



Writing Effective Critical Elements Using the SMART or MARST Formats



Employee's Responsibilities



Employees are encouraged to:

- Participate in the development of critical elements
- Identify and record their accomplishments
- Participate in interim reviews and the end-of-year assessments, including the self-assessment
- Understand the link between their performance expectations, conduct, and organization mission and goals



Rater's Responsibilities



- Ensure employees attend performance management training
- Develop critical elements aligned to mission goals and objectives
- Communicate performance expectations to employees and hold them accountable for achieving them
- Provide employee feedback—at least one interim review
- Foster and reward excellent performance
- Address poor performance
- Make meaningful performance distinctions among employees



Higher Level Reviewer Responsibilities



- Be involved in the performance management process throughout the rating period
- Ensure organizational goals are communicated to subordinate supervisors and employees
- Ensure equitable and consistent application of, and compliance with, performance management requirements by all subordinate raters



Requirements for Critical Elements



- Critical elements must be linked to the mission
- Key responsibilities must be captured as critical elements to define performance expectations
- Mandatory Supervisory Critical Element
- Critical elements must be in either the SMART or MARST format
- Critical elements may be weighted



Develop Critical Elements for an Employee Using the SMART Format



- **SMART** is a framework for developing (and evaluating) Critical Elements

Specific

Measurable

Aligned

Realistic/Relevant

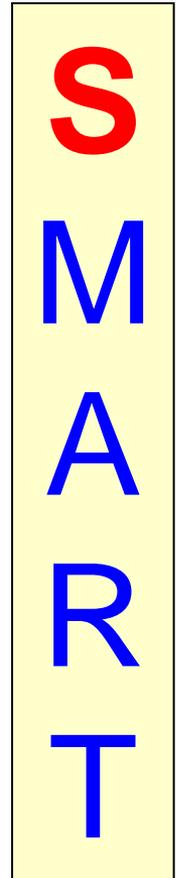
Timed



Critical Elements Are Specific



- Define an observable action, behavior, or achievement
- Link to a level of performance, frequency, percentage, or other number
- Are specific regarding the description of the result (not the activities to achieve that result)





Example: “Specific” Critical Element



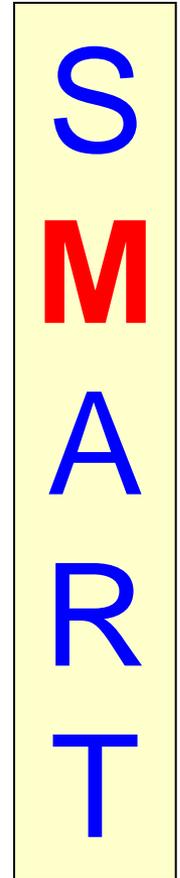
Provides accurate and timely advice and guidance on an “as needed basis” **to headquarters staff and managerial accountants in the field – resolving normal issues/inquiries** in 5 – 7 business days, for more complex situations an initial response should be given in 5 – 7 business days and updated until resolved. **Provides responses to questions and inquiries** covering a variety of policies and directives that require the correct application of accounting principles, theories, concepts, and practices **to financial processes to produce** accurate results and meet legal requirements.



Critical Elements are “Measurable”



- Provide a method to allow tracking, recording, and validation of quality of a specific behavior, action, or outcome
- Define:
 - Quantity (how many)
 - Time (how long)
 - Quality (how good)
 - Resources (how much)





Example: “Measurable” Critical Element



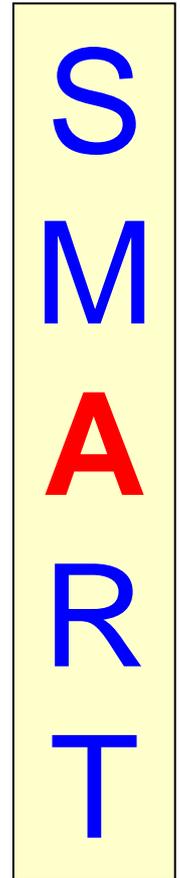
Provides **accurate and timely advice** and guidance on an “as needed basis” to headquarters staff and managerial accountants in the field – resolving normal issues/inquiries in **5 – 7 business days**, for more complex situations an initial response should be given **in 5 – 7 business days and updated until resolved**. Provides responses to questions and inquiries covering a variety of policies and directives that require the **correct** application of accounting principles, theories, concepts, and practices to financial processes to produce **accurate results and meet legal requirements**.



Critical Elements Are Aligned



- Line of sight is drawn between the employee's work, unit's goal, and the organization's mission
- Objectives ensure all are working toward shared goals
- All objectives in the organization pull in the same direction
- Managers/supervisors need understanding of own objectives before they can work with employees to establish their own

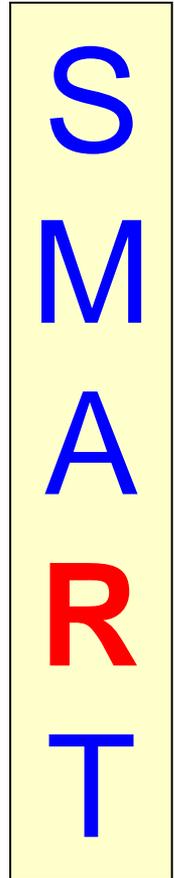




Critical Elements Are Realistic/Relevant



- Realistic: Goals and objectives achievable with the resources and personnel available, and within the available time
- Relevant: Goals and objectives are important to the employee & organization
- Responsibility must be appropriate to employee's grade





Critical Elements Are Timed



- Established start and/or end dates are defined
- Specific dates (e.g., March 15) are preferred over relative descriptions of time (e.g., 6 months)
- Milestones can be included

Examples:

- ▶ Specific Time – by December 10
- ▶ Relative to another event – 6 months after...
- ▶ Recurring – quarterly, biweekly

S
M
A
R
T



Timed Example



Provides accurate and timely advice and guidance on an **“as needed basis”** to headquarters staff and managerial accountants in the field – resolving normal issues/inquiries in 5 – 7 business days, for more complex situations an initial response should be given in **5 – 7 business days and updated until** resolved. Provides responses to questions and inquiries covering a variety of policies and directives that require the correct application of accounting principles, theories, concepts, and practices to financial processes to produce accurate results and meet legal requirements.



Example - SMART Critical Elements



- Complete the installation of 150 new computers in the DOIM Office, by the second week of September
- Provide a monthly progress report, with information on completed work and anticipated obstacles, in the last week of each month
- Ensure that the DA Form 2062 issuing the new computer to the PC user is signed by the user and forwarded to the Property Book Officer in 2-3 workdays of signature



Consider These Questions When Reviewing the Performance Plan



- Are the critical elements vague?
- Can the critical elements be measured or verified?
- Are the critical elements too complex or unnecessarily long?
- Does each critical element have a timeline?
- Do the critical elements emphasize appropriate aspects of the work?
- Are there too many or too few critical elements?



Rating Scale



- 5 – Outstanding
- 4 – Excellent
- 3 – Fully Successful
- 2 – Marginal
- 1 – Unsuccessful



Questions?



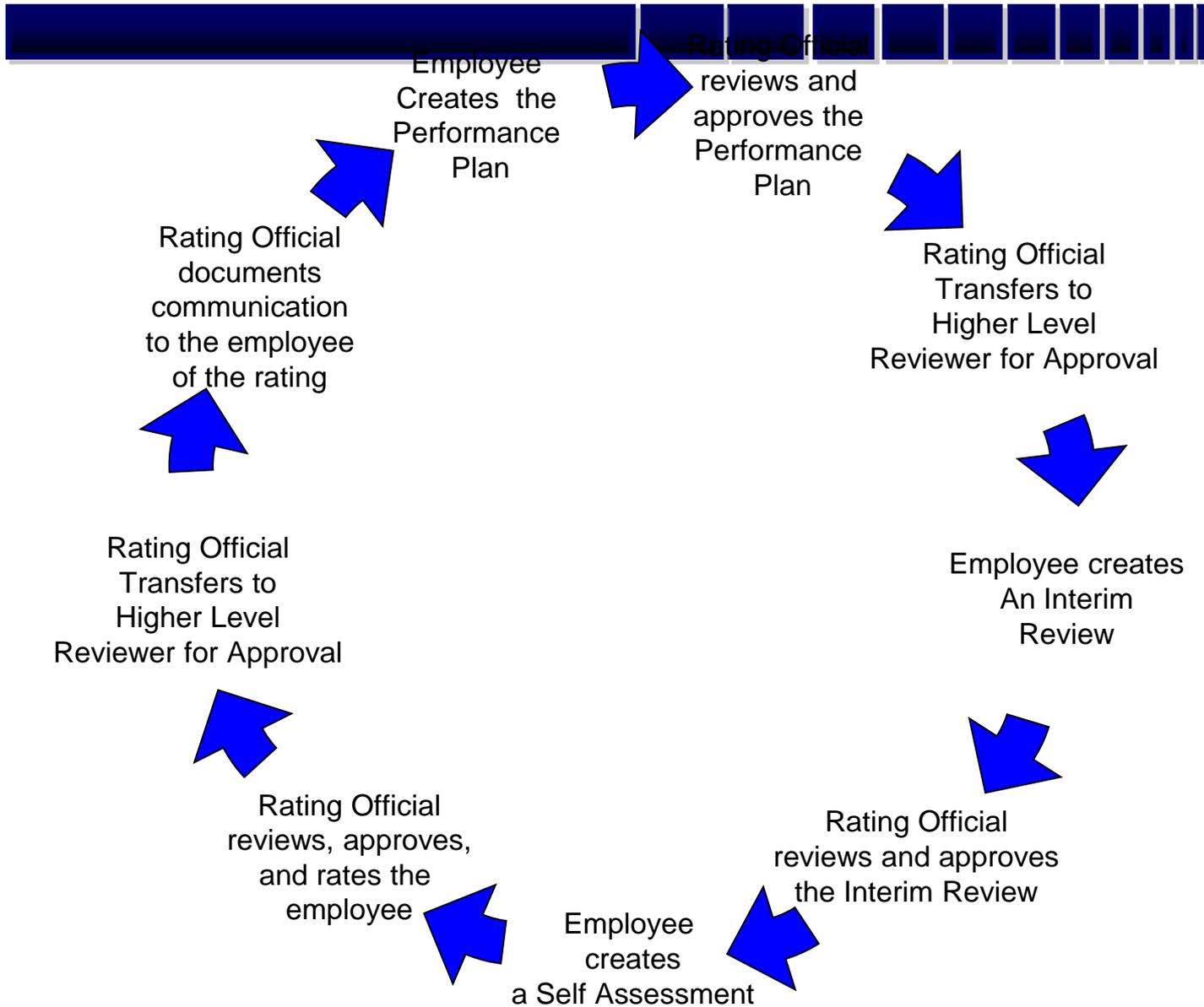
Critical Element Exercise with Handouts

You will have 30 minutes, but no more than 45 minutes to independently write two critical elements. At the end of the activity, you should have at least written two critical elements and be prepared for class discussion.



