# How do I…

## Complete Employee Activities in the National Guard (Title 32) PAA?

# Table of Contents

**HOW DO I...COMPLETE ACTIVITIES ASSOCIATED WITH MY PERFORMANCE PLAN?** ..... 2

Create My Performance Plan ..... 2
Add Mission Goals ..... 2
Add Job Objectives ..... 3
Delete Job Objectives ..... 4
Update Job Objectives ..... 4
Transfer My Performance Plan to My Rating Official ..... 5
Acknowledge My Performance Plan ..... 5

**HOW DO I...COMPLETE MY INTERIM REVIEW?** ..... 6

Create My Self-Assessment for My Interim Review ..... 6
Acknowledge My Completed Interim Review ..... 6

**HOW DO I...COMPLETE MY ANNUAL APPRAISAL?** ..... 7

Create My Self-Assessment for My Annual Appraisal ..... 7
Acknowledge My Completed Annual Assessment ..... 7

**HOW DO I...COMPLETE MY CLOSEOUT ASSESSMENT?** ..... 8

Create or Update My Self-Assessment for My Closeout Assessment ..... 8
Acknowledge My Closeout Assessment ..... 8

# How do I...Complete Activities Associated with My Performance Plan?

## Create My Performance Plan

1. Begin at the **Performance Appraisal Application Main Page.**
2. Select **'National Guard (Title 32)'** from the **'Choose a Plan Type'** drop down menu.
3. Select the **'Go'** button to display the **Create Performance Plan: Setup Details Page.**
4. Review the information and make any necessary changes to the default values.
5. Select the **'Build New Plan'** button or **'Copy an Existing Plan'**.
6. Select the **'Next'** button to continue the process or select the **'Logout'** link to end your session.

## Add Mission Goals

1. Begin at the **Performance Appraisal Application Main Page.**
2. Complete one of the following actions depending on whether you have already created the Performance Plan:

   **Create a Performance Plan**

   - Create a Performance Plan by selecting **'National Guard (Title 32)'** from the **'Choose a Plan Type'** drop down menu.
   - Select the **'Go'** button to display the **Plan Details Tab Page.**
   - Review and make any necessary changes to the default values.

   or

   **Open an Existing Plan**

   - Select **'Update'** from the **'Action'** drop down menu and select the **'Go'** button.

3. Select the **Mission Goals Tab.**
4. Enter your organization's goals and priorities.

   If information is not included about your organization's goals and priorities, you are encouraged to provide this information as it helps you write effective Job

Objectives that align with your organization's goals and priorities. If you need assistance, speak with your supervisor.

You may type directly into the text box or copy and paste from another document.

5. Select the **'Next'** button to continue with the process or select the **'Logout'** link to end your session.

## Add Job Objectives

1. Begin at the **Performance Appraisal Application Main Page.**
2. Complete one of the following actions depending on whether you have already created your Performance Plan or have an existing one:

**Create a Performance Plan**

- Create a Performance Plan by selecting **'National Guard (Title 32)'** from the **'Choose a Plan Type'** drop down menu.
- Select the **'Go'** button to display the **Plan Details Tab Page.**
- Review and make any necessary changes to the default values.

or

**Open an Existing Plan**

- Select **'Update'** from the **'Action'** drop down menu and select the **'Go'** button.

3. Select the **'Next'** button or the **Mission Goals Tab** to review your organization's goals and priorities.

**Note**: Use this information to align your Job Objectives with your organization's goals and priorities.

4. Select the **'Next'** button or the **Job Objectives Tab.**
5. Select the **'Add Job Objective'** button to create a new Job Objective.
6. Enter the Job Objective Title, it should be meaningful.
7. Change the Start Date if the default value is incorrect.
8. Enter your draft Job Objective text.
9. Select one of the following buttons.

- Select **'Save'** periodically to save the Job Objective and continue typing.

- Select **'Save and Add Another Job Objective'** to save and begin writing another Job Objective.
- Select **'Save and Return to Job Objectives Tab'** when you are finished entering Job Objectives.

