Completing a Mid-Year Appraisal

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 mid-year appraisal has been created in Build Performance Plan, the manager/main appraiser will need to complete the mid-year appraisal in APPAS. This guide will walk the main appraiser through the steps to complete the mid-year appraisal.

Menu Bar

The menu bar is located under the address bar and provides tools needed to navigate through the self-service views.

| GSA | GSA Manager | Self-Servic | e | | | | * | 0 | * | \$ | P | ł | Logged in As LISATESTMANA | jer | ł |
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| Click o | on the L | .ogo | ut 🚽 | icon t | o exit th | ie app | lica | tior | า | | | | | | |

APPRAISALS IN PROGRESS

After logging in to CHRIS click on the GSA Manager Self-Service responsibility on the left hand side of the screen and then select the Update/Appraise Employee Performance and Submit Appraisal menu option.

| SA E Business Suite | | * | ۰ | • | Logged in As DONALDTESTMANAGER 🔮 🚽 |
|--|--|---|---|---|------------------------------------|
| Home | 40 | | | | |
| Navigator | Worklist | | | | |
| Personalize | Full Det | | | | |
| Bit OSA Nanager Set Service IndidUpdate Performance Plan or Create Appraval Solatinchecristic Emotorem Entromance and Salatinchecristic Performance and Autoesalitity Trois Your To OSA Personal Set Service | M C To O • Image: Comparison of Comparison | | | | |

This will take you to the Appraisals in Progress screen which is separated in to two sections: "Appraisals in Progress" and "Completed Appraisals".

"Appraisals in Progress" gives you a list of Mid Year Appraisals that you created in Build Performance Plan. These are the appraisals we will be working with in this guide.

| 55A | GSA Manager Se | III-Service | | | | | | 0 | * | ٥ | P 1 | 0 | -6 |
|------------------------|--------------------------|---------------------------|-----------------------------------|--------------------------|----------|-----------------|------------------|-----|----|---------------------|-----------------------------|----------|------|
| | | | | | | | | | | | Legged in As DON | LOTESTS | |
| Appraisal | 5 | | | | | | | | | | Build Per | formance | Plan |
| Appraisals | in Progress | | | | | | | | | | | | |
| He Be | · II | | | | | | | | | | | | |
| Initiator | Employee | Appraisal Date | Rating Period Start Date | Rating Period End Date 🕶 | Status - | Pending With | Appraisal Type 🗅 | Vie | a. | Update/ Appraise | Return to Main Appraiser | Remov | |
| Testmanager, Donald | Testemployee, Linda G | 12-306-2016 | 01-Oct-2014 | 30-Sep-2015 | Planned | | Mid-Year | | | 1 | 1 | 8 | |
| Cased | E-Enployees | | | | | | | | | | | | |
| | | using any combination | s of Appraisee, Appraisal Date, a | nd Appraisal Purpose. | | | | | | | | | |
| | Employee Name | Last Name. This. First Is | 17 Q. | | | | | | | | | | |
| | Appraisal Date | (Analyte 25 May 2015) | | | | | | | | | | | |
| Rat | ing Period Start Date | | | | | | | | | | | | |
| Re | rting Period End Date | | | | | | | | | | | | |
| | Appraisal Type | Y | | | | | | | | | | | |
| | | Ge Ci | | | | | | | | | | | |

GETTING STARTED

<u>Step 1</u>

Click on the "Update/Appraise" icon \checkmark , in the row of the respective employee. This will bring up the "Update Appraisals: Overview" screen.

