Level Reviewer (this options transfers the plan/appraisal (Progress Review) to the HLR for their action)

- Enter message to HLR in text box and select the 'Transfer to Higher Level Reviewer with or without E-mail Notification' button
- You will receive a Confirmation (the appraisal has been submitted to the Higher Level Reviewer)
- The HLR owns plan/appraisal (Progress Review) and you only 'View' under 'Action' column
- The Current Status will be 'Progress Review Pending HLR Approval'

Option B – Document the higher level review has taken place by entering the following information (this option allows you to manually document the review of progress review that took place with HLR)

- Higher Level Reviewer Name Auto Populates (no action needed)
- Review Date (this is the date review took place between you and the HLR)
- Method of Review (what was the method used for review, i.e., Face to Face, Telephone and Other)
- Select 'Save' button to complete the HLR step

If the HLR Step Not Required (see Step 21 on page 10)

21. Select the 'Start' button for Step 3: Rating Official – Document Communication to Employee

22. Enter the Communication Date (e.g., 01-Oct-2018). This is the date the progress review was communicated to employee (can be a past date).

23. Identify the Communication Method – Select the drop down arrow and select method from list (e.g., Select 'Other' from list and enter 'Fax' in the 'Other' block).

24. Action Buttons:
    a. **Cancel** – returns you to previous page
    b. **Save and Transfer to Employee for Acknowledgment** – transfer the progress review to the employee for them to acknowledge
    c. **Save and go to Step 4** – if the employee is unavailable to acknowledge their progress review, select this button and you will need to complete Step 4 (Rating Official – Document Employee Acknowledgment)

25. For this step, select the 'Save and Transfer to Employee for Acknowledgment' button.

26. Rating Official Notification to Employee: Enter message and select the 'Transfer to Employee with E-mail Notification' button.

27. Confirmation message received:

You will have 'View' only to the plan/appraisal until such time the Employee Transfers it back to you.