10. After you have completed adding Job Objectives and selected **'Save and Return to Job Objectives Tab'**, select the **'Next'** button to continue with the process or select the **'Logout'** link to end your session.

## Delete Job Objectives

**Important Note**: Once your Job Objective is approved, it can only be deleted by your Rating Official.

1. Begin at the **Performance Appraisal Application Main Page**.
2. Open an existing Performance Plan by selecting **'Update'** from the **'Action'** drop down menu for the plan listed and select the **'Go'** button.
3. Select the **Job Objectives Tab** to list your Job Objectives.
4. Select the **'Delete'** icon for the Job Objective you want to delete.
5. Select the **'Next'** button to continue with the process or select the **'Logout'** link to end your session.

## Update Job Objectives

**Important Note**: You must have ownership of your Performance Plan to update Job Objectives.

1. Begin at the **Performance Appraisal Application Main Page**.
2. Open your current Performance Plan by selecting **'Update'** from the **'Action'** drop down menu and select the **'Go'** button.
3. Select the **Job Objectives Tab** to list your Job Objectives.
4. Select the **'Update'** button for the Job Objective you want to update.
5. Update any of the Job Objective information.

    - Job Objective Title
    - Start Date
    - Job Objective Text

6. Select one of the following buttons when your Job Objective information is complete.

    - Select **'Save'** to save the Job Objective and continue writing.

- Select **'Save and Update another Job Objective'** to save and begin updating or adding another Job Objective.
- Select **'Save and Return to Job Objectives Tab'** when you are finished updating Job Objectives.

7. After you have completed updating Job Objectives and selected **'Save and Return to Job Objectives Tab'**, select the **'Next'** button to continue with the process or select the **'Logout'** link to end your session.

## Transfer My Performance Plan to My Rating Official

1. Begin at the **Performance Appraisal Application Main Page**.
2. Select **'Transfer to Rating Official'** from the **'Action'** drop down menu for the plan listed and select the **'Go'** button.
3. Type an e-mail message to your Rating Official indicating that you are transferring the Performance Plan, if you want to use the e-mail option.
4. Select the appropriate **'Transfer to Rating Official'** button at the top of the e-mail Notification Page.

   **Important Note**: The **'Transfer to Rating Official'** button also appears on many tabs.

## Acknowledge My Performance Plan

1. Begin at the **Performance Appraisal Application Main Page**.
2. Open your current Performance Plan by selecting **'Update'** from the **'Action'** drop down menu and select the **'Go'** button.

   **Note**: The PAA Status will be **'Plan Approved'**.

3. Select the **Approvals and Acknowledgments Tab**.
4. In **'Step 4: Employee - Acknowledgment'**, select the **'Acknowledge Receipt'** button.
5. Select the **'Return to Main Page'** button to begin a new process or select the **'Logout'** link to end your session.

# How Do I...Complete My Interim Review?

## Create My Self-Assessment for My Interim Review

1. Begin at the **Performance Appraisal Application Main Page**.
2. Open your current Performance Plan by selecting **'Update'** from the **'Action'** drop down menu for the plan listed and select the **'Go'** button.

   **Note**: The PAA Status is **'Plan Approved'**.

3. Select the **Interim Reviews Tab**.
4. Select the **'Create Interim Review'** button.
5. Select the radio button for the Job Objective for which you want to write an assessment.
6. Type your assessment into the **'Employee Self-Assessment'** box.
7. Repeat Steps 5 and 6 until each assessment is complete.
8. Select the **'Return to Interim Reviews Tab'** button at the top of the screen when you have completed entering your self-assessment for all your Job Objectives.
9. Select the **'Transfer to Rating Official'** button on the **Interim Reviews Tab Page.**
10. Type an e-mail message to your Rating Official requesting a review, if you want to use the e-mail option.
11. Select the appropriate **'Transfer to Rating Official'** button at the top of the **E-mail Notification Page.**

## Acknowledge My Completed Interim Review

1. Begin at the **Performance Appraisal Application Main Page**.
2. Open your current Performance Plan by selecting **'Update'** from the **'Action'** drop down menu and select the **'Go'** button.