| | Overview | | | | Favley | |
|---|---|--------------------|--|---|-------------------------|--------------------------------------|
| Update Appraisals: Overv | ew | | | Re | turn To Appraisals In | Progress Save Continue |
| Enter appropriate values in the administra letts below, salect "Continue". | live data Seith. To ent | er critical elemen | trailings or comments, click on the Update | Details icon. Once you have entered the ratings, rating comme | ents, and the appropria | ite values in the administrative dat |
| | Name | Parks, Linda G | | Email Address | | |
| | Organization | AGMEZIFOA | | Occupational Series | 215 | Constitute a |
| Critical Elements | | | | | | |
| | | | | | | |
| 11 C 16 Q + 11 | | | | | | |
| Critical Element Name | | | Appraised Performance | | Up | date Details |
| CustomerService | | | D | | | 1 |
| Vendox Management | | | 30 | | | 1 |
| Asset Management | | | 20 | | | 1 |
| Financial Management | | | æ | | | 1 |
| Summary Rating | | | | | | |
| | mmary Rating | | | | | |
| Administrative Data | | | | | | |
| * Indicates required field | | | | | | |
| | * Appraisal Type | | | PO Review Date | 54 | |
| | ng Period Start Data ing Period End Data | | | Final Pert Plan Issued Date | (a) | |
| 84 | "Appraisel Date | | | Mid-Year Review Date | - G | |
| | Assignment Number | | | | | |
| | formance Plan Form | | y Associates | | | |
| | * Main Appraiser | Testmanager, 0 | Dunald | | | |
| | | | | | | Progress Save Continue |

<u>Step 2</u>

Click on the "Update Details" icon

This will bring up the "Update Critical Elements" screen.

| | Overview | | Anono |
|---|---|--|---|
| Update Critical Elements | | | Elack Save and Update Next Sa |
| Enter the level rating and comments to the ortical e Select the "Save" button to continue Critical Element CustomerService Start Date 05-Cid-2014 Percentage 25 | rement, then continue to the next critical element by selection | p "Savé and Update Next". Once you arrive to the last critical element, the "Save an | d updane nevit button will no konger appear |
| Rate On This Critical Element | | | |
| Rate On This Critical Element | V | 12 | |
| | v | X C (2) Q + (0) Details Specific Measure → Customer Insults and Support → Customer Linguity Score | |

If this is an AFGE employee you may select a rating level from the list of values by clicking on the drop down arrow \checkmark . If the employee is not an AFGE employee, you may type your comments by typing directly in the "Appraiser Comments" box, or copy and paste from a Word document.

| Overview | | | Raview |
|---|--|--|---|
| Update Critical Elements | | | Back Save and Update Next |
| inter the level rating and comments for this critical element, then continu- letect the "Save" button to continue. | ue to the next critical element by selecting "Save and | Update Next". Once you arrive to the last critical element, the "Save an | nd Update Next" button will no longer a |
| Critical Element CustomerService Start Date 01-Oct-2014 | | | |
| | | | |
| Percentage 25 | | | |
| Percentage 25 Rate On This Critical Element | | | |
| Rate On This Critical Element | 1 | 2 7 0 • II | |
| Appraised Performance | | (2 To Q + III uile Specific Measure | |
| Appraised Performance | | tails Specific Measure | |
| Appraised Performance | De | tails Specific Measure Customer Interation and Support | |

Once you have completed assigning a rating level or typing in comments, click on the "Save and Update Next" button Save and Update Next . This will take you to the next critical element to assign a rating level or type in comments.

| | Overview | | | Reven | | |
|---|------------------------------|-------|--|-------|-------------------------------|------|
| Update Critical Elements | | | | Dack | Save and Update Next | Sav |
| Select the "Save" botton to continue Critical Element Vendor Management Start Data: 01-0ch-2014 Percentage 25 Rate On This Critical Element | nanonen, inter samman av der | | "Save and Update Necl". Once you arrive to the last ortical element, | | rent sources are no arright a | 6544 |
| Appraised Performance | ¥ | | 12 0 0 · II | | | |
| Appraiser Comments | | • • • | Details Specific Measure Vandor Interaction and Support | | | |

Once you have completed assigning a rating level or typing in comments for the last critical element, click on the "Save" button Save.

| | Overview | Bevers | |
|---|--|--|----------------------------------|
| Update Critical Elements | | | Back Sav |
| Enter the level raing and comments for this critical e Select the 'Select' both to contract the Critical Element Financial Management Start Date: 05-05-2014 Percentage 25 Rate On This Critical Element | ement, then continue to the next critical element by selection | ng "Save and Update Nerf". Once you arrive to the last critical element, the "Save and Update Ne | eif butten will no konger appear |
| Rate On This Critical Element | | | |
| Rate On This Critical Element Appraised Performance Appraiser Comments | | M ∞ ∞ ∞ Φ + Ⅲ Details Specific Measure Image: Mandemance purchase & review | |

