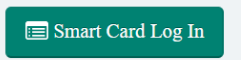
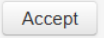


Supervisor Instructions Navigating MyBiz / DCPDS to Create Annual Appraisals & Progress Reviews

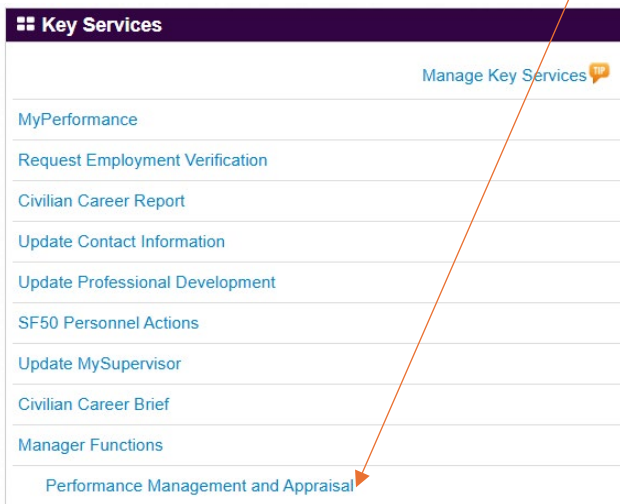
1. Navigate to: <https://compo.dcpds.cpms.osd.mil/>

2. Click  on the banner

3. Select  then your certificate &  when prompted (enter pin)

4. Click  on the Privacy Act Statement

5. From the MyBiz landing page, select **Performance Management and Appraisal** under Manager Functions



6. You will now see all of your employees listed on your **MyPerformance Main Page**

Rating Official/Higher Level Reviewer

MyPerformance Main Page

[Need Help?](#)

Warning: This application is designed for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans, change the Rating Official and/or Higher Level Reviewer, view and print part or an entire plan after it is created, close a plan, and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan

- Select 'Choose a Plan Type'
- Select 'Appraise Plan Type'
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

ⓘ TIP Only: Employees that have a plan in progress are listed below.

Show Me: All Appraisals | Appraisal Year: ALL

Create New Plan:

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current Status	Action
[Redacted]	[Redacted]	[Redacted]	2025	[Redacted]	05-May-2025	DoD	Approved	Plan Approved	Update <input type="button" value="Go"/>
[Redacted]	[Redacted]	[Redacted]	2025	[Redacted]	25-Apr-2025	DoD	Approved	Plan Approved	View <input type="button" value="Go"/>
[Redacted]	[Redacted]	[Redacted]	2025	[Redacted]	25-Apr-2025	DoD	Approved	Plan Approved	View <input type="button" value="Go"/>
[Redacted]	[Redacted]	[Redacted]	2025	[Redacted]	25-Apr-2025	DoD	Approved	Plan Approved	View <input type="button" value="Go"/>
[Redacted]	[Redacted]	[Redacted]	2025	[Redacted]	28-Apr-2025	DoD	Approved	Plan Approved	View <input type="button" value="Go"/>
[Redacted]	[Redacted]	[Redacted]	2025	[Redacted]	29-Apr-2025	DoD	Approved	Progress Review in Progress	Update <input type="button" value="Go"/>
[Redacted]	[Redacted]	[Redacted]	2025	[Redacted]	20-Apr-2025	DoD	Approved	Plan Approved	View <input type="button" value="Go"/>
[Redacted]	[Redacted]	[Redacted]	2025	[Redacted]	05-May-2025	DoD	Approved	Plan Approved	Update <input type="button" value="Go"/>

NOTE: you will see your actual employee data (black blocks were used to redact PII for these instructions).

7. Send your employee(s) their Performance Plan for Input

Click on the dropdown arrow next to Update or View- the select Transfer to Employee- GO

The screenshot shows a table with an 'Action' column. The first row has 'Update' in the dropdown and a 'Go' button. The second row has 'Update' in the dropdown and a 'Go' button. The third row has 'Transfer to Employee' in the dropdown and a 'Go' button. The fourth row has 'View/Print Form' in the dropdown and a 'Go' button. Red arrows point from the text above to the dropdown arrows and the 'Go' buttons.