Performance Appraisal Application (PAA)

Rating Cycle

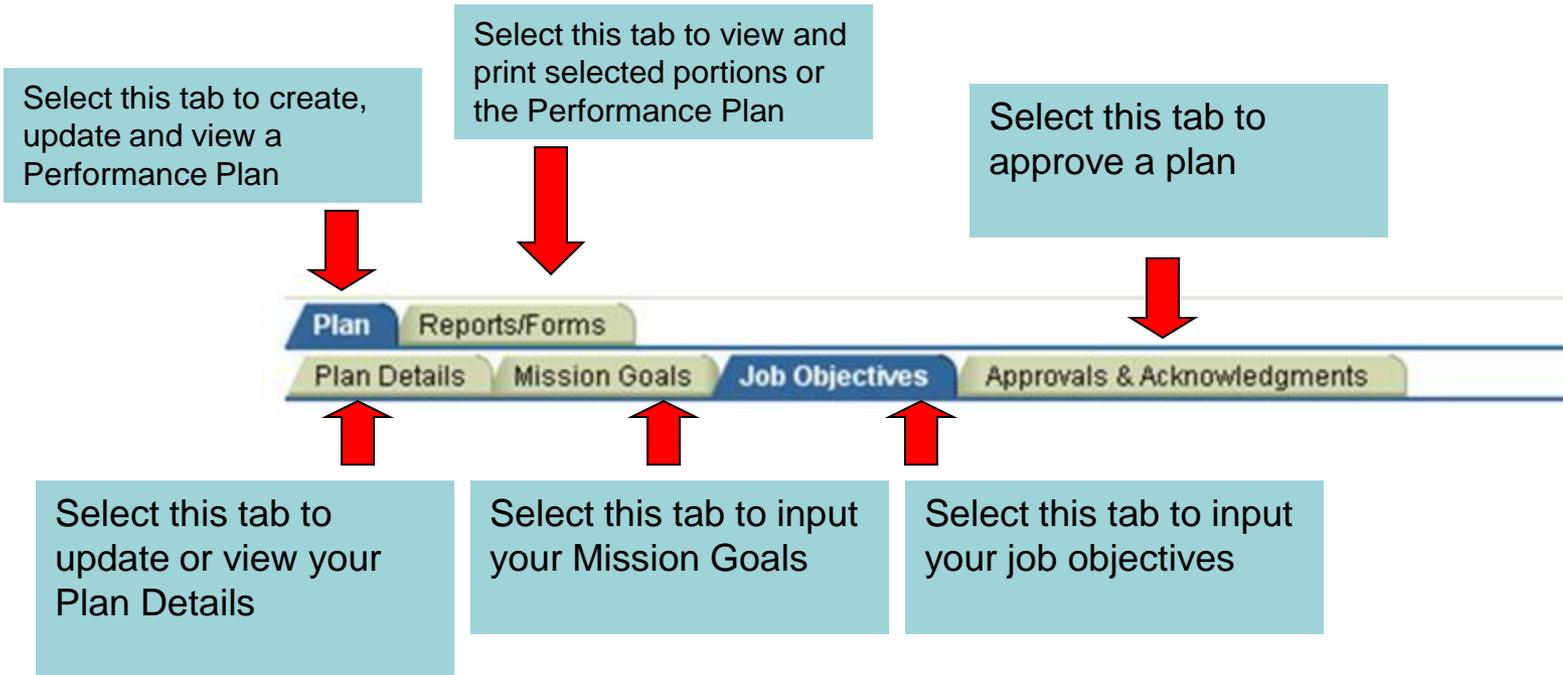




Tab Interface



Tabs guide you through the process. The tabs are the same for employees, Rating Officials and Higher Level Reviewers. Below are the primary tabs.





Establishing a Performance Plan



Establishing a Performance Plan - Employee



Performance Appraisal Application (PAA)

Version 3.0

ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences Oracle Help

Employee

Performance Appraisal Application Main Page

[Need Help?](#)

The **Need Help** link will give you information on what is available on the page where you are located.

Warning: The Performance Appraisal Application is designated 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 your Performance Plans; view and print part or an entire plan after it is created; 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 Appraisal 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.

Appraisals of Blomme, Domingo X

This table includes information on the status of existing plans. From this screen you can view and update existing plans.

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Plan Status	Status	Action
Blomme, Domingo X	Fred, Abdul N	Rhynes, Conrad Z	2009	27		NG	Pending	Plan in Progress	View

To create a new Performance Plan:
Select Choose a Plan Type
Select National Guard (Title 32)
Select Go

Select the link to search for completed plans.

[Show Completed Plans/Appraisals](#)

ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences | Oracle Help

From the Main Page the employee can create and review the Performance Plan, transfer a plan in progress to the Rating Official, view and print the entire plan after it is created and track the status of the plan.



Plan Details-Employee



Performance Appraisal Application (PAA)

[ICE MyBiz](#) | [ICE PAA V2](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#)

Create Performance Plan: Setup Details

[Cancel and Return to Main Page](#)

[Need Help?](#)

Employee Information

Employee Name **Blomme, Domingo X**

[▶ Show Employee Details](#)

Setup Details

• Indicates required field

[Build New Plan](#)

[Copy From Existing Plan](#)

Appraisal Type **Annual Appraisal - NG**

TIP The Appraisal Period Start Date represents the start of the employee's performance evaluation period under this plan. Certain information such as the employee's base salary and pay schedule/pay band will be populated on the NGB Form 430 based on this date. Please review and change this date if necessary.

- Appraisal Period Start Date
- Appraisal Period End Date
- Appraisal Effective Date
- Rating Official Name
- Higher Level Reviewer Name

[ICE MyBiz](#) | [ICE PAA V2](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#)

From this page the employee can build a new plan, change the Rating Official and Higher Level Reviewer, copy an existing plan or return to Main Page.



Plan Details –Employee



This shows current employee information

Create Performance Plan: Setup Details

[Cancel and Return to Main Page](#)

[Need Help?](#)

Employee Information

Employee Name **Blomme, Domingo X**

[Hide Employee Details](#)

Information as of: Today

Pay Plan/Grade/Step **GS-11-02**
 Occupational Code **2130.Traffic Management (2130)**
 Position **80592000.TRAFFIC MANAGEMENT SPECIALIST.691198.NGZG.TECH**
 Organization **193 LGR SQ NGZGK40VF2H501**
 Location **Middletown, US**
 Work Schedule **Full-Time**
 Assignment Status **Active Appointment**
 Employee Number **449191**

Information as of: Today
 Current Base Salary **\$51,195.00**

Setup Details

* Indicates required field

[Build New Plan](#)

[Copy From Existing Plan](#)

* Appraisal Type **Annual Appraisal - NG**

TIP The Appraisal Period Start Date represents the start of the employee's performance evaluation period under this plan. Certain information such as the employee's base salary and pay schedule/pay band will be populated on the NGB Form 430 based on this date. Please review and change this date if necessary.

* Appraisal Period Start Date **01-Oct-2008**

* Appraisal Period End Date **30-Sep-2009**

* Appraisal Effective Date **01-Oct-2009**

* Rating Official Name **Rhynes, Conrad Z**

* Higher Level Reviewer Name **Fred, Abdul N**



Plan Details-Employee



NG PAA

[Transfer to Rating Official](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)

[Plan](#) [Reports/Forms](#)

[Plan Details](#) [Mission Goals](#) [Job Objectives](#) [Approvals & Acknowledgments](#)

Plan Details

This screen provides information about the status of your performance plan.

[Need Help?](#)

- Update your Appraisal Type and Appraisal Dates, if necessary. **Important Note:** The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay grade and step will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link.
- Change the Rating Official and/or Higher Level Reviewer.
- Transfer the plan to your Rating Official.

To change a Rating Official and/or Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button. When done, select the 'Next' button or the 'Mission Goals' tab.

[Change Rating Official or Higher Level Reviewer](#)

Appraisal Type	Annual Appraisal - NG	Performance Plan Approval Date	
• Appraisal Period Start Date	01-Oct-2008	Plan Last Modified	
• Appraisal Period End Date	30-Sep-2009	Created By	Blomme, Domingo X
• Appraisal Effective Date	01-Oct-2009		
Rating Official Name	Rhynes, Conrad Z		
Higher Level Reviewer	Fred, Abdul N		

[NEXT>](#)

You can change your Rating Official, Higher Level Reviewer or both with one click.

When you are done, select the Next button or the Mission Goals tab to build your plan.

From this page the employee can transfer the plan to the Rating Official for review once it is established, track progress of the plan, change the appraisal type and date and change the Rating Official and/or Higher Level Reviewer.



Mission Goals-Employee



Performance Appraisal Application (PAA)

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NG PAA

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Employee Information

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)

[Plan](#) | [Reports/Forms](#)

[Plan Details](#) | [Mission Goals](#) | [Job Objectives](#) | [Approvals & Acknowledgments](#)

Mission Goals

This screen focuses on important information regarding your organization's goals and priorities. You may type or copy and paste information into the text [Need Help?](#) box or it may be populated by your Rating Official. When done, select the 'Next' button or 'Objectives' Tab.

This is where you input your Mission Goals

Mission Goals

(Limit to 1400 characters)

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[<PREVIOUS](#) | [NEXT>](#)

[ICE MyBiz](#) | [ICE PAA V2](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#)

This page provides information regarding your Organization's goals and priorities. Either the Rating Official or the employee can provide this information. Select the Next button to continue.



Job Objectives-Employee



Performance Appraisal Application (PAA)

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NG PAA

[Transfer to Rating Official](#) | [Track Progress](#) | [Return to Main Page](#)

Employee Information

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)

Plan | Reports/Forms

Plan Details | Mission Goals | **Job Objectives** | Approvals & Acknowledgments

Job Objectives

This screen allows you to add new Objectives, update pending Objectives if you have ownership of your Performance Plan, and view approved Objectives. [Need Help?](#)

- To add a new Objective, select the 'Add Objective' button.
- To update a Objective, select the 'Update' button under the action column.
(Important: You must have ownership of your Performance Plan to update your Objectives).
- All 'Approved' Objectives with assigned weights must equal a total of 100%.
- To view an existing Objective, select the 'View' button under the Action Column.