This will return you to the "Updated Appraisals: Overview" screen, where you can see your assigned ratings for an AFGE employee, as well as the "Summary Rating". NOTE: There will be no summary rating for non-AFGE employees.

| Overview | | | Routew | |
|--|--|---|--|---------------------|
| Update Appraisals: Overview | | . 9 | Return To Appraisals In Progress | ave Costinue |
| Enter appropriate values in the administrative data fields. To ent fields below, select "Continue". | r critical element ratings or comments, click on the Updale Details icon. Once y | ou have entered the ratings, rating com | ments, and the appropriate values in the | administrative dati |
| Name | Testemployee, Linda G | Email Address | | |
| Organization | AQMOZIFOA | Occupational Series | 2150.Transportation Operations | |
| Critical Elements | | | | |
| | | | | |
| 110 B 0 . III | | | | |
| Critical Element Name | Appraised Performance | | Update Details | |
| CustomerService | 20 | | 1 | |
| Vendor Management | D . | | 1 | |
| Asset Management | æ | | 1 | |
| Financial Management | æ | | 1 | |
| Summary Rating | | | | |
| Summary Rating | | | | |

| indicates required field | | | | | |
|--------------------------|--------------------------|----------------------------|-----------------------------|-------------|------|
| | * Appraisal Type | Mid-Year V | PO Review Date | 01-049-2014 | - 14 |
| | Rating Period Start Date | | Final Perf Plan Issued Date | 01-0x3-2014 | |
| | " Rating Period End Date | | Mid-Year Review Date | | 6 |
| | * Appraisel Date | 01-Apr-2015 × Ta | | | |
| | Assignment Number | 10342 | | | |
| | * Performance Plan Form | Non-supervisory Associates | | | |
| | | Testmanager, Donald | | | |
| | | | | | |

<u>Step 4</u>

On this screen you will need to enter the date that the employee was given their performance plan in the Final Perf Plan Issued Date field if it is blank. The system will also require you input a Mid Year Review Date. You can type directly in the date field box using the format Day-Mon-YR format (ie.,13-Mar-2010) or if you click on the calendar icon a pop-up calendar will appear and allow you to scroll through the days, months and years to select the appropriate date.

When you are finished typing in the date or dates, click on the "Save" button <u>Save</u>. Your changes will be saved and you will receive a confirmation message at the top of the screen.

| * Indicative required field Apprential Type Mid-Year Rating Period Start Date 01-0ct2014 * Rating Period End Date 01-0ct2015 * Rating Per | PD Review Date 01-0-0-3014 % Final Pert Plan Issued Date 01-0-0-3014 % Mid Year Review Date 19-Apr-3015 % |
|--|---|
|--|---|

Click on the "Continue" button continue and you will be routed to the "Updated Appraisals: Review" screen.

| | Overnew | | | Review | |
|-------|--|------------------------------------|------------------------------|---|----------------|
| 0.0 | al Denerts | | | | |
| Upd | ate Appraisals: Review | | | Cancel Preview | Continue Back |
| Toma | ke changes to the appraisal, click Back. | | | | |
| | | Testemployee, Linda G AGMDZ3FOA | Email Add Occupational Se | ess rives 2150.Transportation Operations | |
| Adm | inistrative Data | | | | |
| | Apprainal Type Rating Period Start Date Rating Period End Date | 01-Oct-2014 | | | |
| Criti | cal Elements | | | | S Return to To |
| | 2 Al Details (Hole Al Details Is Critical Element Name | | Appraised Performance | | |
| • | CustomerService | | | | |
| | Vendor Management | | | | |
| * | Appet Management | | | | |
| | Financial Management | | | | |

<u>Step 5</u>

Review the screen for accuracy and if everything is correct click on the "Continue" button <u>Continue</u>. This will take you to the "Main Appraiser Review" screen. You may make changes to the Main Appraiser on this screen if necessary by clicking on the "Change Main Appraiser" button <u>Change Main Appraiser</u>.