The system will give you an option to add a **message** to the employee. I recommend you add a comment and assign a suspense date to get the input back by.

The screenshot shows the 'Message to Employee' screen. At the top right, there are buttons: 'Cancel', 'Transfer to Employee without E-mail Notification', and 'Transfer to Employee with E-mail Notification'. Below this is a section titled 'Message to Employee' with a text box containing the following text:

This screen allows you to send a message to your employee regarding their performance plan/appraisal. The notification can be sent with or without an email message.

- To provide additional information to the employee, enter a message in the text box below Message to Employee and select Transfer to Employee with E-Mail Notification button at top right corner.
- If you choose not to send a message, select Transfer to Employee without E-mail Notification button. You will need to contact the employee directly.
- Select Cancel button at top right corner to go back to previous screen without making any changes.

 For additional guidance, select Need Help?

 The text box contains:

I have sent you your Performance Plan for your input in preparation for your Progress Review.

Please go to your Performance Management and Appraisal to view or update your performance plan.

I need your input back by 1 October 2025 / 0900

 At the bottom right of the text box is a 'Go' button. A red arrow points from the text above to this 'Go' button.

Here is a good example that gives expectation and a suspense:

*"I have sent you your Performance Plan for your input in preparation for your Progress Review (or Annual Appraisal).
 Please go to your Performance Management and Appraisal to view or update your performance plan.
 I need your input back by 1 DATE 202_ / 0900"*

Now click

The screenshot shows three buttons: 'Cancel', 'Transfer to Employee without E-mail Notification', and 'Transfer to Employee with E-mail Notification'. A red arrow points from the text 'Now click' to the 'Transfer to Employee with E-mail Notification' button.

8. Once you have the employees' input back- now you can prepare the Progress Review.

9. Now select the employee you will create the Progress Review for and select GO

The screenshot shows a dropdown menu with 'Plan Approved' on the left. The dropdown is open, showing 'Update' selected. To the right of the dropdown is a 'Go' button. A red arrow points from the text above to the 'Go' button.

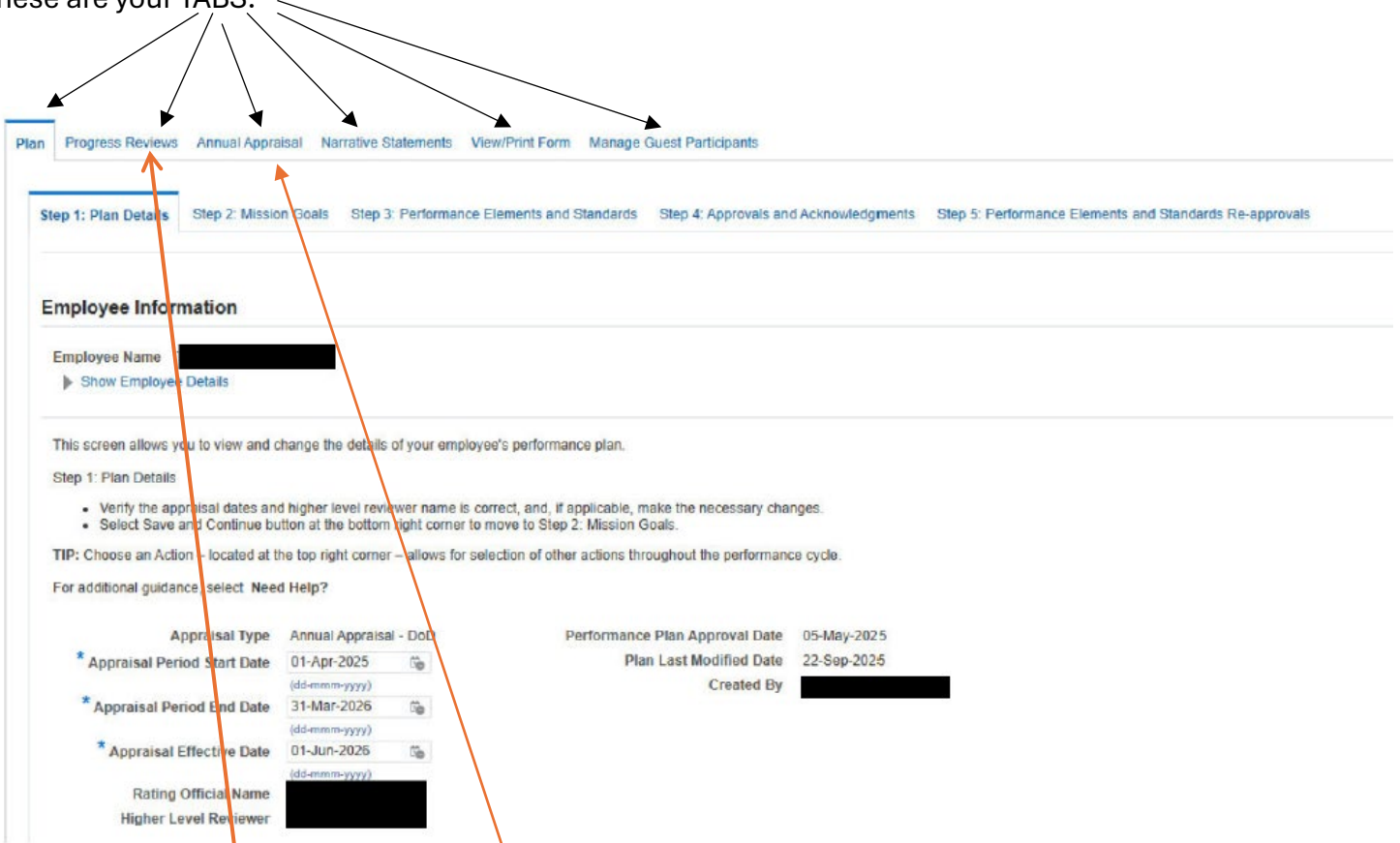
10. Select Acknowledge on the Confirmation page