Important: If your Job Objective is approved, only your Rating Official may change/edit it.

TIP Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned optional weights must equal a total of 100%.

Details	Number	Title	Status	Weight % (Optional)	Action	Delete
No results found.						

[Add Job Objective](#)

[<<PREVIOUS](#) | [NEXT>>](#)

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This page provides details about the status of the job objectives. The employee may add, update and view the job objectives. Select Add Job Objective button.



Job Objectives-Employee



Performance Appraisal Application (PAA)

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Add Job Objective

• Indicates required field

[Need Help?](#)

This screen allows you to add a Job Objective.

Objective Number

1

The Job Objective Number auto populates

• Objective Title

Quality Control

• Start Date

01-Oct-2008

(example: 27-Feb-2009)

You can change the start date to reflect the period of performance

Job Objective Status

PENDING

Date Last Modified

27-Feb-2009

Job Objective

This is where you type your job objective

You may copy and paste or type your Job Objective

(Limit to 1000 characters)

Counter 10

[ICE.MyBiz](#) | [ICE.PAA.V2](#) | [ICE.PAA.V3](#) | [Home](#) | [Logout](#) | [Preferences](#)

On this page the employee may copy and paste from another application or type a job objective. When the employee is done they can Save it, Save and Add Another Job Objective, or Save and Return to the Job Objectives Tab. Repeat this process until all of the job objectives are created. When complete select Save and Return to Job Objectives Tab.



Job Objectives-Employee



Performance Appraisal Application (PAA)

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NG PAA

Transfer to Rating Official Track Progress Return to Main Page

Employee Information

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)

Plan Reports/Forms

Plan Details Mission Goals **Job Objectives** Approvals & Acknowledgments

Job Objectives

This screen allows you to add new Objectives, update pending Objectives if you have ownership of your Performance Plan, and view approved Objectives. [Need Help?](#)

- To add a new Objective, select the 'Add Objective' button.
- To update a Objective, select the 'Update' button under the action column.
(Important: You must have ownership of your Performance Plan to update your Objectives).
- All 'Approved' Objectives with assigned weights must equal a total of 100%.
- To view an existing Objective, select the 'View' button under the Action Column.

Important: If your Job Objective is approved, only your Rating Official may change/edit it.

TIP Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned optional weights must equal a total of 100%.

Add Job Objective

[Show All Details](#) | [Hide All Details](#)

Details	Number	Title	Status	Weight % (Optional)	Action	Delete
Show	1	Quality Control	PENDING	<input type="text"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
Show	2	Testing	PENDING	<input type="text"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

<PREVIOUS NEXT>

ICF MvRz | ICF PAA V2 | ICF PAA V3 | Home | Logout | Preferences

From this page the employee can add weights to the job objectives, update, add or delete a job objective. When your job objectives are complete click on the Next button.



Approvals and Acknowledgments- Employee



Performance Appraisal Application (PAA)

ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences

NG PAA

Transfer to Rating Official Track Progress Return to Main Page

Employee Information
Employee Name **Blomme, Domingo X**
[Show Employee Details](#)

Plan Reports/Forms

Plan Details Mission Goals Job Objectives **Approvals & Acknowledgments**

Approvals & Acknowledgments
This screen provides information regarding the detailed status of your performance plan. [Need Help?](#)

- Select 'Show' to see detailed information about an approval (dates, method, etc.).
- If you have created this performance plan, select the 'Transfer to Rating Official' button once you have completed all Objectives.
- Select the 'Acknowledge Receipt' button if highlighted.

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Not Started	
Show	Step 2: Higher Level - Review	Not Started	
Show	Step 3: Rating Official - Document Communication to Employee	Not Started	
Show	Step 4: Employee - Acknowledgment	Not Started	Acknowledge Receipt

This screen details the status of the approval and acknowledgment process.

<PREVIOUS

ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

This page displays information regarding the status of the Performance Plan. From this page the employee may complete a step if it is highlighted, transfer the plan to the Rating Official, track progress or return to the Main Page. Select the Transfer to Rating Official button to continue.



Transferring to Rating Official



The screenshot shows a web application interface for a Performance Appraisal Application (PAA). At the top left is the "NATIONAL GUARD BUREAU" logo. The main heading is "Performance Appraisal Application (PAA)". To the right are navigation links: "ICE MyBiz", "ICE PAA V2", "ICE PAA V3", "Home", "Logout", and "Preferences". Below this is a sub-heading "Employee Notification to Rating Official - Bogema, Genny B" with three buttons: "Cancel", "Transfer to Rating Official without E-mail Notification", and "Transfer to Rating Official with E-mail Notification". A section titled "Message to Rating Official" contains a text box for writing a message. Below the text box is a notice: "Notice: You are about to contact Bogema, Genny B 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." At the bottom are the same three buttons as above, and a footer with navigation links: "ICE MyBiz", "ICE PAA V2", "ICE PAA V3", "Home", "Logout", and "Preferences".

From this page the employee will transfer the Performance Plan to the Rating Official for review and approval. If the employee sends it using the Transfer to Rating Official with Email Notification option, the text box appears in the body of an email delivered to his/her email. The email address must be updated in My Biz or My Workplace for this functionality to work.



Track Progress



Performance Appraisal Application (PAA)

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Track Progress

[Return to Previous](#)

[Need Help?](#)

Employee Information

Employee Name **Blomme, Domingo X**

[▶ Show Employee Details](#)

Select the 'Return to Previous' button to continue with the process

This screen provides information regarding the status of your performance plan throughout the performance cycle. When you are done reviewing your status, select the "Return to Previous" button to resume your activity.

Plan	
Drafted	<input checked="" type="checkbox"/>
Approved	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Interim Review	
Employee - Self-Assessment	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Appraisal	
Employee - Self-Assessment	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>

[Return to Previous](#)

[ICE MyBiz](#) | [ICE PAA V2](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#)

This page displays the status of the Performance Plan throughout the cycle.



Approving a Performance Plan – Rating Official



Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated 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: To complete other actions described above:

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

Show Me Appraisal Year Create New Plan

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Eutsler, Takako O	Bogema, Genny B	Bogema, Genny B	2008	81		NG	Pending	Plan in Progress	<input type="text" value="Update"/> <input type="button" value="Go"/>
Tanks, Seema O	Bogema, Genny B	Bogema, Genny B	2009	82		NG	Pending	Plan in Progress	<input type="text" value="Update"/> <input type="button" value="Go"/>
Neiffer, Lelia I	Bogema, Genny B	Bogema, Genny B	2008	83		NG	Pending	Plan in Progress	<input type="text" value="Update"/> <input type="button" value="Go"/>
Blomme, Domingo X	Bogema, Genny B	Bogema, Genny B	2009	87		NG	Pending	Plan in Progress	<input type="text" value="Update"/> <input type="button" value="Go"/>

Select the link to search for Completed Plans.
[▶ Show Completed Plans/Appraisals](#)

This table includes information on the status of existing plans. From this screen you can view and update existing plans.

To review and approve a performance plan:

Select the employee plan.

Select Update from the drop down menu.

Select the Go button.

From the Main Page, the Rating Official can create, update and review the employee's Performance Plan, transfer a plan to the employee, view and print the entire plan after it is created and track the status of the plan.



Approving a Performance Plan – Rating Official



Performance Appraisal Application (PAA)

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NG PAA - Rating Official

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Employee Information

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)

Plan Reports/Forms

Plan Details Mission Goals Job Objectives Approvals & Acknowledgments

Plan Details

This screen provides information about the status of your employee's performance plan.

[Need Help?](#)

- Update the Appraisal Type and Appraisal Dates, if necessary.

Important Note: The Appraisal Period Start Date represents the start of your employee's performance evaluation period under this plan. Certain information such as the pay grade and step will be populated on the appraisal form based on this date. For additional guidance select the 'Need Help?' link.

- Change the Rating Official and/or Higher Level Reviewer.
- Transfer the Performance Plan to your employee.

To change a Rating Official, Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button.

When done, select the 'Next' button or the 'Mission Goals' tab.

[Change Rating Official or Higher Level Reviewer](#)

* Appraisal Type	Annual Appraisal - NG ▼
* Appraisal Period Start Date	15-Oct-2008
* Appraisal Period End Date	23-Sep-2009
* Appraisal Effective Date	24-Sep-2009
Rating Official Name	Rhynes, Conrad Z
Higher Level Reviewer	Fred, Abdul N

Performance Plan Approval Date
 Plan Last Modified Date
 Created By **Rhynes, Conrad Z**

[NEXT>](#)

From this page the Rating Official would begin to review the plan. Select the Next button to continue.



Approving a Performance Plan – Rating Official



Performance Appraisal Application (PAA)

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NG PAA - Rating Official

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Employee Information

Employee Name **Blomme, Domingo X**

[▶ Show Employee Details](#)

Plan | Reports/Forms

Plan Details | **Mission Goals** | Job Objectives | Approvals & Acknowledgments

Mission Goals

This screen focuses on important information regarding your organization's goals and priorities. You may type or copy and paste information into the text [Need Help?](#) box, or it may be populated by your employee. When done, select the 'Next' button or 'Job Objective' tab.

This is the Mission Goals

(Limit to 1400 characters)

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[About this Page](#)



From this page the Rating Official would review the Mission Goals. Select the Next button to continue.



Approving a Performance Plan – Rating Official



The screenshot shows the 'Performance Appraisal Application (PAA)' interface for a 'Rating Official'. The page includes a navigation menu with 'Plan', 'Reports/Forms', 'Plan Details', 'Mission Goals', 'Job Objectives', and 'Approvals & Acknowledgments'. The 'Job Objectives' section is active, displaying a table of objectives and an 'Update' button highlighted by a black arrow.

Performance Appraisal Application (PAA)

ICE.MyBiz ICE.PAA.V2 ICE.PAA.V3 Home Logout Preferences

NG PAA - Rating Official

Transfer to Employee Track Progress Return to Main Page

Employee Information
Employee Name **Blomme, Domingo X**
[Show Employee Details](#)

Plan Reports/Forms

Plan Details Mission Goals **Job Objectives** Approvals & Acknowledgments

Job Objectives
This screen allows you to add new Job Objectives, update pending Job Objectives if you have ownership of the Performance Plan, and view approved Job [Need Help?](#) Objectives.

- To add a new Job Objective, select the 'Add Job Objective' button.
- To update a Job Objective, select the 'Update' button under the Action column.
- To view an existing Job Objective, select the 'View' button under the Action column.
- Update the Job Objective weights, if appropriate.

