Performance Appraisal Application (PAA)
Tab Interface

Tabs guide you through the process. The tabs are the same for employees, Rating Officials and Higher Level Reviewers. Below are the primary tabs.

Select this tab to create, update and view a Performance Plan.
Select this tab to input your job objectives.
Select this tab to view and print selected portions or the Performance Plan.
Select this tab to approve a plan.
Select this tab to update or view your Plan Details.
Select this tab to input your Mission Goals.
Establishing a Performance Plan
Establishing a Performance Plan - Employee

From the Main Page the employee can create and review the Performance Plan, transfer a plan in progress to the Rating Official, view and print the entire plan after it is created and track the status of the plan.

To create a new Performance Plan:
- Select Choose a Plan Type
- Select National Guard (Title 32)
- Select Go

This table includes information on the status of existing plans. From this screen you can view and update existing plans.

The Need Help link will give you information on what is available on the page where you are located.

From the Main Page the employee can create and review the Performance Plan, transfer a plan in progress to the Rating Official, view and print the entire plan after it is created and track the status of the plan.
From this page the employee can build a new plan, change the Rating Official and Higher Level Reviewer, copy an existing plan or return to Main Page.
Plan Details - Employee

This shows current employee information.
You can change your Rating Official, Higher Level Reviewer or both with one click.

When you are done, select the Next button or the Mission Goals tab to build your plan.

From this page the employee can transfer the plan to the Rating Official for review once it is established, track progress of the plan, change the appraisal type and date and change the Rating Official and/or Higher Level Reviewer.
This page provides information regarding your Organization’s goals and priorities. Either the Rating Official or the employee can provide this information. Select the Next button to continue.
This page provides details about the status of the job objectives. The employee may add, update and view the job objectives. Select Add Job Objective button.
On this page the employee may copy and paste from another application or type a job objective. When the employee is done they can Save it, Save and Add Another Job Objective, or Save and Return to the Job Objectives Tab. Repeat this process until all of the job objectives are created. When complete select Save and Return to Job Objectives Tab.
From this page the employee can add weights to the job objectives, update, add or delete a job objective. When your job objectives are complete click on the Next button.
Approvals and Acknowledgments - Employee

This page displays information regarding the status of the Performance Plan. From this page the employee may complete a step if it is highlighted, transfer the plan to the Rating Official, track progress or return to the Main Page. Select the Transfer to Rating Official button to continue.
From this page the employee will transfer the Performance Plan to the Rating Official for review and approval. If the employee sends it using the Transfer to Rating Official with Email Notification option, the text box appears in the body of an email delivered to his/her email. The email address must be updated in My Biz or My Workplace for this functionality to work.
Track Progress

This page displays the status of the Performance Plan throughout the cycle.

Select the ‘Return to Previous’ button to continue with the process.
From the Main Page, the Rating Official can create, update and review the employee’s Performance Plan, transfer a plan to the employee, view and print the entire plan after it is created and track the status of the plan.

Approving a Performance Plan - Rating Official

To review and approve a performance plan:

1. Select the employee plan.
2. Select Update from the drop down menu.
3. Select the Go button.

This table includes information on the status of existing plans. From this screen you can view and update existing plans.
Approving a Performance Plan
- Rating Official

From this page the Rating Official would begin to review the plan. Select the Next button to continue.
From this page the Rating Official would review the Mission Goals. Select the Next button to continue.
From this page the Rating Official can add weights to the employee’s job objectives. The Rating Official can also update, add or delete a job objective. Select the Update button to continue.
On this page the Rating Official may copy and paste or type a job objective. When the Rating Official is done he may Save it, Save and Update Another Job Objective, or Save and Return to the Job Objectives Tab. The process is repeated until all job objectives have been reviewed. Select the Save and Return to Job Objectives Tab to continue.
From the Approvals and Acknowledgments tab, using Option A, the Rating Official can transfer the plan to the Higher Level Reviewer for review.
Using Option B, the Rating Official can document Higher Level Reviewer concurrence. The Rating Official completes this step once they have reviewed the plan and are ready for second-level review.
This page displays the status of the Performance Plan throughout the cycle.
Approving a Performance Plan - Higher Level Reviewer

From this Main Page, the Higher Level Reviewer can review the employee’s Performance Plan, view and print the entire plan after it is created and track the status of the plan. Select the Go button to continue.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Current Owner</th>
<th>Rating Official Name</th>
<th>Appraisal Year</th>
<th>Appraisal ID</th>
<th>Plan Approval Date</th>
<th>Type</th>
<th>Plan Status</th>
<th>Current PAA Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willette, Morgan N</td>
<td>Fred, Abdul</td>
<td>Rhynes, Conrad Z</td>
<td>2010</td>
<td>31</td>
<td>02 Mar 2010</td>
<td>NG</td>
<td>Approved</td>
<td>Interim Review Complete</td>
<td>Update</td>
</tr>
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<td>Rhynes, Conrad Z</td>
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<td>100</td>
<td>01 Mar 2010</td>
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<td>Approved</td>
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<td>View</td>
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<td>Blomme, Domingo X</td>
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<td>Rhynes, Conrad Z</td>
<td>2010</td>
<td>211</td>
<td></td>
<td>NG</td>
<td>Pending</td>
<td></td>
<td>Update</td>
</tr>
</tbody>
</table>
On this page the Higher Level Reviewer can review the plan details, track progress or return to the Main Page. Select the Next button to continue.
On this page the Higher Level Reviewer can review the mission goals, track progress or return to the Main Page. Select the Next button to continue.
From the Job Objectives Tab the Higher Level Reviewer can view the job objectives. Select the Next button to continue.
The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Approve button to approve the plan.
Select the Yes button to Approve the Performance Plan.
From the Main Page, the Rating Official can now begin to approve the plan. Select the Go button to continue.
The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Start button to continue.
At this point the Rating Official can document communication to the employee and the acknowledgment, or transfer the plan to the employee to acknowledge.
Select the Yes button to continue to step 4.
The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Start button to continue.
At this point the Rating Official is documenting the acknowledgment of the plan. Select the Save button then transfer the plan to the employee.
This page displays the status of the Performance Plan throughout the cycle.
Interim Review
From this page the employee can track progress, change the Rating Official and Higher Level Reviewer or return to the Main Page. At this point, also notice that the Interim Reviews and Annual Appraisal Tabs are now available. Select the Interim Reviews Tab to begin the Interim Review.
From this page the employee can create an Interim Review by selecting the Create Interim Review button.
This is the place where the employee would input the Interim Review Self Assessment for each one of the job objectives.

