

Creating Mid Year Appraisals

Module Overview

Purpose

As part of the automation of the APPAS policy, supervisors can manage performance evaluations and appraisals through CHRIS Self-service. This automation includes issuing performance plans, and conducting mid-year progress reviews. Once the performance plan has been routed to self-service, control of the plan resides with the rating official (supervisor) through out the rating period.

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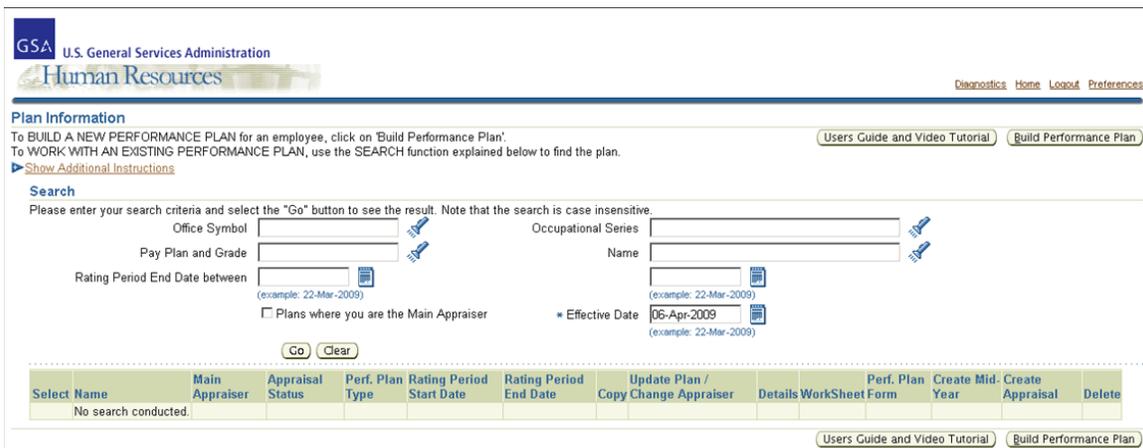
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The Performance Plans Screen

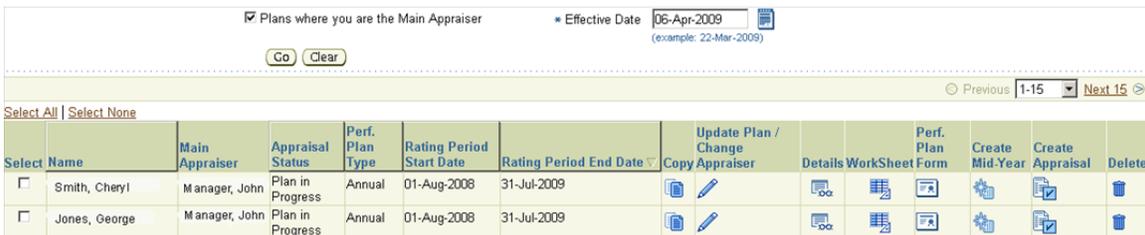
After logging in to CHRIS click on the Manager Self-Service responsibility on the left hand side of the screen and then select the Build Performance Plan (APPAS) menu option listed on the right hand side of the screen.



This will take you to the Build Performance Plan screen which is separated in to two sections; the Search and Select section and at the bottom of the screen are the performance plan listings for selected employees.



Query your employees by checking the box to the left of “Plans where you are the Main Appraiser” or by individual query using the “Name” field and click on “Go”.



For each employee, begin by clicking on the [Details](#) “Details” button to ensure that the performance plan is current. If any changes were made since the beginning of the year that are not documented in CHRIS, close

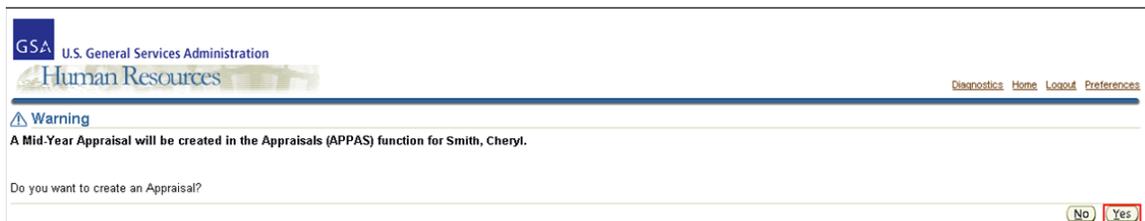
the “Details” screen and then click on the blue pencil  under the

“Update Plan/Change Main Appraiser” [Update Plan / Change Appraiser](#) column, to make changes to the performance plan.

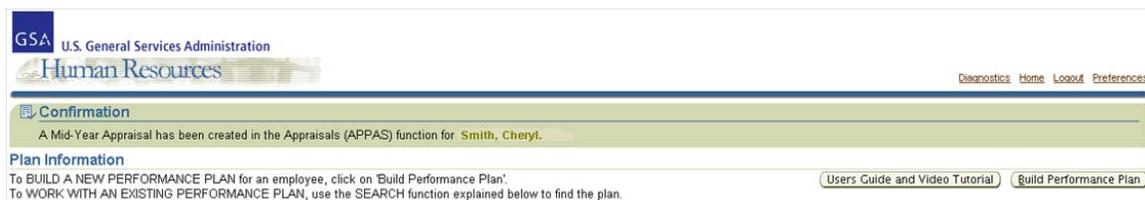
CREATING THE MID YEAR APPRAISAL

Once you have determined that the performance plan is accurate, create the Mid Year Appraisal record by clicking on the blue icon  under the “Create Mid Year” [Create Mid-Year](#) column to the far right of each FY09 performance plan.

After you click on the “Create Mid Year” icon , you will receive the warning message “A Mid-Year Appraisal will be created in the Appraisals (APPAS) function for (Employee Name).”. Click on [Yes](#) “Yes” to confirm creation of the mid year appraisal.



After clicking on [Yes](#) “Yes” the system will return you to the Build Performance Plan screen and you will see a confirmation message that the Mid Year Appraisal has been created.



When you are finished creating the Mid Year Appraisals for all of your employees, click on the underlined word “Home” [Home](#) in the upper right hand corner of the CHRIS screen. This will return you to the Navigator screen.