TIP Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned optional weights must equal a total of 100%.

Details	Number	Title	Status	Weight % (Optional)	Action	Delete
Show	1	Quality Control	PENDING	60	Update	
Show	2	Testing	PENDING	40	Update	

<PREVIOUS NEXT>

ICE.MyBiz | ICE.PAA.V2 | ICE.PAA.V3 | Home | Logout | Preferences

From this page the Rating Official can add weights to the employee's job objectives. The Rating Official can also update, add or delete a job objective. Select the Update button to continue.



Approving a Performance Plan – Rating Official



Performance Appraisal Application (PAA)

ICE MyBiz ICE PAA V2 ICE PAA V3 Home Logout Preferences

Update Job Objective

* Indicates required field

Save Save and Update Another Job Objective Save and Return to Job Objectives Tab Need Help?

This screen allows you to update a Job Objective

Objective Number 1

* Objective Title

* Start Date
(example: 27-Feb-2009)

Job Objective Status PENDING

Date Last Modified 27-Feb-2009

Job Objective

This is where you type your job objective

(Limit to 1000 characters) Counter 40

Save Save and Update Another Job Objective Save and Return to Job Objectives Tab

ICE MyBiz | ICE PAA V2 | ICE PAA V3 | Home | Logout | Preferences

On this page the Rating Official may copy and paste or type a job objective. When the Rating Official is done he may Save it, Save and Update Another Job Objective, or Save and Return to the Job Objectives Tab. The process is repeated until all job objectives have been reviewed. Select the Save and Return to Job Objectives Tab to continue.



Approving a Performance Plan – Rating Official



Approvals & Acknowledgments

This screen provides information regarding the status of your employee's performance plan.

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

[Show All Details](#) | [Hide All Details](#)

Details | **Tasks**

Status

Action

<input type="checkbox"/> Hide	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Not Started	<input type="button" value="Start"/>
-------------------------------	--	-------------	--------------------------------------

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 (HLR)

Name	Title
Dobles, Titus K	Rating Official
Topps, Donella C	Higher Level Reviewer

TIP Please select new HLR from list of values, if required.

Change Higher Level Reviewer

Message to Higher Level Reviewer

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

Please review this performance plan and take the appropriate action under the Approvals and Acknowledgments tab.

Notice: You are about to contact Topps, Donella C by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-security numbers or privacy act information in your e-mail.

From the Approvals and Acknowledgments tab, using Option A, the Rating Official can transfer the plan to the Higher Level Reviewer for review.



Approving a Performance Plan – Rating Official



[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
Review Date

Method of Review
Other Method

[Cancel](#) [Save](#)

Step 2: Higher Level - Review	Not Started	Step 1 must be completed
Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

[ICE MyBiz](#) | [ICE PAA V3](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

Using Option B, the Rating Official can document Higher Level Reviewer concurrence. The Rating Official completes this step once they have reviewed the plan and are ready for second-level review.



Track Progress



[Need Help?](#)

Employee Information

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)

This screen provides information regarding the status of your performance plan throughout the performance cycle.
When you are done reviewing your status, select the "Return to Previous" button to resume your activity.

Plan	
Drafted	<input checked="" type="checkbox"/>
Reviewed by Higher Level Reviewer	<input type="checkbox"/>
Approved	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Interim Review	
Employee - Self-Assessment	<input type="checkbox"/>
Rating Official - Assessment	<input type="checkbox"/>
Reviewed by Higher Level Review - If Required	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Appraisal	
Employee - Self-Assessment	<input type="checkbox"/>
Rating Official - Assessment	<input type="checkbox"/>
Higher Level Reviewer Approved	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>

[Return to Previous](#)

[ICE MyBiz](#) | [ICE PAA V2](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#)

This page displays the status of the Performance Plan throughout the cycle.



Approving a Performance Plan – Higher Level Reviewer



[Need Help?](#)

Warning: The Performance Appraisal Application is designated 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:

To complete other actions described above:

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

Show Me Appraisal Year Create New Plan

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Willette, Morgan M	Fred, Abdul N	Rhynes, Conrad Z	2009	31	02-Mar-2009	NG	Approved	Appraisal Pending HLR Approval	<input type="text" value="Update"/> <input type="button" value="Go"/>
Puskas, Weston R	Puskas, Weston R	Rhynes, Conrad Z	2009	100	01-Mar-2009	NG	Approved	Interim Review Completed	<input type="text" value="View"/> <input type="button" value="Go"/>
Blomme, Domingo X	Fred, Abdul N	Rhynes, Conrad Z	2009	211		NG	Pending	Plan Pending HLR Review	<input type="text" value="Update"/> <input type="button" value="Go"/>

Select the link to search for Completed Plans.

[▶ Show Completed Plans/Appraisals](#)

[Main PAA](#) | [Guest Participant](#) | [ICE MyBiz](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Oracle Help](#)

From this Main Page, the Higher Level Reviewer can review the employee's Performance Plan, view and print the entire plan after it is created and track the status of the plan. Select the Go button to continue.



Approving a Performance Plan – Higher Level Reviewer



Performance Appraisal Application (PAA)

ICEMBiz ICEPAA.V3 Home Logout Preferences

NG PAA - Higher Level Reviewer

[Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name **Blomme, Domingo X**
[Show Employee Details](#)

Plan Reports/Forms

Plan Details Mission Goals Job Objectives Approvals & Acknowledgments

Plan Details

This screen provides information about the status of your employee's performance plan. Since you are in view mode you cannot make changes. [Need Help?](#)

Appraisal Type	Annual Appraisal - NG	Performance Plan Approval Date	
Appraisal Period Start Date	01-Oct-2008	Plan Last Modified	
Appraisal Period End Date	30-Sep-2009	Created By	Blomme, Domingo X
Appraisal Effective Date	01-Oct-2009		
Rating Official Name	Rhynes, Conrad Z		
High Level Reviewer	Fred, Abdul N		

[NEXT>](#)

ICEMyBiz | ICEPAA.V3 | Home | Logout | Preferences

On this page the Higher Level Reviewer can review the plan details, track progress or return to the Main Page. Select the Next button to continue.



Approving a Performance Plan – Higher Level Reviewer



The screenshot shows the "Performance Appraisal Application (PAA)" web interface. At the top left is the National Guard Bureau logo. The page title is "Performance Appraisal Application (PAA)". Navigation links include "ICEMGRiz", "ICE PAA V3", "Home", "Logout", and "Preferences". The user is logged in as "NG PAA - Higher Level Reviewer". There are buttons for "Track Progress" and "Return to Main Page".

Employee Information
Employee Name: **Blomme, Domingo X**
[Show Employee Details](#)

Plan | Reports/Forms
Plan Details | **Mission Goals** | Job Objectives | Approvals & Acknowledgments

Mission Goals
This screen provides information regarding your organization's goals and priorities. When done, select the 'Next' button or the 'Job Objectives' tab. [Need Help?](#)

Mission

(Limit to 1400 characters)

<PREVIOUS | NEXT>

ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences



On this page the Higher Level Reviewer can review the mission goals, track progress or return to the Main Page. Select the Next button to continue.



Approving a Performance Plan – Higher Level Reviewer



Performance Appraisal Application (PAA)

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NG PAA - Higher Level Reviewer

[Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)

Plan | [Reports/Forms](#)

[Plan Details](#) | [Mission Goals](#) | **[Job Objectives](#)** | [Approvals & Acknowledgments](#)

Job Objectives

This screen allows you to view your employee's Job Objectives. Select the 'View' button next to the Job Objective you want to view. [Need Help?](#)

TIP Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned optional weights must equal a total of 100%.

[Add Job Objective](#)

[Show All Details](#) | [Hide All Details](#)

Details	Number	Title	Status	Weight % (Optional)	Action	Delete
Show	1	test	PENDING		View	
Show	2	test	PENDING		View	

[«PREVIOUS](#) [NEXT»](#)

[ICE MyBiz](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#)

From the Job Objectives Tab the Higher Level Reviewer can view the job objectives. Select the Next button to continue.



Approving a Performance Plan – Higher Level Reviewer



Performance Appraisal Application (PAA)

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NG PAA - Higher Level Reviewer

[Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)

Plan Reports/Forms

[Plan Details](#) | [Mission Goals](#) | [Job Objectives](#) | **[Approvals & Acknowledgments](#)**

Approvals & Acknowledgments

This screen provides details about the status of your employee's performance plan. Select "Show" to see the detailed information about the status of your [Need Help?](#) employee's performance plan.

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed	
Show	Step 2: Higher Level - Review	Pending Approval	Approve or Return for Change
Show	Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

[←PREVIOUS](#)

[About this Page](#)

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The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Approve button to approve the plan.



Approving a Performance Plan – Higher Level Reviewer

A screenshot of a web application titled 'Performance Appraisal Application (PAA)'. The page has a header with a logo and navigation links: 'ICEMyBiz ICE.PAA.V3 Diagnostics Home Logout Preferences'. Below the header is an 'Information' section with the question 'Do you wish to approve the Performance Plan job objectives for Blomme, Domingo X?'. At the bottom right of this section are two buttons: 'No' and 'Yes'. An arrow points to the 'Yes' button. At the bottom of the page, there is another set of navigation links: 'About this Page ICE.MyBiz | ICE.PAA.V3 | Diagnostics | Home | Logout | Preferences'.

Select the Yes button to Approve the Performance Plan.



Approving a Performance Plan – Rating Official



Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated 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:

To complete other actions described above:

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

Show Me Appraisal Year Create New Plan

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Willette, Morgan M	Fred, Abdul N	Rhynes, Conrad Z	2009	31	02-Mar-2009	NG	Approved	Appraisal Pending HLR Approval	<input type="text" value="View"/> <input type="button" value="Go"/>
Puskas, Weston R	Puskas, Weston R	Rhynes, Conrad Z	2009	100	01-Mar-2009	NG	Approved	Interim Review Completed	<input type="text" value="View"/> <input type="button" value="Go"/>
Blomme, Domingo X	Rhynes, Conrad Z	Rhynes, Conrad Z	2009	211		NG	Pending	Plan Reviewed by HLR	<input type="text" value="Update"/> <input type="button" value="Go"/>

Select the link to search for Completed Plans.

[▶ Show Completed Plans/Appraisals](#)

[Main PAA](#) | [Guest Participant](#) | [ICE MyBiz](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Oracle Help](#) | [Diagnostics](#)



From the Main Page, the Rating Official can now begin to approve the plan. Select the Go button to continue.



