

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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