NOTE: Refer to the User Guide titled "Change Main Appraiser" for instructions on changing the Main Appraiser.

| - C | onfirmation | | | | |
|--------|--|--|--|---------------------|-----------------------------|
| y | 'our changes have been saved. | | | | |
| Mair | h Appraiser Review | | Return To Appraisals in Progress | Edit Appraisal Data | Summary Ratings and Comment |
| leed | the "Summary Ratings and Comments" button to move to | rward. This page allows you another opport | unity to review, and change the main apprasser, if applicable. | | |
| | Name | Testemployee, Linda G | Enal Addres | | |
| | Organization | AGREETERA | Occupational Serie | a 2150.Transporta | bon Operations |
| Adm | inistrative Data | | | | |
| | | | | | Change Main Appraiser |
| | | Testmanaper, Donald | Approval Data | 01-Apr-2015 | |
| | Appraisal Type | | PD Review Date | 01-041-2014 | |
| | Rating Period Start Date | | Final Perf Plan Insued Deli | | |
| | Rating Period End Date | 30-Sep-2015 Non-supervisory Associates | Mid-Year Review Date | + 10-Apr-2015 | |
| | | Testmanager, Donald | | | |
| Critic | cal Elements | | | | |
| n | | | | | |
| | All Cetails Hide At Details | | | | |
| Detai | Is Critical Element Name | | Appraised Performance | | |
| ۶. | CustamerService | | | | |
| ۶. | Vendor Management | | | | |
| ۶. | Asset Management | | | | |
| | Financial Management | | | | |

Click on the "Summary Ratings and Comments" button

Summary Ratings and Comments to continue, or the "Return to Appraisals in Progress" button Return To Appraisals In Progress if you want to save your work and finish at a later time.

<u>Step 6</u>

Clicking on the "Summary Ratings and Comments" button

Summary Ratings and Comments will take you to the Summary Ratings and Comments page. You will type in your summary rating overall comments and development and training comments on this page.

You may type directly in the box or copy and paste from a Word document. After you have finished typing in your comments, click on the "Save" button Save.

| assal is below. Include your overall comments, and your develop Name Testemployee, Linda G anization AGMEXIFOA | pment and training comments. Once this is | Email Address | and Continue" button to move torward. 2150.Transportation Operations | |
|--|---|---------------|---|--|
| | | | 2150.Transportation Operations | |
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| Add Attachment | | | | | | | | | |
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| Fitle | Type | Description | Category | Last Updated By | 1 | ast Updated | Usage | Update | Delete |
| ic results found. | | | | | | | | | |
| evelopment and Tr | aining | | | | | | | | |
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| ttachments: Devel | opment and Tr | raining | | | | | | | |
| Add Attachment | | | | | | | | | |
| itle | Type | Description | Category | Last Updated By | 1 | ast Updated | Usage | Update | Delete |
| is repults found. | | | | | | | | | |

<u>Step 7</u>

Once you have "Saved" your comments, click on the "Printable Form" button Printable form to generate a printable PDF file of the mid-year appraisal. Once the form has printed, use the "Return to Appraisals in Progress" button Return To Appraisals In Progress to return to Appraisals in Progress. Repeat **Steps 1 through 6** for each of your employees.

Once you have completed the mid year reviews and printed the Mid Year appraisal forms for all of your employees, you are ready to meet with your employees.

<u> Step 8</u>

Meet with each of your employees to discuss their progress and ask them to sign the printed Mid Year Appraisal form. You can also use this as an opportunity to discuss any changes that need to be made to employee performance plans.

<u>Step 9</u>

After meeting with your employees, return to CHRIS to submit your Mid Year Appraisals in APPAS.