Approving a Performance Plan – Rating Official



Performance Appraisal Application (PAA)

ICE.MyBiz ICE.PAA.V2 ICE.PAA.V3 Home Logout Preferences

NG PAA - Rating Official

Transfer to Employee Track Progress Return to Main Page

Employee Information
Employee Name **Blomme, Domingo X**
[Show Employee Details](#)

Plan Reports/Forms

Plan Details Mission Goals Job Objectives **Approvals & Acknowledgments**

Approvals & Acknowledgments
This screen provides information regarding the status of your employee's performance plan. [Need Help?](#)

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

Show All Details Hide All Details			
Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed	Start
Show	Step 2: Higher Level - Review	Completed	
Show	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

<PREVIOUS

ICE.MyBiz | ICE.PAA.V2 | ICE.PAA.V3 | Home | Logout | Preferences

The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Start button to continue.



Approving a Performance Plan – Rating Official

NG PAA - Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information
Employee Name **Blomme, Domingo X**
[Show Employee Details](#)

Plan **Reports/Forms**

[Plan Details](#) [Mission Goals](#) [Job Objectives](#) [Approvals & Acknowledgments](#)

Approvals & Acknowledgments
This screen provides information regarding the status of your employee's performance plan. [Need Help?](#)

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.)

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed	Start
Show	Step 2: Higher Level - Review	Completed	
Hide	Step 3: Rating Official - Document Communication to Employee	Not Started	Start

Communication Date: 16-Apr-2009

Communication Method:

Other Method:

[Face to Face](#)
[Telephone](#)
[Other](#)

[Employee for Acknowledgment](#) [Save and go to Step 4](#)

[Show](#) Step 4: Rating Official - Document Employee Acknowledgment Not Started Step 3 must be completed

[PREVIOUS](#)

[About this Page](#) [ICE MyBiz](#) | [ICE PAA V3](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

At this point the Rating Official can document communication to the employee and the acknowledgment, or transfer the plan to the employee to acknowledge.



Approving a Performance Plan – Rating Official



A screenshot of a web application interface for a Performance Appraisal Application (PAA). The page title is "Performance Appraisal Application (PAA)". The main content area shows a "Confirmation" step with the question "Are you sure you want to go to Step 4?". Below the question is the text "Do you want to continue?". At the bottom right of the confirmation area, there are two buttons: "No" and "Yes". An arrow points to the "Yes" button. The page includes navigation links such as "ICE MyBiz", "ICE PAA V3", "Diagnostics", "Home", "Logout", and "Preferences".

Select the Yes button to continue to step 4.



Approving a Performance Plan – Rating Official



The screenshot shows the 'Performance Appraisal Application (PAA)' interface for a 'Rating Official'. The page title is 'NG PAA - Rating Official'. The user is logged in as 'Blomme, Domingo X'. The interface includes a navigation menu with tabs for 'Plan', 'Interim Reviews', 'Annual Appraisal', 'Other Assessments', and 'Reports/Forms'. Under the 'Plan' tab, there are sub-tabs for 'Plan Details', 'Mission Goals', 'Job Objectives', and 'Approvals & Acknowledgments'. The 'Approvals & Acknowledgments' section contains instructions and a table of tasks. A black arrow points to the 'Start' button for the fourth task.

Performance Appraisal Application (PAA) [ICE MyBiz](#) [ICE PAA V3](#) [Home](#) [Logout](#) [Preferences](#) [Diagnostics](#)

Main PAA Guest Participant

NG PAA - Rating Official [Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information
Employee Name **Blomme, Domingo X**
[Show Employee Details](#)

Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms

Plan Details Mission Goals Job Objectives Approvals & Acknowledgments

Approvals & Acknowledgments
This screen provides information regarding the status of your employee's performance plan. [Need Help?](#)

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed	Start
Show	Step 2: Higher Level - Review	Completed	
Show	Step 3: Rating Official - Document Communication to Employee	Completed	Start
Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Start

[Show All Details](#) | [Hide All Details](#)

[Main PAA](#) | [Guest Participant](#) | [ICE MyBiz](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Diagnostics](#)

[About this Page](#)

The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Start button to continue.



Approving a Performance Plan – Rating Official



NG PAA - Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information
Employee Name **Blomme, Domingo X**
[Show Employee Details](#)

Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms

Plan Details Mission Goals Job Objectives **Approvals & Acknowledgments**

Approvals & Acknowledgments
This screen provides information regarding the status of your employee's performance plan. [Need Help?](#)

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed	Start
Show	Step 2: Higher Level - Review	Completed	
Show	Step 3: Rating Official - Document Communication to Employee	Completed	Start
Hide	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Start

TIP These fields are auto-populated at the time of employee acknowledgment. If the employee is not available or refuses to acknowledge, you may update this area accordingly.

Acknowledgment

Other Method

Date

[Save](#)

[<PREVIOUS](#)

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At this point the Rating Official is documenting the acknowledgment of the plan. Select the Save button then transfer the plan to the employee.



Track Progress



Performance Appraisal Application (PAA)

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Track Progress

[Return to Previous](#)

[Need Help?](#)

Employee Information

Employee Name **Blomme, Domingo X**

[▶ Show Employee Details](#)

This screen provides information regarding the status of your performance plan throughout the performance cycle. When you are done reviewing your status, select the "Return to Previous" button to resume your activity.

Plan	
Drafted	<input checked="" type="checkbox"/>
Reviewed by Higher Level Reviewer	<input checked="" type="checkbox"/>
Approved	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input checked="" type="checkbox"/>
Interim Review	
Employee - Self-Assessment	<input type="checkbox"/>
Rating Official - Assessment	<input type="checkbox"/>
Reviewed by Higher Level Review - If Required	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Appraisal	
Employee - Self-Assessment	<input type="checkbox"/>
Rating Official - Assessment	<input type="checkbox"/>
Higher Level Reviewer Approved	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>

[Return to Previous](#)

[ICE MyBiz](#) | [ICE PAA V2](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#)

This page displays the status of the Performance Plan throughout the cycle.



Interim Review



Interim Review- Employee



Performance Appraisal Application (PAA)

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NG PAA

[Transfer to Rating Official](#) [Track Progress](#) [Return to Main Page](#)

Employee Information

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)



Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms

Plan Details Mission Goals Job Objectives Approvals & Acknowledgments

Plan Details

This screen provides information about the status of your performance plan.

[Need Help?](#)

- Update your Appraisal Type and Appraisal Dates, if necessary. **Important Note:** The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay grade and step will be populated on your appraisal form based on this date. For additional guidance select the "Need Help?" link.
- Change the Rating Official and/or Higher Level Reviewer.
- Transfer the plan to your Rating Official.

To change a Rating Official and/or Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button. When done, select the 'Next' button or the 'Mission Goals' tab.

[Change Rating Official or Higher Level Reviewer](#)

Appraisal Type	Annual Appraisal - NG	Performance Plan Approval Date	16-Mar-2009
Appraisal Period Start Date	01-Oct-2008	Plan Last Modified	
Appraisal Period End Date	30-Sep-2009	Created By	Blomme, Domingo X
Appraisal Effective Date	01-Oct-2009		
Rating Official Name	Rhynes, Conrad Z		
Higher Level Reviewer	Fred, Abdul N		

[NEXT>](#)

From this page the employee can track progress, change the Rating Official and Higher Level Reviewer or return to the Main Page. At this point, also notice that the Interim Reviews and Annual Appraisal Tabs are now available. Select the Interim Reviews Tab to begin the Interim Review.



Interim Review- Employee



Performance Appraisal Application (PAA)

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NG PAA

[Transfer to Rating Official](#) | [Track Progress](#) | [Return to Main Page](#)

Employee Information

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)

[Plan](#) | **[Interim Reviews](#)** | [Annual Appraisal](#) | [Other Assessments](#) | [Reports/Forms](#)

Interim Reviews

Interim Reviews are conducted to assess your performance throughout the performance cycle. At least one Interim Review is required and is typically [Need Help?](#) conducted at the mid-point of the cycle. From this screen you can create an Interim Review, update an Interim Review that has not been approved, and view a completed Interim Review.

- To create an Interim Review, select the 'Create Interim Review' button.
- To complete other actions described above, select the button under the Action column.

TIP Interim Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a closeout assessment or Annual Appraisal)

[Create Interim Review](#)

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

[ICE MyBiz](#) | [ICE PAA V3](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

[About this Page](#)



From this page the employee can create an Interim Review by selecting the Create Interim Review button.



Interim Review- Employee



Interim Review Initiator **Blomme, Domingo X**
Interim Review Status **Initiated**

Interim Review Number **1**

Objective Assessments Approvals & Acknowledgments

Objective Assessments

Select the 'My Journal' link to refer to or copy and paste any self-assessment information

[Need Help?](#)

[My Journal](#)

Job Objectives

Select	Order	Objective Title	Status	Weights % (Optional)
<input checked="" type="radio"/>	1	test	APPROVED	
<input type="radio"/>	2	test	APPROVED	

Job Objective

tester

Employee Self Assessment

This is where the employee's Self Assessment is input.



This is the place where the employee would input the Interim Review Self Assessment for each one of the job objectives.



Interim Review- Employee



Performance Appraisal Application (PAA)

[ICEM/Biz](#) [ICE/PAA V3](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#)

[Return To Interim Reviews Tab](#)

Employee Information

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)

TIP An interim review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.

Interim Review Initiator **Blomme, Domingo X**
Interim Review Status **Initiated**

Interim Review Number **1**

Objective Assessments

Approvals & Acknowledgments

Objective Assessments

Select the 'My Journal' link to refer to or copy and paste any self-assessment information

[Need Help?](#)

[My Journal](#)

Job Objectives

Select	Order	Objective Title	Status	Weights % (Optional)
<input checked="" type="radio"/>	1	test	APPROVED	
<input type="radio"/>	2	test	APPROVED	

Job Objective

tester

After the Interim Review Self Assessments have been entered for each job objective, click the Return to Interim Reviews Tab.



Interim Review- Employee



Performance Appraisal Application (PAA)

[ICE MyBiz](#) | [ICE PAA V3](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

Employee Notification to Rating Official - Rhynes, Conrad Z

Message to Rating Official

This screen provides space for you to send your Rating Official a message regarding your Plan/Appraisal. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message.

Notice: You are about to contact Rhynes, Conrad Z 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.

[ICE MyBiz](#) | [ICE PAA V3](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

[About this Page](#)

From this page the employee transfers the Interim Review to the Rating Official for review and approval. If the employee sends it using the Transfer to Rating Official with Email Notification option, the text box appears in the body of an email delivered to his/her email. The email address must be updated in My Biz or My Workplace for this functionality to work.



