How do I…

Complete Higher Level Reviewer Activities in the National Guard (Title 32) PAA?

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How Do I Complete...Performance Plans and Appraisals?

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'** drop down menu and select the **'Go'** button.

   Note: The PAA Status is **'Plan Pending HLR Approval'**.

3. Select any of the tabs to review information about the Performance Plan: the **Plan Details Tab**, the **Mission Goals Tab**, the **Job Objectives Tab**.
4. Select the **Job Objectives Tab** to list and review the employee's Job Objectives.
5. Select the radio button next to each Job Objective to display the Job Objective.
6. Select the **Approvals and Acknowledgments Tab**.
7. In **'Step 2: Higher Level - Review'** select the **'Approve'** button.
8. Type an e-mail message to the Rating Official, indicating your approval, if you want to use the e-mail option.
9. Select the **'Transfer to Rating Official'** button.

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'** drop down menu and select the **'Go'** button.
3. Select any of the tabs to review information about the Performance Plan: the **Plan Details Tab**, the **Mission Goals Tab**, the **Job Objectives Tab**.
4. Select the **Job Objectives Tab** to list the employee's Job Objectives and to review the Job Objectives.
5. Review the employee's self-assessments and the Rating Official's Evaluations
6. Select the **Approvals and Acknowledgments Tab**.
7. In **'Step 2: Higher Level - Review'** select the **'Return for Change'** button.
8. Type an e-mail message to the Rating Official, explaining your request for a change, if you want to use the e-mail option.
9. Select the **'Transfer to Rating Official'** button.

Approve an Interim Review

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

   Note: The PAA Status is **'Interim Pending HLR Approval'.**

3. Select any of the tabs to review information about the Performance Plan: the **Plan Details Tab,** the **Mission Goals Tab**, the **Job Objectives Tab**.
4. Select **Interim Reviews Tab**.
5. Select the **Assessments Tab** to list the employee's Job Objectives and assessments.
6. Select the radio button next to each Job Objective to display the Job Objective.
7. Review each Job Objective focusing on the employee's and Rating Official's assessments of the Job Objectives.
8. Select the **Approvals and Acknowledgments Tab**.
9. In **'Step 2: Higher Level - Review'** select the **'Approve'** button.
10. Type an e-mail message to the Rating Official, indicating your approval, if you want to use the e-mail option.
11. Select the **'Transfer to Rating Official'** button.

Return an Interim 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'** drop down menu and select the **'Go'** button.

   Note: The PAA Status is **'Interim Review Pending HLR Approval'**.

3. Select any of the tabs to review information about the Performance Plan: the **Plan Details Tab**, the **Mission Goals Tab**, the **Job Objectives Tab**.
4. Select **Interim Reviews Tab**.
5. Select the **Assessments Tab** to list the employee's Job Objectives and assessments.
6. Select the radio button next to each Job Objective to display the Job Objective.
7. Review each Job Objective focusing on the employee's and Rating Official's assessments of the Job Objectives.
8. Select the **Approvals and Acknowledgments Tab**.

9. In **'Step 2: Higher Level - Review'** select the **'Return for Change'** button.
10. Type an e-mail message to the Rating Official, explaining your request for a change, if you want to use the e-mail option.
11. Select the **'Transfer to Rating Official'** button.

Review an Annual Appraisal, including Recommended Job 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'** drop down menu and select the **'Go'** button.

   Note: The PAA Status is **'Appraisal Pending HLR Approval'**.

3. Select the **Plan Tab.**
4. Select any of the tabs to review information about the Performance Plan: the **Plan Details Tab**, the **Mission Goals Tab**, the **Job Objectives Tab**.
5. Select the **Appraisal Tab.**
6. Select the **Assessments Tab** to list the employee's Job Objectives and recommended ratings.
7. Select the radio button next to each Job Objective to display the Job Objective, the employee's self-assessment, the Rating Official's evaluation, the Job Objective rating.
8. Select the **'Next'** button to continue with the process or select the **'Logout'** link to end your session.