After logging in to CHRIS click on the GSA Manager Self-Service responsibility on the left hand side of the screen and then select the Update/Appraise Employee Performance and Submit Appraisal menu option

| SA E-Business Sulter | | * | Ф | ·* | Logged in As DONALDTESTMANAGER | 0 | ł |
|----------------------|-----------|---|---|----|--------------------------------|---|---|
| forme | Worklist | | | | | | |
| Personalize | Full List | | | | | | |

This will take you to the Appraisals in Progress screen, where you will see a list of your employees with Mid Year Appraisals in an "Ongoing" or "Saved" status.

| Appraisals | £ | | | | | | | | | Duild Pert | formance P |
|------------------------|--------------------------|------------------|--------------------------|----------------------------|--------------------------------|-----------------|----------------|-----------------|---------------------|-----------------------------|------------|
| Appraisals | in Progress | | | | | | | | | | |
| Ha Be | • II | | | | | | | | | | |
| nitiator 🙃 | Employee | Appraisal Data 🗠 | Rating Period Start Date | - Rating Period End Date 🔻 | Status | Pending With | Appraisal Type | View Details | Update/ Appraise | Return to Main Appraiser | Remove |
| Teotmanager, Donald | Tastemployee, Linda G | 01-Apr-2015 | 01-06-2014 | 30-5kp-2015 | Ongoing with Main Appraiser | | Mid-Year | H | 1 | | |

Click on the "Update/Appraise" icon \checkmark , in the row of the respective employee's name. This will bring up the "Main Appraiser Review" screen.

| Mair | Appraiser Review | | Return To Appraisals in Progress E | 6t Appraisal Data Summary Ratings and Comment |
|--------|---|--|--|---|
| lelect | the "Summary Ratings and Comments" button to move to | rward. This page allows you another opport | surity to review, and change the main appraiser, if applicable. | |
| | Name Organization | Testemployee, Linda G AQMD23FOA | Email Address Occupational Series | 2150.Transportation Operations |
| 4dm | inistrative Data | | | |
| | | | | Change Main Appraiser |
| Critic | Appraisal Type Rating Period Start Date Rating Period End Date Performance Plan Form | 05-065-2014 | Apprainal Date PO Review Date Final Hert Plan Issued Date Mid. Your Review Date | 01-Dct-2014 01-Dct-2014 |
| | C Al Details Hele Al Details Is Critical Element Name | | Appraised Performance | |
| * | CustomerService | | | |
| ۲ | Vendor Management | | | |
| × | Asset Management | | | |
| | Financial Management | | | |

<u>Step 11</u>

Click on the "Edit Data Appraisal" button the "Update Appraisals: Overview" screen. Review the information on the screen and if there are no changes to make, then click on the "Continue" button Continue.

If changes are needed to the Critical Elements, click on the "Update Details" icon

to make changes to the comments or rating level (for AFGE employees). You can also update any of the date fields if necessary.

| | Overview | | | | Rev. | 2 |
|--|--|------------------------------------|---|---|------------------|--|
| Update Appraisals: C | verview | | | | Return To Appr | sinals in Progress Save Continu |
| Enter appropriate values in the ad leids before, select "Continue". | ministrative data fields. To ent | er critical element ratings | or comments, click on the Update Details icon | Once you have entered the ratings, rating com | ments, and the a | ppropriate values in the administrative of |
| | Name Organization | Testemployee, Linda (AGM023FOA | | Email Address Occupational Series | | station Operations |
| Critical Elements | | | | | | |
| 12 80 · II | | | | | | |
| Critical Element Name | | | Appraised Performance | | | Update Details |
| CustomerService | | | D | | | 1 |
| Vendor Management | | | (D) | | | 1 |
| Asset Management | | | D | | | 1 |
| Financial Management | | | æ | | | 1 |
| Summary Rating | | | | | | |
| | Summary Rating | | | | | |
| Administrative Data | | | | | | |
| * Indicates required field | | | | | | |
| | * Appraisal Type | | | PD Review Date | 01-Oct-2014 | 5 |
| | Rating Period Start Date * Rating Period End Date | | | Final Perf Plan Issued Date | 01-06-2014 | |
| | " Appraisal Date | | | Mid-Year Review Date | 10-Apr-2015 | 9 |
| | Assignment Number | | | | | |
| | * Performance Plan Form | | sates | | | |
| | * Main Appraiser | Testmanager, Donald | | | | |
| | | | | | Return To Appr | |

Once you have completed any necessary changes, or no changes are needed, click on the "Continue" button Continue.