The screenshot shows a 'Confirmation' page for a 'Supervisory Commitment Statement'. At the bottom right, there is an 'Acknowledge' button. A red arrow points from the text above to this button.

Once your employee has sent their input you can begin the Progress Review or Annual Appraisal

This is the point where selecting the correct TAB is VERY IMPORTANT

These are your TABS:



11. Select the **Progress Review** or **Annual Appraisal** tab to start your employees Progress Review or Annual Appraisal

WARNING: If you accidentally edit anything on the employee's original plan, the system will require you to go back through the approval process (HLR & employee acknowledgement) due to the changes made to the original plan.

Then select **Create Progress Review** **Note this step is only required for Progress Reviews – Not Annual Appraisals*

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
No results found.									

This screen allows you to view your employee's performance elements and standards and input and enter your assessments.

- Select Radio button next to the performance element and standard(s) you want to view and enter assessments.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

From this page, you will see your employees Performance Elements; their Employee Input; and a field for you to enter your Rating Official Assessment

Assessments Approvals and Acknowledgments

This screen allows you to view your employee's performance elements and standards and input and enter your assessments.

- Select Radio button next to the performance element and standard(s) you want to view and enter assessments.
- Select Go to Next Performance Element button at bottom right corner to go to the next performance element and standard(s).
- Select Go Back to Top of Page button at bottom right corner to go back to the top of the page.
- Select Approvals and Acknowledgments tab to go to Approvals and Acknowledgments page.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select **Need Help?**

Performance Elements

Select	Order	Performance Element Title	Status	Performance Element Type
<input checked="" type="radio"/>	1	[REDACTED]	Approved	Critical
<input type="radio"/>	2	[REDACTED]	Approved	Critical
<input type="radio"/>	3	[REDACTED]	Approved	Critical
<input type="radio"/>	4	[REDACTED]	Approved	Critical
<input type="radio"/>	5	[REDACTED]	Approved	Critical

Performance Element and Standard(s)

[REDACTED]

Employee Input

[REDACTED]

Rating Official Assessment

[REDACTED]

(Limit to 2000 characters)

Guidance on effective writing of Narrative Statements is provided in attachment- **Guidance for Supervisors on Writing Narrative for Employee Progress Reviews or Annual Appraisals** (pages 8 & 9)

You will provide your narrative on how the employee is performing at each Performance Element in the Rating Official Assessment blocks.