Interim Review- Rating Official



Performance Appraisal Application (PAA)

Version 3.0

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[Provide Guest Feedback](#)

Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated 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:

To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- 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 Appraisal Year

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	
Blomme, Domingo X	Rhynes, Conrad Z	Rhynes, Conrad Z	2009	235	16-Apr-2009	NG	Approved	Interim in Progress	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">Update</div> <div style="margin-left: 10px;">Go</div> </div>

Select the link to search for Completed Plans.

[Show Completed Plans/Appraisals](#)

From the Main Page the Rating Official selects Update from the drop down and then the Go button to begin the Interim Review process.



Interim Review- Rating Official



Performance Appraisal Application (PAA)

ICEMyBiz ICEPAAV3 Diagnostics Home Logout Preferences

NG PAA - Rating Official

Transfer to Employee Track Progress Return to Main Page

Employee Information

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)



Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms

Plan Details Mission Goals Job Objectives Approvals & Acknowledgments

Plan Details

This screen provides information about the status of your employee's performance plan.

[Need Help?](#)

- Update the Appraisal Type and Appraisal Dates, if necessary.

Important Note: The Appraisal Period Start Date represents the start of your employee's performance evaluation period under this plan. Certain information such as the pay grade and step will be populated on the appraisal form based on this date. For additional guidance select the 'Need Help?' link.

- Change the Rating Official and/or Higher Level Reviewer.
- Transfer the Performance Plan to your employee.

To change a Rating Official, Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button.

When done, select the 'Next' button or the 'Mission Goals' tab.

Change Rating Official or Higher Level Reviewer

Appraisal Type	Annual Appraisal - NG ▼	Performance Plan Approval Date	16-Mar-2009
* Appraisal Period Start Date	01-Oct-2008	Plan Last Modified Date	
* Appraisal Period End Date	30-Sep-2009	Created By	Blomme, Domingo X
* Appraisal Effective Date	01-Oct-2009		
Rating Official Name	Rhynes, Conrad Z		
Higher Level Reviewer	Fred, Abdul N		

From the Plan Details page the Rating Official would click on the Interim Reviews Tab to view the Self Assessments.



Interim Review- Rating Official



Performance Appraisal Application (PAA)

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NG PAA - Rating Official

[Transfer to Employee](#) | [Track Progress](#) | [Return to Main Page](#)

Employee Information

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)

[Plan](#) | [Interim Reviews](#) | [Annual Appraisal](#) | [Other Assessments](#) | [Reports/Forms](#)

Interim Reviews

Interim Reviews are conducted to assess employee performance throughout the performance cycle. At least one Interim Review is required and is typically conducted at the mid-point of the cycle. From this screen you can create an Interim Review, update an Interim Review that has not been approved, and view a completed Interim Review. [Need Help?](#)

- To create an Interim Review, select the 'Create Interim Review' button. This button is only available when the Plan Status is Approved.
- To complete other actions described above, select the button under the Action column.

TIP Interim Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a closeout Assessment or Annual Appraisal)

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	Blomme, Domingo X	20-Mar-2009		Initiated				Update	

[ICE MyBiz](#) | [ICE PAA V3](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

[About this Page](#)

From this page the Rating Official can update or delete the Interim Review, transfer to the employee, track progress or return to the Main Page. Select the Update button to continue.



Interim Review- Rating Official



Performance Appraisal Application (PAA)

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Create/Update Interim Review

[Return To Interim Reviews Tab](#)

Employee Information

Employee Name **Blomme, Domingo X**

[Show Employee Details](#)

Interim Review Initiator **Rhynes, Conrad Z**

Interim Review Status **Initiated**

Interim Review Number **1**

Assessments | [Approvals and Acknowledgments](#)

Assessments

This screen allows you to view your employee's Job Objective and self-assessment, and to type or copy and paste your evaluation.

- Select the 'Radio' button next to the Job Objective you want to evaluate.
- Once you have completed your assessment for each Job Objective, select the 'Approvals and Acknowledgments' button to begin the approvals process.

Important Note: If you transfer to the employee after you have entered your assessment and before the approvals process has been completed, your employee will be able to view your assessment.

TIP An interim review should acknowledge achievements to date and suggested areas for improvement. It should facilitate meaningful dialogue and exchange of accomplishments and areas for improvement.

[Need Help](#)

Job Objectives

Select	Order	Objective Title	Status	Weight % (Option)
<input type="radio"/>	1	test	APPROVED	
<input type="radio"/>	2	test	APPROVED	

Job Objective Text

test

Employee Self Assessment

Empty text area for Employee Self Assessment.

Rating Official Assessment

This is where the rating official would put his assessments in.

Large empty text area for Rating Official Assessment.

(Limit to 2000 characters)



Counter 53

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[at this Page](#)

This is where the Rating Official would put in the Interim Review Assessment and then select the Return to Interim Reviews Tab at the top of the page.



Interim Review- Rating Official



Performance Appraisal Application (PAA)

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Create/Update Interim Review

[Return To Interim Reviews Tab](#)

Employee Information

Employee Name **Blomme, Domingo X**

[▶ Show Employee Details](#)

Interim Review Initiator **Blomme, Domingo X**
Interim Review Status **Initiated**

Interim Review Number **1**

[Assessments](#) | **[Approvals and Acknowledgments](#)**

Approvals and Acknowledgments

[Need Help?](#)

This screen provides information regarding the status of your employee's Interim Review.

Select 'Show' to see the detailed information about the status of your employee's Interim Review.

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
▶ Show	Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3	Not Started	Start
▶ Show	Step 2: Higher Level Reviewer - Review (If Required)	Not Started	Step 1 must be completed
▶ Show	Step 3: Rating Official - Document Communication to Employee	Not Started	Start
▶ Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

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The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Interim Review. Select the Start button to continue.



Interim Review- Rating Official



Approvals & Acknowledgments

This screen provides information regarding the status of your employee's performance plan.

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

[Show All Details](#) | [Hide All Details](#)

Details | **Tasks**

Status

Action

▼ **Hide** Step 1: Rating Official - Request or Document Higher Level Reviewer. Not Started

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 (HLR)

Name	Title
Dobles, Titus K	Rating Official
Topps, Donella C	Higher Level Reviewer

TIP Please select new HLR from list of values, if required.

Change Higher Level Reviewer

Message to Higher Level Reviewer

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

Please review this performance plan and take the appropriate action under the Approvals and Acknowledgments tab.

Notice: You are about to contact Topps, Donella C by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-security numbers or privacy act information in your e-mail.

From the Approvals and Acknowledgments tab, using Option A, the Rating Official can transfer the plan to the Higher Level Reviewer for review.



Interim Review- Rating Official



[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 
 Review Date 

Method of Review
 Other Method

[Cancel](#) [Save](#)

Step 2: Higher Level - Review	Not Started	Step 1 must be completed
Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

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Using Option B, the Rating Official can document Higher Level Reviewer concurrence. The Rating Official completes this step once they have reviewed the plan and are ready for second-level review.



Interim Review- Rating Official



 Performance Appraisal Application (PAA)

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[Create/Update Interim Review](#) [Return To Interim Reviews Tab](#)

Employee Information
 Employee Name **Blomme, Domingo X**
[▶ Show Employee Details](#)

Interim Review Initiator **Blomme, Domingo X** Interim Review Number **1**
 Interim Review Status **Initiated**

Assessments | **Approvals and Acknowledgments**

Approvals and Acknowledgments [Need Help?](#)

This screen provides information regarding the status of your employee's Interim Review.
 Select 'Show' to see the detailed information about the status of your employee's Interim Review.

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
▶ Show	Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3	Completed	<input type="button" value="Start"/>
▶ Show	Step 2: Higher Level Reviewer - Review (If Required)	Completed	
▶ Show	Step 3: Rating Official - Document Communication to Employee	Not Started	<input type="button" value="Start"/>
▶ Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

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The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Interim Review. Select the Start button to continue.



Interim Review- Rating Official



Create/Update Interim Review

[Return To Interim Reviews Tab](#)

Employee Information

Employee Name **Eutsler, Takako O**

[Show Employee Details](#)

Interim Review Initiator **Bogema, Genny B**
Interim Review Status **Initiated**

Interim Review Number **2**

[Assessments](#) [Approvals and Acknowledgments](#)

Approvals and Acknowledgments

[Need Help?](#)

This screen provides information regarding the status of your employee's Interim Review.

Select 'Show' to see the detailed information about the status of your employee's Interim Review.

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Review (if Required). NOTE: If not required, go to Step 3	Completed	Start
Show	Step 2: Higher Level Reviewer - Review (if Required)	Completed	
Hide	Step 3: Rating Official - Document Communication to Employee	Not Started	Start

Communication Date:

Communication Method:

Other Method:

[Save and Transfer to Employee for Acknowledgment](#) [Save and go to Step 4](#)

Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed
----------------------	--	-------------	--------------------------



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At this point the Rating Official can document communication to the employee and the acknowledgment, or the Rating Official can transfer it to the employee to acknowledge the Interim Review.



Interim Review- Rating Official



 Performance Appraisal Application (PAA)

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Confirmation

Are you sure you want to go to Step 4?

Do you want to continue?

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The Rating Official would select Yes if they are ready to document the employee's acknowledgment.



Interim Review- Rating Official



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Create/Update Interim Review [Return To Interim Reviews Tab](#)

Employee Information
 Employee Name **Blomme, Domingo X**
[▶ Show Employee Details](#)

Interim Review Initiator **Blomme, Domingo X** Interim Review Number **1**
 Interim Review Status **Pending Empl Acknowledgment**

Assessments | **Approvals and Acknowledgments**

Approvals and Acknowledgments [Need Help?](#)

This screen provides information regarding the status of your employee's Interim Review.
 Select 'Show' to see the detailed information about the status of your employee's Interim Review.

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
▶ Show	Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3	Completed	Start
▶ Show	Step 2: Higher Level Reviewer - Review (If Required)	Completed	
▶ Show	Step 3: Rating Official - Document Communication to Employee	Completed	Start
▶ Show	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Start

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The Approvals and Acknowledgments Tab displays details about the approval steps of the employee's Performance Plan. Select the Start button to begin.



Interim Review- Rating Official



[Return To Interim Reviews Tab](#)

Employee Information
 Employee Name **Blomme, Domingo X**
[▶ Show Employee Details](#)

Interim Review Initiator **Blomme, Domingo X** Interim Review Number **1**
 Interim Review Status **Pending Empl Acknowledgment**

Assessments **Approvals and Acknowledgments**

Approvals and Acknowledgments [Need Help?](#)

This screen provides information regarding the status of your employee's Interim Review.
 Select 'Show' to see the detailed information about the status of your employee's Interim Review.