<u>Step 12</u>

This will take you to an "Update Appraisals: Review" screen. On this screen, you can verify any changes made on the previous screen. If the information is accurate, click on the "Continue" button Continue.

| | Overview | | | Roview | |
|--------|--|------------------------------------|--|--------------------------------|---------------|
| 8 CIB | (al Denents | | | | |
| Upd | late Appraisals: Review | | | Cancel Preview | Continue Back |
| To ma | ne changes to the appraisal, click Back. | | | | |
| | | Testemployee, Linda G AGMDZ3FOA | Email Address Occupational Saries | 2150.Transportation Operations | |
| Adm | inistrative Data | | | | |
| | Apprainal Type Rating Period Start Date Rating Period End Date | 01-Oct-2014 | Main Appratus Appraisa Final Perf Plan Insued Date Mid-Year Haview Date | 01-Oct-2014 | |
| Critic | cal Elements | | | | 8 Return to 1 |
| | C Al Detaits Hitle Al Details Bis Critical Element Name | | Appraised Performance | | |
| | CustomerService | | | | |
| > | Vendor Management | | | | |
| | Asset Management | | | | |
| | Financial Management | | | | |

<u>Step 13</u>

You will receive a confirmation that all your changes have been saved and you can now click on the "Summary Ratings and Comments" button

Summary Ratings and Comments

| Confirmation | 242 | | | | |
|-------------------------------------|--|--|---|---------------------|-----------------------------|
| Your changes have been say | | | | | |
| Main Appraiser Revie | w | | Return To Appraisals in Progress | Edit Appraisal Data | Summary Ratings and Comment |
| Select the "Summary Ratings and | Commental' button to move fo | orward. This page allows you another oppor | turity to review, and change the main appraiser, if applicable. | | |
| | Name | Testemployee, Linda G | Email Addre | | |
| | Organization | AONDESTON | Occupational Seri | es 2150.Transporta | tion Operations |
| Administrative Data | | | | | |
| | | | | | Change Main Appraiser |
| | | Testmanager, Donald | | ne 01-Apr-2015 | |
| | Appraisal Type Rating Period Start Date | | | ne 01-Oct-2014 | |
| | Rating Period End Date | | Final Perf Plan Issued Do | | |
| | | Non-supervisory Associates | Mid-Year Review De | Re 10-Apr-2015 | |
| | | Testmanager, Donald | | | |
| Critical Elements | | | | | |
| нa | | | | | |
| Show All Details Hide All Details | | | | | |
| Details Critical Element Nam | • | | Appraised Performance | | |
| CustomerService | | | | | |
| Vendor Management | | | | | |
| Azset Management | | | | | |
| Financial Management | | | | | |

<u>Step 14</u>

On the "Summary Ratings and Comments" screen you now have the opportunity to make any changes to your comments and print a new Mid Year Appraisal form if needed to document your changes. NOTE: You must click on the "Save"

button Save to save any changes you make to this screen before printing a new Mid Year Appraisal Form or your changes will not print on the new form.

