**MyBiz- Performance Appraisal**

**Link:**

https://compo.dcpds.cpms.osd.mil/

**Steps:**

- Review Position Description (PD) with supervisor and identify your critical elements (job objectives)

- Create your Performance Appraisal (unless supervisor creates it)
  - Login to MyBiz and select Performance Appraisal Application (PAA)
  - Select Create New Plan for Employee (National Guard (T32))
  - Input dates
    - Start date = 1 April 11 (or your start date, whichever is later)
    - End date = 31 Mar 12
    - Appraisal Start date = 1 Apr 12
  - Add Mission Goals (mission goal of the unit)
  - Add Job Objectives (critical elements from PD)
  - Transfer to Rater (supervisor)

- Receive Interim Review (midway through year)

- Receive Annual Appraisal (after 31 Mar 12, before 30 Apr 12)

**POC:**

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