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
▶ Show	Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3	Completed	Start
▶ Show	Step 2: Higher Level Reviewer - Review (If Required)	Completed	Start
▶ Show	Step 3: Rating Official - Document Communication to Employee	Completed	Start
▼ Hide	Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Start

TIP These fields are auto-populated at the time of employee acknowledgment. If the employee is not available or refuses to acknowledge, you may update this area accordingly.

Acknowledgment

Other

Date

[Save](#)

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The Rating Official is documenting the employee's acknowledgment of the Interim Review. Once documented, click Save to continue.



Interim Review- Rating Official



Performance Appraisal Application (PAA)

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Create/Update Interim Review

Return To Interim Reviews Tab

Employee Information
Employee Name **Blomme, Domingo X**
[Show Employee Details](#)

Interim Review Initiator **Blomme, Domingo X**
Interim Review Status **Completed** Interim Review Number **1**

Assessments Approvals and Acknowledgments

Approvals and Acknowledgments [Need Help?](#)

This screen provides information regarding the status of your employee's Interim Review.
Select 'Show' to see the detailed information about the status of your employee's Interim Review.

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Review (If Required). NOTE: If not required, go to Step 3	Completed	Start
Show	Step 2: Higher Level Reviewer - Review (If Required)	Completed	
Show	Step 3: Rating Official - Document Communication to Employee	Completed	Start
Show	Step 4: Rating Official - Document Employee Acknowledgment	Completed	Start

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The Rating Official selects the Return to Interim Reviews Tab button.



Interim Review- Rating Official



Performance Appraisal Application (PAA)

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NG PAA - Rating Official

Transfer to Employee | Track Progress | Return to Main Page

Employee Information
 Employee Name **Blomme, Domingo X**
[Show Employee Details](#)

Plan | **Interim Reviews** | Annual Appraisal | Other Assessments | Reports/Forms

Interim Reviews
 Interim Reviews are conducted to assess employee performance throughout the performance cycle. At least one Interim Review is required and is typically conducted at the mid-point of the cycle. From this screen you can create an Interim Review, update an Interim Review that has not been approved, and view a completed Interim Review. [Need Help?](#)

- To create an Interim Review, select the 'Create Interim Review' button. This button is only available when the Plan Status is Approved.
- To complete other actions described above, select the button under the Action column.

TIP Interim Reviews are a review of an employee's performance which typically occurs midway through the performance cycle. (Note: Not a closeout Assessment or Annual Appraisal)

Create Interim Review

Number	Created By	Creation Date	Higher Level Review Date	Status	Communication Date	Communication Method	Employee Ack Date	Action	Delete
1	Blomme, Domingo X	20-Mar-2009	20-Mar-2009	Completed	20-Mar-2009	Face to Face	20-Mar-2009	View History	

About this Page

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The Rating Official selects Transfer to Employee after the Interim Review is complete.



Track Progress



Performance Appraisal Application (PAA)

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Track Progress

[Return to Previous](#)

[Need Help?](#)

Employee Information

Employee Name **Blomme, Domingo X**

[▶ Show Employee Details](#)

This screen provides information regarding the status of your performance plan throughout the performance cycle. When you are done reviewing your status, select the "Return to Previous" button to resume your activity.

Plan	
Drafted	<input checked="" type="checkbox"/>
Reviewed by Higher Level Reviewer	<input checked="" type="checkbox"/>
Approved	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input checked="" type="checkbox"/>
Interim Review	
Employee - Self-Assessment	<input checked="" type="checkbox"/>
Rating Official - Assessment	<input checked="" type="checkbox"/>
Reviewed by Higher Level Review - If Required	<input checked="" type="checkbox"/>
Communicated to Employee by Rating Official	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input checked="" type="checkbox"/>
Appraisal	
Employee - Self-Assessment	<input type="checkbox"/>
Rating Official - Assessment	<input type="checkbox"/>
Higher Level Reviewer Approved	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>

[Return to Previous](#)

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This page displays the status of the Performance Plan throughout the cycle.



Annual Appraisal



Annual Appraisal- Employee



Performance Appraisal Application (PAA)

Version 3.0

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[PAA Main Page](#) | [Provide Guest Feedback](#) | [My Journal](#)

Employee

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated 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 your Performance Plans; view and print part or an entire plan after it is created; 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:

To complete other actions described above:

- Select 'Choose a Plan Type'
- Select an option from the Action column
- Select Appraisal Plan Type
- Select the 'Go' button
- Select the 'Go' button

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

Appraisals of Blomme, Domingo X

Create New Plan

--Choose a Plan Type--

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Blomme, Domingo X	Blomme, Domingo X	Rhynes, Conrad Z	2009	211	16-Mar-2009	NG	Approved	Interim Review Completed	Update <input type="button" value="Go"/>

Select the link to search for completed plans.

[▶ Show Completed Plans/Appraisals](#)

[PAA Main Page](#) | [Provide Guest Feedback](#) | [My Journal](#) | [ICE MyBiz](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Oracle Help](#) | [Diagnostics](#)



To begin the Annual Appraisal the employee selects Update and then the Go button.



Annual Appraisal- Employee



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NG PAA Transfer to Rating Official Track Progress Return to Main Page

Employee Information
 Employee Name **Blomme, Domingo X**
[▶ Show Employee Details](#)

Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms

Plan Details Mission Goals Job Objectives Approvals & Acknowledgments

Plan Details
 This screen provides information about the status of your performance plan. [Need Help?](#)

- Update your Appraisal Type and Appraisal Dates, if necessary. **Important Note:** The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay grade and step will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link.
- Change the Rating Official and/or Higher Level Reviewer.
- Transfer the plan to your Rating Official.

To change a Rating Official and/or Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button. When done, select the 'Next' button or the 'Mission Goals' tab.

Change Rating Official or Higher Level Reviewer

Appraisal Type	Annual Appraisal - NG	Performance Plan Approval Date	16-Mar-2009
Appraisal Period Start Date	01-Oct-2008	Plan Last Modified	
Appraisal Period End Date	30-Sep-2009	Created By	Blomme, Domingo X
Appraisal Effective Date	01-Oct-2009		
Rating Official Name	Rhynes, Conrad Z		
Higher Level Reviewer	Fred, Abdul N		

NEXT>

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The employee would then select the Annual Appraisal Tab.



Annual Appraisal- Employee



Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms

Assessments

Assessments
Select the 'My Journal' link to refer to or copy and paste any self-assessment information

[Need Help?](#)
[My Journal](#)

Job Objectives

Select	Order	Objective Title	Status	Weights % (Optional)
<input checked="" type="radio"/>	1	test	APPROVED	
<input type="radio"/>	2	test	APPROVED	

Job Objective

tester

Employee Self Assessment

This is where the employee inputs the Self Assessment.



This is where the employee would input their Annual Appraisal Self Assessment for each one of their job objectives.



Annual Appraisal- Employee



Performance Appraisal Application (PAA)

MyBiz CEPAA V3 Diagnostics Home Logout Preferences

NG PAA

Transfer to Rating Official Track Progress Return to Main Page

Employee Information
Employee Name **Blomme, Domingo X**
[Show Employee Details](#)

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms

Assessments

Assessments
Select the 'My Journal' link to refer to or copy and paste any self-assessment information

Need Help
[My Jour](#)

Select	Order	ObjectiveTitle	Status	Weights (Option)
<input checked="" type="radio"/>	1	test	APPROVED	
<input type="radio"/>	2	test	APPROVED	

Job Objective
tester

After completing the Self Assessment for each job objective the employee selects the Transfer to Rating Official button.



Annual Appraisal- Employee



Performance Appraisal Application (PAA)

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Employee Notification to Rating Official - Rhynes, Conrad Z

[Cancel](#) | [Transfer to Rating Official without E-mail Notification](#) | [Transfer to Rating Official with E-mail Notification](#)

Message to Rating Official

This screen provides space for you to send your Rating Official a message regarding your Plan/Appraisal. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message.

Notice: You are about to contact Rhynes, Conrad Z 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 Rating Official without E-mail Notification](#) | [Transfer to Rating Official with E-mail Notification](#)

[ICE.MyBiz](#) | [ICE.PAA.V3](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

[About this Page](#)

From this page the employee transfers the Annual Appraisal to the Rating Official for review and approval. If the employee transfers it using the Transfer to Rating Official with Email Notification option, the text box appears in the body of an email delivered to his/her email. The email address must be updated in My Biz or My Workplace for this functionality to work.



Annual Appraisal- Rating Official



Performance Appraisal Application (PAA)
Version 3.0

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PAA Main Page Provide Guest Feedback

Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated 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 'Appraisal 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

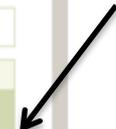
Show Me Appraisal Year

Create New Plan

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Plan Status	Current PAA Status	Action
Blomme, Domingo X	Rhynes, Conrad Z	Rhynes, Conrad Z	2009	211	16-Mar-2009	NG	Approved	Interim Review Completed	Update <input type="button" value="Go"/>

Select the link to search for Completed Plans.
[▶ Show Completed Plans/Appraisals](#)



From the Main Page the Rating Official selects Update and then the Go button to begin reviewing the Annual Appraisal Self Assessments.



Annual Appraisal- Rating Official



NG PAA - Rating Official

[Transfer to Employee](#) [Track Progress](#) [Return to Main Page](#)

Employee Information
 Employee Name **Blomme, Domingo X**
[Show Employee Details](#)

Plan Interim Reviews Annual Appraisal Other Assessments Reports/Forms

Plan Details Mission Goals Job Objectives Approvals & Acknowledgments

Plan Details
 This screen provides information about the status of your employee's performance plan. [Need Help?](#)

- Update the Appraisal Type and Appraisal Dates, if necessary.

Important Note: The Appraisal Period Start Date represents the start of your employee's performance evaluation period under this plan. Certain information such as the pay grade and step will be populated on the appraisal form based on this date. For additional guidance select the 'Need Help?' link.

- Change the Rating Official and/or Higher Level Reviewer.
- Transfer the Performance Plan to your employee.

To change a Rating Official, Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button.

When done, select the 'Next' button or the 'Mission Goals' tab

[Change Rating Official or Higher Level Reviewer](#)

Appraisal Type	Annual Appraisal - NG	Performance Plan Approval Date	16-Mar-2009
* Appraisal Period Start Date	01-Oct-2008	Plan Last Modified Date	
* Appraisal Period End Date	30-Sep-2009	Created By	Blomme, Domingo X
* Appraisal Effective Date	01-Oct-2009		
Rating Official Name	Rhynes, Conrad Z		
Higher Level Reviewer	Fred, Abdul N		

[NEXT>](#)

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From the Plan Details Tab the Rating Official selects the Annual Appraisal Tab.