| Summary Ratings a | | | | | | | | |
|---|--|---------------------------|------------------------------|--------------------------------------|--|--------------------|----------------------|--------|
| iols that the calculated summar | y rating for the appra | asal is below. Inclu | de your overall comments, an | d your development and training comm | ents. Once this is complete, select the "Sav | e and Continue' bu | tton to move forward | |
| | Orga | Name Tester | npiloyee, Linda G IZSFOA | | Email Address Occupational Series | 2150.Transports | ation Operations | |
| Critical Elements | | | | | | | | |
| He | | | | | | | | |
| Show All Defails Hide All Detail | | | | | | | | |
| Details Critical Element Nat | the last | | | | | | | |
| CustamerService | | | | | | | | |
| Vendor Management | | | | | | | | |
| Asset Management | | | | | | | | |
| Financial Management | | | | | | | | |
| | | | | | | | | |
| lummary Rating and C | comments | | | | | | | |
| | | | | | | | | |
| | Summary Ra | | | | | | | |
| | Summary Ra Overall Comme | | | | ~ | | | |
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| | Overall Comme | ents | | | Ĵ | | | |
| Attachments: Summar | Overall Comme | ents | | | Ĵ | | | |
| Attachments: Summar | Overall Comme | ents | | | Ĵ | | | |
| | Overall Commo | ents | Category | Last Updated By | Lest Updated | Usage | Update | Delete |
| Add Attachment | Overall Commo | Comments | Calegory | Last Updated By | ~ | Usage | Update | Delete |
| Add Attachement Title Vis results found | Overall Common y Rating and C Type | Comments | Calegory | Last Updated By | ~ | Usage | Update | Delete |
| Add Attachment | Overall Common y Rating and C Type | Comments | Calegory | Last Updated By | ~ | Usage | Update | Delata |
| Add Attachement Title Vis results found | Overall Common y Rating and C Type | Comments Description | Category | | Last Updated | Usage | Update | Deloto |
| Add Attachement Title Vis results found | Overall Common y Rating and C Type | Comments Description | Category | | Last Updated | Usage | Update | Deloto |
| Add Attachement Title Vis results found | Overall Common y Rating and C Type | Comments Description | Category | | ~ | Usage | Update | Deloto |
| Add Attachement Title Vis results found | Overall Common y Rating and C Type | Comments Description | Category | | Last Updated | Usage | Update | Deloto |
| Add Attachement Title Vis results found | overall Common y Rating and C Type Ning Common | Comments Description ents | Category | | Last Updated | Usage | Update | Delata |
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| Add Attachment Table is results found. Development and Train Attachments: Develop | overall Common y Rating and C Type Ning Common ment and Train | Comments Description ents | Category | | Last Updated | Usage | Update | Deloto |

Once you have "Saved" any changes and printed a new Mid Year Appraisal form, you should click on the "Continue" button **Continue**.

<u>Step 15</u>

The "Final Review" Screen will appear and you have one final opportunity to go back and make any changes or print a new mid-year Appraisal form. If no

changes are necessary you may click on the "Submit" button **Submit** to complete your mid year progress review.

| Final Review | Return To Appraisals in Progress | Back | Edit Appraisal | Subgit | Printable Form |
|--|--|-----------|----------------------|-------------|----------------|
| If you have not met with your employee, do not submit the appraisal. Generate a FDF file of the appraisal to share w Appraisals in Progress' button to begin evaluating any additional employees. | th the employee by selecting the "Frantable Form" button. Once you h | lave prot | ted out the form, cl | ck on the " | Return to |
| If the summary rating for this appraisal is a 1 or 5, second level approval is required. If this applies to your appraisal, | | | | | |
| If you have met with your employee and are ready to submit the appratual, saled the "Submit" button. | | | | | |

<u>Step 16</u>

Once you click on the "Submit" button ^{Submit}, you will receive a "Warning" message asking if you are your sure you want to submit the Mid Year Appraisal. Click on the "Yes" button Yes.

| A Warning | |
|---|--------------------------------------|
| As a GSA supervisor (excluding GSA OIG), and with the submission o | f this appraisal, you are |
| confirming that the employee named on this appraisal has: | |
| An approved Individual Development Plan (IDP); and | |
| A signed Telework Agreement. | |
| If this rating is a 1 or 5, submitting this appraisal will send it to the rev | iewing official. If it is a 2, 3, or |
| 4, submitting this appraisal will complete the appraisal and will genera | te an email to the employee. |
| This certification is required in accordance with GSA's policies and pr | ocedures. Failure to adhere to |
| the requirements of this certification may make the submitter subject | to appropriate disciplinary |
| action under GSA's Maintaining Discipline policy (9751.1 CPO). | |
| You cannot update a completed appraisal. Do you want to continue?. | |
| | No Yes |
| | |
| Confirmation | |
| You have completed the apprairal | |

You will need to repeat <u>Steps 9 through 16</u> to complete Mid Year Appraisals for all of your employees.