DCIPS Performance Appraisal Application (PAA) Quick Guide for Employees

19 June 2009
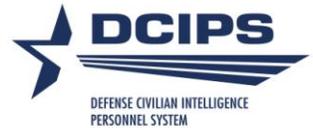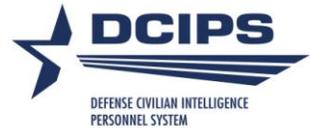
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Instructions for Completing Activities Associated with My Performance Plan

Create My Performance Plan

1. Begin at the *Performance Appraisal Application Main Page*.

2. Select "Defense Civilian Intelligence Personnel System" from the "Choose a Plan Type" dropdown menu.

3. Select the "Go" link to display the **Create Performance Plan: Setup Details page.**

4. Review the information and make any necessary changes to the default values.

5. Select the "Build New Plan" link or "Copy an Existing Plan." **(Copy an Existing Plan will be available for 2009/2010 rating cycle.)**

6. Select the "Next" link to continue the process or select the "Logout" link to end your session.
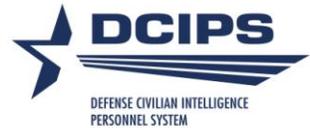
Add Performance Objectives

1. Begin at the *Performance Appraisal Application Main Page*.

2. Complete one of the following actions depending on whether you have already created your performance plan:

   Create a performance plan

   - Create a performance plan by selecting "Defense Civilian Intelligence Personnel System" from the "Choose Plan Type" drop-down menu.

   - Select the "Go" link to display the **Create Performance Plan: Setup Details page**.

   - Review and make any necessary changes to the default values.

   Open an existing plan

   - Select "Update" from the "Action" drop-down menu for the performance plan listed and select the "Go" link.

3. Select the "Next" link or the *Mission Goals tab* to review your organization's goals and priorities.

   Note: Use this information to align your performance objectives with your organization's goals and priorities.

4. Select the "Next" link or the *Performance Objectives tab*.

5. Select the "Add Performance Objective" link to create a new performance objective.

6. Enter the performance objective title; it should be meaningful.

7. Change the start date if the default value is incorrect.

8. Enter your draft performance objective text.

9. Select one of the following links.

   - Select "Save" periodically to save the performance objective and continue writing.

   - Select "Save and Add another Performance Objective" to save and begin writing another performance objective.

   - Select "Save and Return to Performance Objectives Tab" when you are finished entering performance objectives.

10. After you have completed adding performance objectives and selected "Save and Return to Performance Objectives Tab," select the "Next" link to continue with the process or select the "Logout" link to end your session.
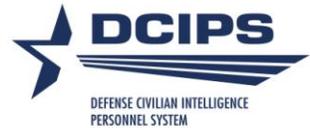
Delete Performance Objectives

Important Note: You may not delete an approved performance objective.

1. Begin at the *Performance Appraisal Application Main Page*.

2. Open an existing performance plan by selecting "Update" from the "Action" drop-down menu for the plan listed and select the "Go" link.

3. Select the *Performance Objectives tab* to list your performance objectives.

4. Select the "Delete" icon for the performance objective you want to delete.

5. Select the "Next" link to continue with the process or select the "Logout" link to end your session.

Update Performance Objectives

1. Begin at the *Performance Appraisal Application Main Page*.

2. Open your current performance plan by selecting "Update" from the "Action" drop-down menu, and select the "Go" link.

3. Select the *Performance Objectives tab* to list your performance objectives.

4. Select the "Update" link for the performance objective you want to update.

5. Update any of the performance objective information.

   - Performance objective title

   - Start date

   - Performance objective text

6. Select one of the following links when your performance objective information is complete.

   - Select "Save" to save the performance objective and continue writing.

- Select "Save and Update another Performance Objective" to save and begin updating or adding another performance objective.

- Select "Save and Return to Performance Objectives Tab" when you are finished updating performance objectives.

7. After you have completed updating performance objectives and selected "Save and Return to Performance Objectives Tab," select the "Next" link to continue with the process or select the "Logout" link to end your session.

Transfer My Performance Plan to My Rating Official

1. Begin at the *Performance Appraisal Application Main Page*.

2. Select "Transfer to Rating Official" from the "Action" drop-down menu for the plan listed, and select the "Go" link.

3. Write an e-mail message to the rating official indicating that you are transferring the performance plan.

4. Select the "Transfer to Rating Official" link at the top of the *E-Mail Notification page*.

Acknowledge My Performance Plan

1. Begin at the *Performance Appraisal Application Main Page*.

2. Open your current Performance plan by selecting "Update" from the "Action" drop-down menu, and select the "Go" link.

3. Select the *Approvals and Acknowledgments tab*.

4. In "Step 4: Employee – Acknowledgment," select the "Acknowledge Receipt" link.

5. Select the "Return to Main Page" link to continue with the process, or select the "Logout" link to end your session.
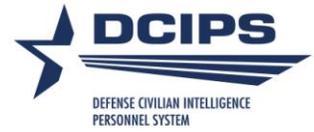
Instructions for Completing Activities Associated with My Midpoint Review

Create My Self-Assessment for My Midpoint Review

1. Begin at the *Performance Appraisal Application Main Page*.

2. Open your current Performance plan by selecting "Update" from the "Action" drop-down menu for the plan listed, and select the "Go" link.

   Note: The DCIPS PAA status is "Plan Approved."

