

# My Workplace- Performance Appraisal

## Sequence of Events:

- Gain new Technician employee
- Review Position Description (PD) with employee and identify critical elements
- Create Performance Appraisal for new employee in My Workplace
  - Create New Plan for Employee (National Guard (T32))
  - Input dates
    - Start date = 1 April 11 (or employee start date, whichever is later)
    - End date = 31 Mar 12
    - Appraisal Start date = 1 Apr 12
  - Add Mission Goals
  - Add Job Objectives (critical elements from PD)
  - Transfer to Employee
  - Receive back from Employee
  - Request Higher Level Reviewer (HLR) Approval
  - Document Communication of the Performance Plan to the Employee
- Verify Performance Appraisal status is “**Approved**”
- Create an Interim Review (midway through year)
  - Begin at the **Performance Appraisal Application Main Page**
  - Open an employee's existing Performance Plan by selecting 'Update' from the 'Action' drop down menu and select the 'Go' button
  - Select the **Interim Reviews Tab**
  - Select the 'Create Interim Review' button
- Create Annual Appraisal (after 31 Mar 12, before 30 Apr 12)
  - Begin at the **Performance Appraisal Application Main Page**
  - Open an employee's existing Performance Plan by selecting 'Update' from the 'Action' drop down menu and select the 'Go' button
  - Select the **Annual Appraisal Tab**
  - Rate each Job Objective
  - Route to HLR

## **FAQs:**

- **Why am I only allowed to “VIEW” the appraisal?**
  - You are probably not the Current Owner of the plan. Verify the current owner and have them transfer the plan back to you if you need to make updates.
- **Why can't I create an Interim Review?**
  - Verify the Plan Status is “Approved”. If not, you must complete all steps in the routing of the appraisal.
  - Verify you are the current owner of the Plan. If not, have the current owner transfer the plan to you.
- **What should happen if a Rating Official moves/is moved from his current position?**
  - Rating Official should create a closeout appraisal on all his employees before moving.
  - Once Rating Official knows his/her replacement, he/she should update each appraisal with the new Rating Official.
- **What should happen if a Rating Official has not supervised his employees for a minimum of 120 days by the end of the Appraisal cycle?**
  - Rating Official should wait until next Appraisal cycle and include entire time of supervision.
  - Subordinates should have received a closeout appraisal from previous Rating Official which can be used for awards.
- **What if I accidentally created more than one plan for an individual or the plan I created is incorrect?**
  - Contact MSgt Caudill at 501-212-4221 to have the plan deleted.

## **Common Mistakes:**

- Incorrect dates
- Plan Status NOT “Approved”
- Incorrect Plan created (Must be ”National Guard (T32)”)