Annual Appraisal- Rating Official



Performance Appraisal Application (PAA)

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NG PAA - Rating Official

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Employee Information

Employee Name **Biomme, Domingo X**

[Show Employee Details](#)

[Plan](#) [Interim Reviews](#) [Annual Appraisal](#) [Other Assessments](#) [Reports/Forms](#)

[Assessments and Ratings](#) [Rating of Record](#) [Approvals & Acknowledgments](#)

Assessments and Ratings

This screen allows you to view your employee's job objectives and self-assessment and write your evaluations. [Need Help?](#)

- Select the 'Radio' button next to the Job Objective you want to evaluate.
- Once all Assessments and Ratings have been assigned to Job Objectives, select the Rating of Record tab.

* Appraisal Type **Annual Appraisal - NG** Appraisal Period Start Date **15-Oct-2008**
 Appraisal Effective Date **24-Sep-2009** Appraisal Period End Date **23-Sep-2009** [Appraisal Period End Date](#)

Job Objectives

Select	Order	ObjectiveTitle	Status	Weights % (Optional)	Adjusted Weight	Rating
<input type="radio"/>	1	test	APPROVED			
<input type="radio"/>	2	test	APPROVED			

Job Objective

test



Employee Self Assessment

This is where the employee inputs the Self Assessment

Rating Official Assessment

This is where the Rating Official inputs the assessment

(Limit to 2000 characters)

Counter 55

Objective Rating

Optional Weight
Adjusted Weight

Job Objective Rating **3**

[Return to Top of Page](#)

This is the location for the Rating Official to input the Annual Appraisal Assessment and the Job Objective Rating. Click on the Rating of Record Tab to continue.



Annual Appraisal- Rating Official



Performance Appraisal Application (PAA)

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NG PAA - Rating Official

Transfer to Employee Track Progress Return to Main Page

Employee Information
Employee Name **Blomme, Domingo X**
[Show Employee Details](#)

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports Plans

Assessments and Ratings **Rating of Record** Approvals & Acknowledgments

Rating of Record
This screen allows you to review and update Job Objective ratings. Once you have completed your updates, select the 'Approvals and Acknowledgments' [Need Help?](#) tab to complete the process.

Important Note: Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned weights must equal a total of 100%. All weights, assigned and adjusted, must be a minimum of 10% and displayed in increments of 5.

Job Objective Ratings

Order	ObjectiveTitle	Status	Weight % (Optional)	Adjusted Weight	Rating
1	test	APPROVED		<input type="text" value=""/>	<input type="text" value="3"/>
2	test	APPROVED		<input type="text" value=""/>	<input type="text" value="3"/>

Rating of Record
Average Score **3.00**
Rating of Record **3**

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From this page the Rating Official can rate the job objective. You will also see the average score and the Rating of Record. From here the Rating Official will go to the Approvals and Acknowledgment Tab.



Annual Appraisal- Rating Official



Performance Appraisal Application (PAA)

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NG PAA - Rating Official

Transfer to Employee Track Progress Return to Main Page

Employee Information

Employee Name **Blomme, Domingo X**
[Show Employee Details](#)

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms

Assessments and Ratings Rating of Record **Approvals & Acknowledgments**

Approvals & Acknowledgments
 This screen provides information regarding the status of your employee's Appraisal. [Need Help?](#)

If the 'Start' button is active, select it to complete the process.

Select 'Show' to see the detailed information about the status of your Annual Appraisal.

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Not Started	<input type="button" value="Start"/>
Show	Step 2: Higher Level - Review	Not Started	Step 1 must be completed
Show	Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed

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From the Approval and Acknowledgments Tab the Rating Official selects the Start button after the Annual Appraisal Assessments are put in for each job objective.



Annual Appraisal- Rating Official



Approvals & Acknowledgments

This screen provides information regarding the status of your employee's performance plan.

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

[Show All Details](#) | [Hide All Details](#)

Details | **Tasks**

Status

Action

<input type="checkbox"/> Hide	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Not Started	<input type="button" value="Start"/>
-------------------------------	--	-------------	--------------------------------------

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 (HLR)

Name	Title
Dobles, Titus K	Rating Official
Topps, Donella C	Higher Level Reviewer

TIP Please select new HLR from list of values, if required.

Change Higher Level Reviewer

Message to Higher Level Reviewer

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

Please review this performance plan and take the appropriate action under the Approvals and Acknowledgments tab.

Notice: You are about to contact Topps, Donella C by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-security numbers or privacy act information in your e-mail.

From the Approvals and Acknowledgments tab, using Option A, the Rating Official can transfer the plan to the Higher Level Reviewer for review.



Annual Appraisal- Rating Official



[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 

Review Date 

Method of Review

Other Method

[Cancel](#) [Save](#)

 Step 2: Higher Level - Review	Not Started	Step 1 must be completed
 Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
 Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

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Using Option B, the Rating Official can document Higher Level Reviewer concurrence. The Rating Official completes this step once they have reviewed the plan and are ready for second-level review.



Annual Appraisal- Rating Official



At this point the Rating Official will begin documenting communication to the employee and the acknowledgment of the Annual Appraisal Rating by selecting the Start button.



Annual Appraisal- Rating Official



 Performance Appraisal Application (PAA)

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NG PAA - Rating Official Track Progress | Return to Main Page

Employee Information
 Employee Name **Blomme, Domingo X**
[▶ Show Employee Details](#)

Plan | Interim Reviews | **Annual Appraisal** | Other Assessments | Reports/Forms

Assessments and Ratings | Rating of Record | **Approvals & Acknowledgments**

Approvals & Acknowledgments
 This screen provides information regarding the status of your employee's Appraisal. [Need Help?](#)
 Select 'Show' to see detailed information about the status of your employee's Appraisal.

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
▶ Show	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed	<input type="button" value="Start"/>
▶ Show	Step 2: Higher Level - Review	Completed	
▼ Hide	Step 3: Rating Official - Document Communication to Employee	Not Started	<input type="button" value="Start"/>

Communication Date: 20-Mar-2009

Communication Method:

Other Method:

Rating Official Name: 

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From this page the Rating Official documents the communication to the employee of the Annual Appraisal.



Annual Appraisal- Rating Official



A screenshot of a web application titled 'Performance Appraisal Application (PAA)'. The page includes a confirmation message: 'Once you exit the appraisal, this appraisal will be removed from your Plans/Appraisals in Progress and a copy will be placed under the 'Completed Plans/Appraisals' found on the PAA Main Page. Select the 'Print NG Form 430' button if you wish to print the form prior to exiting this appraisal.' Below this, it asks 'Do you want to continue?' with 'No' and 'Yes' buttons. A black arrow points to the 'Yes' button. The page also features navigation links like 'ICE MyBiz', 'ICE PAA V2', 'Diagnostics', 'Home', 'Logout', and 'Preferences'.

The Rating Official selects the Yes button to complete the Annual Appraisal.



Annual Appraisal- Rating Official



 Performance Appraisal Application (PAA)

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NG PAA - Rating Official Track Progress Return to Main Page

Employee Information
 Employee Name **Blomme, Domingo X**
[▶ Show Employee Details](#)

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms

Assessments and Ratings Rating of Record **Approvals & Acknowledgments**

Approvals & Acknowledgments
 This screen provides information regarding the status of your employee's Appraisal. [Need Help?](#)
 Select 'Show' to see detailed information about the status of your employee's Appraisal.

Show All Details Hide All Details		
Details	Tasks	Status
▶ Show	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed
▶ Show	Step 2: Higher Level - Review	Completed
▼ Hide	Step 3: Rating Official - Document Communication to Employee	Completed

Communication Date 20-Mar-2009
 Communication Method Face to Face
 Other Method
 Rating Official Name Rhynes, Conrad Z

Save Print NG Form 430

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The Rating Official selects the Print NG Form 430 to print the document.



Reports and Forms



PAA Main Page Provide Guest Feedback My Journal

Employee

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated 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 your Performance Plans; view and print part or an entire plan after it is created; 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 Appraisal 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.

Appraisals of Blomme, Domingo X

Create New Plan

--Choose a Plan Type--

Go

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Blomme, Domingo X	Blomme, Domingo X	Rhynes, Conrad Z	2009	235	16-Apr-2009	NG	Approved	Plan Approved	Update

- Update
- Update
- Transfer to Rating Official Reports/Forms
- Track Progress

Go

Select the link to search for completed plans.

[▶ Show Completed Plans/Appraisals](#)

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From this Main Page the employee, Rating Official, or Higher Level Reviewer can select the Reports/Forms option to begin viewing or printing selectable reports and forms.



Reports and Forms



Performance Appraisal Application (PAA)

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NG PAA

[Return to Main Page](#)

[Need Help?](#)

Employee Information

Employee Name **Blomme, Domingo X**

View/Print Selected Sections

Selecting the "View/Print Selected Section(s)" button allows you to print the selected sections. This is not an official NGB Form 430.

Select / Deselect All

- Relevant Organization Mission/Strategic Goals
 - Job Objectives
 - Job Objectives with Interim Review Assessments
 - Job Objectives with Closeout Assessments
 - Job Objectives with Annual Assessments
- Performance Rating

[View/Print Selected Section\(s\)](#)

View/Print Form

Selecting the "View/Print Form" button allows you to print the Performance Plan, Interim Review(s)/Closeout Assessment, and Annual Performance Appraisal (NGB Form 430).

[View/Print Form](#)

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These are the different areas of the form available to print. Until the Annual Appraisal is complete the Form 430 will be a working copy.



Reports and Forms



Classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; 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 Appraisal 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.

Appraisals of Willette, Morgan M

Create New Plan

--Choose a Plan Type--

Go

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
No results found.									

Select the link to search for completed plans.

[▼ Hide Completed Plans/Appraisals](#)

Completed Plans/Appraisals

1. Begin with entering search criteria. The following fields can be entered in any combination; e.g., Appraisal Year only or Appraisal Year and Event.
2. Select the Find button. Your results will be based on your search criteria. If there is no search criteria entered, your results will be all Completed Plans/Appraisals.

Appraisal Year 2009

Event NG Performance Evaluation

Find

Clear

Table Size 10

Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
2009	31	NG	NG Performance Evaluation	30-Sep-2009	

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In order to view or print completed appraisals, select Show Completed Plans and Appraisals from the Main Page. From this area you can search by Appraisal Year and print by selecting the printer icon.