   **Note**: The PAA Status will be **'Interim in Progress'**.

3. Select the **Approvals and Acknowledgments Tab**.
4. In **'Step 4: Employee - Acknowledgment'**, select the **'Acknowledge Receipt'** button.
5. Select the **'Return to Main Page'** button to begin a new the process or select the **'Logout'** link to end your session.

# How Do I...Complete My Annual Appraisal?

## Create My Self-Assessment for My Annual Appraisal

1. Begin at the **Performance Appraisal Application Main Page**.
2. Open your current Performance Plan by selecting **'Update'** from the **'Action'** drop down menu and select the **'Go'** button.

   **Note**: The PAA Status is **'Interim Review Completed'.**

3. Select the **Appraisal Tab**.
4. Select the radio button for the Job Objective for which you want to write an assessment.
5. Type your self-assessment into the **'Employee Self-Assessment'** box.
6. Select the **'Return to Appraisal Tab'** button at the top of the screen when you have completed entering your self-assessment for all your Job Objectives.
7. Transfer your Annual Appraisal to your Rating Official by selecting the **'Transfer to Rating Official'** button on the **Appraisal Tab Page.**
8. Type an e-mail message to your Rating Official requesting a review, if you want to use the e-mail option.
9. Select the appropriate **'Transfer to Rating Official'** button at the top of the **E-Mail Notification Page.**

## Acknowledge My Completed Annual Assessment

1. Begin at the **Performance Appraisal Application Main Page**.
2. Open your current Performance Plan by selecting **'Update'** from the **'Action'** drop down menu and select the **'Go'** button.

   **Note**: The PAA Status is **'Completed'**.

3. Select the **Appraisal Tab.**
4. Select the **Approvals and Acknowledgments Tab**.
5. In **'Step 4: Employee - Acknowledgment'**, select the **'Acknowledge Receipt'** button.
6. Select the **'Return to Main Page'** button to begin a new process or select the **'Logout'** link to end your session.

# How Do I...Complete My Closeout Assessment?

**Note:** You only complete a Closeout Assessment if you change your Rating Official.

## Create or Update My Self-Assessment for My Closeout Assessment

1. Begin at the **Performance Appraisal Application Main Page**. If you are already in the PAA, select the **'Return to Main Page'** button at the top right of the screen.
2. Open your current Performance Plan by selecting **'Update'** from the **'Action'** drop down menu.

   **Note:** The PAA Status is **'Interim Review Completed'** or **'Plan Approved'**.

3. Select the **Other Assessments Tab.**
4. Select the **Assessments Tab.**
5. Select the radio button for the Job Objective for which you want to write an assessment.
6. Type your self-assessment into the **'Employee Self-Assessment'** box.
7. Select the **'Return to Closeout Assessment'** button at the top of the screen when you have completed entering your self-assessment for all your Job Objectives.
8. Transfer your Closeout Assessment to your Rating Official by selecting the **'Transfer to Rating Official'** button on the **Other Appraisal Tab Page.**
9. Type an e-mail message to your Rating Official requesting a review, if you want to use the email option.
10. Select the **'Transfer to Rating Official'** button at the top of the page.
11. Select the **'Next'** button to continue with the process or select the **'Logout'** link to end your session.

## Acknowledge My Closeout Assessment

1. Begin at the **Performance Appraisal Application Main Page**. If you are already in the PAA, select the **'Return to Main Page'** button at the top right of the screen.
2. Open your current Performance Plan by selecting **'Update'** from the **'Action'** drop down menu.

   **Note**: The PAA Status is **'Interim Review Completed'** or **'Plan Approved'**.

3. Select the **Other Assessments Tab.**
4. Select the **Approvals and Acknowledgments Tab.**

5. In **'Step 4: Employee Acknowledgment'**, select the **'Acknowledge Receipt'** button.
6. Select the **'Next'** button to continue with the process or select the **'Logout'** link to end your session.