HELPFUL HINT: DCPDS/MyBiz tends to time out quickly and you will lose your input.

It is STRONGLY RECOMMENDED that you prepare your Narrative Statement on a Word Document, save that document and copy/paste the Narrative Statements into the Progress Review.

12. Once you have completed your Narrative Statement for Performance Element, you can start the Approvals and Acknowledgement process.

Select the Approvals and Acknowledgements tab- then Start

Assessments **Approvals and Acknowledgments**

This screen allows you to start the approval and/or communication process or view status information of the employee's progress review.

- Select Show All Details link to see status information (date, method, etc.) and Hide All Details link to collapse all steps.
- Select ▶ icon under Details column to see approval and/or communication information for each step and select ▲ icon to collapse step.
- Select Start button under Action column for Steps 1 (if required) or 3, if available.
- Select Go Back to Progress Reviews button at top right corner to go back to Progress Reviews page.

For additional guidance, select **Need Help?**

Show All Details | Hide All Details

Details	Tasks	Status	Action
▶	Step 1: Rating Official - Request or Document Higher Level Review (if required)	Not Started	Start
▶	Step 2: Higher Level Reviewer - Review (if required)	Not Started	Not Started
▶	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
▶	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

NOTE: ALL PROGRESS REVIEWS AND ANNUAL APPRAISALS REQUIRE A HIGHER-LEVEL REVIEW (HLR)

13. Once you select start, you will see:

TIP There are two options available to complete this step. If you are both the rating official and higher level reviewer, use Option B to document the approval.

Option A - Transfer to the Higher Level Reviewer

Name: [Redacted] Title: Rating Official
Higher Level Reviewer

TIP Please select new HLR from list of values, if required.
Change Higher Level Reviewer: [Redacted]

Message to Higher Level Reviewer

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Progress Review. After writing the message, select the 'Transfer to Higher Level Reviewer with E-mail Notification' button to send the message.

[Text Area]

Spell Check

Notice: You are about to contact Kelly, John M by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

Cancel **Transfer to Higher Level Reviewer without E-mail Notification** **Transfer to Higher Level Reviewer with E-mail Notification**

Option B - Document the higher level review has taken place by entering the following information

Higher Level Reviewer: [Redacted] Method of Review: [Dropdown]
Review Date: [Calendar] Other Method: [Text] Cancel Save

14. You will select **Transfer to Higher Level Reviewer with E-mail Notification**

Higher Level Reviewer will either concur with your assessment or return the plan back to you for corrections.

15. Once the employee's Progress Review or Annual Appraisal has been higher level reviewed, you will need to:

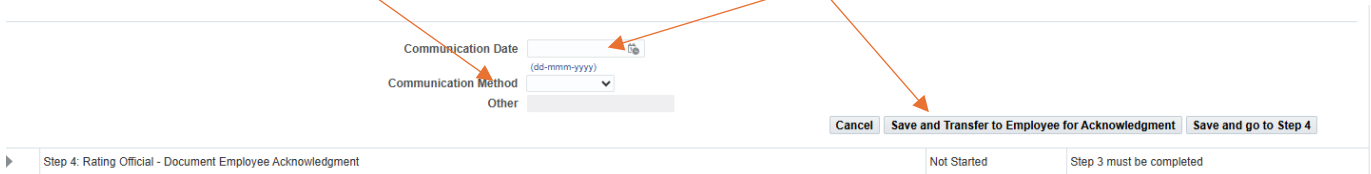
- Communicate the Progress Review or Annual Appraisal to the employee. The preferred method is an in-person discussion. Do not just send the Progress Review or Annual Appraisal to the employee without having a discussion. During this communication, you should review the employee's Individual Development Plan (IDP) progress, Civilian Education System (CES) completion status & Supervisor Development Course (SDC) (if required).
- Conduct the performance discussion in a private place.
- Arrange adequate time for your comments as well as feedback and questions from the employee.
- Clearly state performance expectations and seek confirmation that the employee understands those expectations (agreement is not required, understanding is the goal).
- Focus on the performance issue(s), using specific examples, not on personalities or other distractions.
- Always maintain a constructive tone, along with a calm and professional demeanor.
- Seek cooperation, NOT confrontation.
- Remember that your goal is to improve the employees' performance, not to win an argument with the employee.
- Try to end the session on a positive note by emphasizing that your mutual goal is improving the employees' contributions to the success of the organization

16. Once the in-person discussion has occurred, you will need to **Document Communication to Employee** (send the Progress Review to the employee for acknowledgement).