- **Objective Assessments**

  Select | Order | Objective Title | Status |
  ------ | ----- |----------------- |--------|
  ☑️     | 1     | test            | APPROVED|
  ☑️     | 2     | test            | APPROVED|

- **Employee Self Assessment**

  This is where the employee’s Self Assessment is input.
After the Interim Review Self Assessments have been entered for each job objective, click the Return to Interim Reviews Tab.
From this page the employee transfers the Interim Review to the Rating Official for review and approval. If the employee sends it using the Transfer to Rating Official with Email Notification option, the text box appears in the body of an email delivered to his/her email. The email address must be updated in My Biz or My Workplace for this functionality to work.
From the Main Page the Rating Official selects Update from the drop down and then the Go button to begin the Interim Review process.
From the Plan Details page the Rating Official would click on the Interim Reviews Tab to view the Self Assessments.
From this page the Rating Official can update or delete the Interim Review, transfer to the employee, track progress or return to the Main Page. Select the Update button to continue.
This is where the Rating Official would put in the Interim Review Assessment and then select the Return to Interim Reviews Tab at the top of the page.
The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Interim Review. Select the Start button to continue.
From the Approvals and Acknowledgments tab, using Option A, the Rating Official can transfer the plan to the Higher Level Reviewer for review.
Using Option B, the Rating Official can document Higher Level Reviewer concurrence. The Rating Official completes this step once they have reviewed the plan and are ready for second-level review.
The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Interim Review. Select the Start button to continue.
At this point the Rating Official can document communication to the employee and the acknowledgment, or the Rating Official can transfer it to the employee to acknowledge the Interim Review.
The Rating Official would select Yes if they are ready to document the employee’s acknowledgment.
The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Start button to begin.
The Rating Official is documenting the employee’s acknowledgment of the Interim Review. Once documented, click Save to continue.
The Rating Official selects the Return to Interim Reviews Tab button.
The Rating Official selects Transfer to Employee after the Interim Review is complete.
This page displays the status of the Performance Plan throughout the cycle.
Annual Appraisal
To begin the Annual Appraisal the employee selects Update and then the Go button.
The employee would then select the Annual Appraisal Tab.
Annual Appraisal - Employee

This is where the employee inputs their Annual Appraisal Self Assessment for each one of their job objectives.

This is where the employee inputs the Self Assessment.
After completing the Self Assessment for each job objective the employee selects the Transfer to Rating Official button.
From this page the employee transfers the Annual Appraisal to the Rating Official for review and approval. If the employee transfers it using the Transfer to Rating Official with Email Notification option, the text box appears in the body of an email delivered to his/her email. The email address must be updated in My Biz or My Workplace for this functionality to work.
From the Main Page the Rating Official selects Update and then the Go button to begin reviewing the Annual Appraisal Self Assessments.
From the Plan Details Tab the Rating Official selects the Annual Appraisal Tab.
Annual Appraisal - Rating Official

This is where the employee inputs the Self Assessment.

This is where the Rating Official inputs the assessment.

This is the location for the Rating Official to input the Annual Appraisal Assessment and the Job Objective Rating. Click on the Rating of Record Tab to continue.
From this page the Rating Official can rate the job objective. You will also see the average score and the Rating of Record. From here the Rating Official will go to the Approvals and Acknowledgment Tab.
From the Approval and Acknowledgments Tab the Rating Official selects the Start button after the Annual Appraisal Assessments are put in for each job objective.
From the Approvals and Acknowledgments tab, using Option A, the Rating Official can transfer the plan to the Higher Level Reviewer for review.
Using Option B, the Rating Official can document Higher Level Reviewer concurrence. The Rating Official completes this step once they have reviewed the plan and are ready for second-level review.
At this point the Rating Official will begin documenting communication to the employee and the acknowledgment of the Annual Appraisal Rating by selecting the Start button.
From this page the Rating Official documents the communication to the employee of the Annual Appraisal.
The Rating Official selects the Yes button to complete the Annual Appraisal.
The Rating Official selects the Print NG Form 430 to print the document.
Reports and Forms

From this Main Page the employee, Rating Official, or Higher Level Reviewer can select the Reports/Forms option to begin viewing or printing selectable reports and forms.
These are the different areas of the form available to print. Until the Annual Appraisal is complete the Form 430 will be a working copy.
In order to view or print completed appraisals, select Show Completed Plans and Appraisals from the Main Page. From this area you can search by Appraisal Year and print by selecting the printer icon.