3. Select the *Midpoint Reviews tab*.

4. Select the "Create Midpoint Review" link.

5. Select the *Performance Objective Assessments tab.*

6. Select the radio button for the performance objective for which you want to write an assessment.

7. Type your self-assessment into the "Employee Self-Assessment" box.

8. Repeat steps 6 and 7 until each assessment is complete.

9. Select the *Performance Elements Assessments tab.*

10. Select the radio button for the performance element for which you want to write an assessment.

11. Type your self-assessment into the "Employee Self-Assessment" box.

12. Repeat steps 10 and 11 until each assessment is complete.

13. Select the "Return to Midpoint Reviews Tab" link at the top of the screen when you have completed entering your self-assessment for all your performance objectives.

14. Transfer your midpoint review to your rating official by selecting the "Transfer to Rating Official" link on the *Midpoint Reviews Tab page*.

15. Type an e-mail message to your rating official requesting a review.

16. Select the "Transfer to Rating Official" link at the top of the *E-Mail Notification page*.

Acknowledge My Completed Midpoint Review

1. Begin at the *Performance Appraisal Application Main Page*.

2. Open your current performance plan by selecting "Update" from the "Action" drop-down menu and select the "Go" link.

   Note: The DCIPS PAA status will be "Midpoint in Progress."

3. Select the *Approvals and Acknowledgments tab*.

4. In Step 4: Employee - Acknowledgment, select the "Acknowledge Receipt" link.

5. Select the "Return to Main Page" link to continue with the process, or select the "Logout" link to end your session.

Instructions for Completing Activities Associated with
My Performance Evaluation

Create My Self-Assessment

1. Begin at the *Performance Appraisal Application Main Page*.

2. Open your current performance plan by selecting "Update" from the "Action" drop-down menu, and select the "Go" link.

   Note: The DCIPS PAA status is "Midpoint Review Completed."

3. Select "Annual Appraisal – DCIPS" from the drop-down menu adjacent to the "Appraisal Type" field from the Plan Details tab.

4. Select the *Performance Evaluation tab*.

5. Select the radio button for the performance objective for which you want to write an assessment.

6. Type your self-assessment into the "Employee Self-Assessment" box.

7. Select the *Performance Elements Assessments tab.*

8. Select the radio button for the performance element for which you want to write an assessment.

9. Type your self-assessment into the "Employee Self-Assessment" box.

10. When you have completed entering your self-assessment for all your performance objectives and performance elements you should transfer your performance evaluation to your rating official by selecting the "Transfer to Rating Official" link at the top of the page.

11. Type an e-mail message to your rating official requesting a review.

12. Select the "Transfer to Rating Official" link at the top of the *E-Mail Notification page*.

Acknowledge My Completed Performance Evaluation

1. Begin at the *Performance Appraisal Application Main Page*.

2. Open your current performance plan by selecting "Update" from the "Action" drop-down menu, and select the "Go" link.

3. Select "Annual Appraisal – DCIPS" from the drop-down menu adjacent to the "Appraisal Type" field from the Plan Details tab.

4. Select the *Performance Evaluation tab*.

5. Select the *Approvals and Acknowledgments tab*.

6. In Step 4: Employee - Acknowledgment, select the "Acknowledge Receipt" link.

7. Select the "Return to Main Page" link to continue with the process, or select the "Logout" link to end your session.

Instructions for Completing Activities Associated with My Closeout Assessment

Create or Update My Self-Assessment for My Closeout Assessment

1. Begin at the *Performance Appraisal Application Main Page*.

2. Open your current performance plan by selecting "Update" from the "Action" drop-down menu, and select the "Go" link.

    Note: The DCIPS PAA status is "Midpoint Review Completed."

3. Select either "Closeout – Early Annual – DCIPS" or "Closeout – DCIPS" from the drop-down menu adjacent to the "Appraisal Type" field from the **Plan Details** tab.

4. Select the *Performance Evaluation tab*.

5. Select the radio button for the performance objective for which you want to write an assessment.

6. Type your self-assessment into the "Employee Self-Assessment" box.

7. Select the *Performance Elements Assessments tab.*

8. Select the radio button for the performance element for which you want to write an assessment.

9. Type your self-assessment into the "Employee Self-Assessment" box.

10. When you have completed entering your self-assessment for all your performance objectives and performance elements you should transfer your performance evaluation to your rating official by selecting the "Transfer to Rating official" link at the top of the page.

11. Type an e-mail message to your rating official requesting a review.

12. Select the "Transfer to Rating Official" link at the top of the *E-Mail Notification page*.

Acknowledge My Closeout Assessment

1. Begin at the *Performance Appraisal Application Main Page*. If you are already in the PAA, select the "Return to Main Page" link at the top right of the screen.

2. Open your current performance plan by selecting "Update" from the "Action" drop-down menu.

    Note: The DCIPS PAA status is "Midpoint Review Completed" or "Plan Approved."

3. Select either "Closeout – Early Annual – DCIPS" or "Closeout – DCIPS" from the drop-down menu adjacent to the "Appraisal Type" field from the **Plan Details** tab.

4. Select the *Performance Evaluation tab*.

5. Select the *Approvals & Acknowledgments tab*.

6. In Step 4: Employee acknowledgment, select the "Acknowledge Receipt" link.

7. Select the "Next" link to continue with the process, or select the "Logout" link to end your session.