To do so, you need to select Start under Step 3



Selecting Start will open up the communication fields. You MUST enter the Communication Date; Communication Method, and then Save and Transfer to Employee for Acknowledgement



17. Once the employee receives the plan, they can acknowledge the Progress Review or Annual Appraisal.

NOTE- If the employee is unavailable or refuses to acknowledge the Progress Review, the Rating Official must select Unable to Sign, No System Access, or Employee Declined from the acknowledgment list of values, as appropriate.

Guidance for Supervisors on Writing Narratives for Employee Progress Reviews or Annual Appraisals

- **Focus on Growth and Development:**
 - **Highlight Progress, Not Just Completion:** Discuss how the employee has grown over the past review period, rather than just listing completed tasks.
 - **Set Clear Future Goals:** Focus on where the employee can improve and grow and outline specific steps they can take to meet those expectations by the end of the year.
 - **Use Concrete Examples:** Give examples of how the employee demonstrated growth or areas where improvement is needed. This helps make the feedback actionable.

- **Address Areas for Improvement:**
 - **Be Specific and Constructive:** Instead of vague comments like “needs improvement,” explain exactly what needs to change and how. For example: "Needs to be more proactive in identifying potential issues before they arise."
 - **Offer Support:** Frame the feedback as an opportunity for growth. Show that the goal is to help the employee develop skills and improve performance.
 - **Focus on Solutions:** Provide specific suggestions for improvement, such as recommending additional training or mentoring, rather than just pointing out weaknesses.

- **Emphasize Expectations for the Rest of the Year or the New Rating Period:**
 - **Forward-Looking Focus:** Frame the review in terms of goals for the upcoming months. For instance: “By the end of Q4, it is expected that [Employee] will demonstrate improved [skill/behavior].”
 - **Challenge the Employee:** Encourage employees to stretch their abilities. Use language like, “We expect [Employee] to take on more responsibility in [area] in the coming months.”
 - **Align with Organizational Goals:** Make sure the employee’s future goals align with team or organizational priorities. This provides clarity on what’s expected and why it matters.

- **Balance Positive Feedback with Constructive Criticism:**
 - **Acknowledge Strengths:** It’s important to mention areas where the employee excels, but don't let this overshadow areas that need improvement.
 - **Avoid Generic Praise:** If you mention strengths, tie them back to tangible results or behaviors that can be replicated.
 - **Encourage Continuous Improvement:** Use positive reinforcement to inspire ongoing improvement, such as, “Your work in [task/area] has been a strength—continue to build on that and expand your role in [area].”

- **Maintain an Objective Tone:**
 - **Be Neutral and Fair:** Avoid overly personal comments or subjective judgments. Stick to specific behaviors and performance metrics.
 - **Use Actionable Language:** Use active language that inspires action, such as "Improve," "Enhance," "Develop," or "Strengthen."

- **Collaborate with the Employee:**
 - **Invite Employee Input:** Engage employees in the process. Ask for their feedback on what they feel they have done well and where they need improvement.
 - **Set Up Checkpoints:** Outline clear milestones or check-ins to assess progress toward the goals set in the review.

- **Keep It Realistic and Achievable:**
 - **Be Pragmatic:** Ensure that the expectations and goals are realistic, considering the employee's current role, skill set, and resources available.
 - **Consider Work Environment Factors:** If an employee is struggling due to external factors (e.g., team dynamics, workload), acknowledge these challenges and discuss how they can be addressed.

- **Keep it Brief and Focused:**
 - **Be Clear and Concise:** Avoid lengthy paragraphs. Keep the narrative focused on key points that will help the employee succeed moving forward.
 - **Use Bullet Points for Clarity:** When appropriate, break down feedback into bullet points so the main ideas stand out and are easy to follow.