



# **DCIPS Performance Appraisal Application (PAA) Quick Guide for Reviewing Officials/ Higher Level Reviewers**



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## Instructions for Completing Activities Associated with a Performance Plan

### Approve a Performance Plan

1. Begin at the *Performance Appraisal Application Main Page*.
2. Open an employee's existing performance plan by selecting "Update" from the "Action" dropdown menu, and select the "Go" link.  
**Note:** The DCIPS PAA status is "Plan Pending HLR Approval."
3. Select any of the tabs to review and information about the Performance plan: the *Plan Details tab*, the *Mission Goals tab*, or the *Performance Objectives tab*.
4. Select the *Performance Objectives tab* to list and review the employee's performance objectives.
5. Select the radio link next to each performance objective to display the performance objective.
6. Select the *Approvals & Acknowledgments tab*.
7. In "Step 2: Higher Level – Review," select the "Approve" link.
8. Type an e-mail message to the rating official, indicating your approval.
9. Select the "Transfer to Rating Official" link.

### Return a Performance Plan to Rating Official for Correction

1. Begin at the *Performance Appraisal Application Main Page*.
2. Open an employee's existing Performance plan by selecting "Update" from the "Action" dropdown menu, and select the "Go" link.
3. Select any of the tabs to review and information about the Performance plan: the *Plan Details tab*, the *Mission Goals tab*, the *Performance Objectives tab*.
4. Select the **Performance Objectives tab** to list the employee's performance objectives and to review the performance objectives.
5. Review the employee's self-assessments and the rating official's evaluations (for appraisals).
6. Select the *Approvals and Acknowledgments tab*.
7. In "Step 2: Higher Level – Review," select the "Return for Change" link.
8. Type an e-mail message to the rating official, explaining your request for a change.
9. Select the "Transfer to Rating Official" link.



## Instructions for Completing Activities Associated with a Midpoint Review

### Approve a Midpoint Review

**Note:** Each Component determines HLR approval of the midpoint review. If required,

1. Begin at the *Performance Appraisal Application Main Page*.
2. Open an employee's existing performance plan by selecting "Update" from the "Action" dropdown menu, and select the "Go" link.

**Note:** The DCIPS PAA status is "Midpoint Pending HLR Approval."

3. Select any of the tabs to review and information about the Performance plan: the *Plan Details tab*, the *Mission Goals tab*, or the *Performance Objectives tab*.
4. Select *Midpoint Reviews tab*.
5. Select the *Performance Objectives Assessments tab* to list the employee's performance objectives and assessments.
6. Select the radio button next to each performance objective to display the performance objective.
7. Review each performance objective focusing on the employee's and rating official's assessments of the performance objectives.
8. Select the *Approvals and Acknowledgments tab*.
9. In "Step 2: Higher Level – Review," select the "Approve" link.
10. Type an e-mail message to the rating official, indicating your approval.
11. Select the "Transfer to Rating Official" link.

### Return a Midpoint Review to Rating Official for Correction

1. Begin at the *Performance Appraisal Application Main Page*.
2. Open an employee's existing performance plan by selecting "Update" from the "Action" dropdown menu, and select the "Go" link.

**Note:** The DCIPS PAA status is "Midpoint Review Pending HLR Approval."

3. Select any of the tabs to review and information about the Performance plan: the *Plan Details tab*, the *Mission Goals tab*, or the *Performance Objectives tab*.
4. Select *Midpoint Reviews tab*.
5. Select the *Performance Objectives Assessments tab* to list the employee's performance objectives and assessments.
6. Select the radio button next to each performance objective to display the performance objective.



7. Review each performance objective focusing on the employee's and rating official's assessments of the performance objectives.
8. Select the ***Approvals and Acknowledgments tab***.
9. In "Step 2: Higher Level – Review," select the "Return for Change" link.
10. Type an e-mail message to the rating official, explaining your request for a change.



## Instructions for Completing Activities Associated with a Performance Evaluation

### Review a Performance Evaluation, Including Recommended Performance Objective Ratings

1. Begin at the *Performance Appraisal Application Main Page*.
2. Open an employee's existing performance plan by selecting "Update" from the "Action" dropdown menu, and select the "Go" link.  
**Note:** The DCIPS PAA status is "Appraisal Pending HLR Approval."
3. Select the *Plan tab*.
4. Select any of the tabs to review and information about the performance plan: the *Plan Details tab*, the *Mission Goals tab*, or the *Performance Objectives tab*.
5. Select the *Performance Evaluation tab*.
6. Select the *Performance Objectives Assessments tab* to list the employee's performance objectives and recommended ratings.
7. Select the radio button next to each performance objective to display the performance objective, the employee's self-assessment, the rating official's evaluation, and the performance objective rating.
8. Select the "Next" link to continue with the process, or select the "Logout" link to end your session.

### Review a Recommended Performance Evaluation of Record

1. Begin at the *Performance Appraisal Application Main Page*.
2. Open an employee's existing performance plan by selecting "Update" from the "Action" dropdown menu, and select the "Go" link.  
**Note:** The DCIPS PAA status is "Appraisal Pending HLR Approval."
3. Select any of the tabs to review and information about the performance plan: the *Plan Details tab*, the *Mission Goals tab*, or the *Performance Objectives tab*.
4. Select the *Performance Evaluation tab*.
5. Select the *Approvals & Acknowledgments tab*.
6. In "Step 2: Higher Level – Review," select the "Approve" link.
7. Enter an e-mail message to the rating official, indicating approval.
8. Select the "Transfer to Rating Official" link.



## Return an Appraisal to Rating Official for Correction

1. Begin at the *Performance Appraisal Application Main Page*.
2. Open an employee's existing performance plan by selecting "Update" from the "Action" dropdown menu, and select the "Go" link.  
**Note:** The DCIPS PAA status is "Appraisal Pending HLR Approval."
3. Select any of the tabs to review and information about the performance plan: the *Plan Details tab*, the *Mission Goals tab*, or the *Performance Objectives tab*.
4. Select the *Performance Evaluation tab*.
5. Select the *Performance Objectives Assessments tab* to list the employee's performance objectives and recommended ratings.
6. Select the radio link next to each performance objective to display the performance objective, the employee's self-assessment, the Rating official's evaluation, and the performance objective rating.
7. Select the *Performance Evaluation tab*.
8. Review the rating for each performance objective.
9. Review the rating for each performance element.
10. Select the *Approvals & Acknowledgments tab*.
11. In "Step 2: Higher Level – Review," select the "Return for Change" link.
12. Enter an e-mail message to the rating official, explaining your request for a change.
13. Select the "Transfer to Rating Official" link.