



AK National Guard Human Resources Office

Employee How to Guide

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

Create My Performance Plan

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

Add Mission Goals

1. Select the **Mission Goals Tab**.
2. Enter your organization's goals and priorities.

If information is not included about your organization's goals and priorities, you are encouraged to provide this information as it helps you write effective Critical Elements (Job Objectives) that align with your organizations goals and priorities. If you need assistance, speak with your supervisor.

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

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

Add Critical Elements (Job Objectives)

1. Select the **Critical Elements (Job Objectives) Tab**.
2. Select the '**Add Critical Elements (Job Objectives)**' button to create a new Critical Elements (Job Objectives).
3. Enter the Critical Elements (Job Objectives) Title, it should be meaningful.
4. Change the Start Date.
5. Enter your draft Critical Elements (Job Objectives) text.
6. Select one of the following buttons.
 - Select '**Save**' periodically to save the Critical Elements (Job Objectives) and continue typing.
 - Select '**Save and Add Another Critical Elements (Job Objectives)**' to save and begin writing another Critical Elements (Job Objectives).
 - Select '**Save and Return to Critical Elements (Job Objectives) Tab**' when you are finished entering Critical Elements (Job Objectives).
7. After you have completed adding Critical Elements (Job Objectives) and selected '**Save and Return to Critical Elements (Job Objectives) Tab**', proceed to the Transfer My Performance Plan to My Rating Official section of this guide to continue with the process or select the '**Logout**' link to end your session.

Transfer My Performance Plan to My Rating Official

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

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

Copy an Existing Plan

1. Begin at the **Performance Appraisal Application Main Page**.
2. Create a new Performance Plan by selecting '**National Guard (Title 32)**' from the '**Choose a Plan Type**' drop down menu, then selecting the '**Go**' button, which will display the **Plan Details Tab Page**.
3. Review and make any necessary changes to the default values.
4. Select the '**Copy an Existing Plan**'.
5. Select the '**Find**' button to search for an approved plan to copy.
6. Select the '**Copy**' button for the plan you would like to copy.

Delete Critical Elements (Job Objectives)

Important Note: Once your Critical Elements (Job Objectives) is approved, it can only be deleted by your Rating Official.

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

Update Critical Elements (Job Objectives)

Important Note: You must have ownership of your Performance Plan to update Critical Elements (Job Objectives).

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

6. Select one of the following buttons when your Critical Elements (Job Objectives) information is complete.
 - Select **'Save'** to save the Critical Elements (Job Objectives) and continue writing.
 - Select **'Save and Update another Critical Elements (Job Objectives)'** to save and begin updating or adding another Critical Elements (Job Objectives).
 - Select **'Save and Return to Critical Elements (Job Objectives) Tab'** when you are finished updating Critical Elements (Job Objectives).
7. After you have completed updating Critical Elements (Job Objectives) and selected **'Save and Return to Critical Elements (Job Objectives) Tab'**, select the **'Next'** button to continue with the process or select the **'Logout'** link to end your session.

Acknowledge My Performance Plan

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

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

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

How Do I...Complete My Interim Review?

Create My Self-Assessment for My Interim Review

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

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

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

Acknowledge My Completed Interim Review

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

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

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

How Do I...Complete My Annual Appraisal?

Create My Self-Assessment for My Annual Appraisal

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

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

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

Acknowledge My Completed Annual Assessment

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

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

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

How Do I...Complete My Closeout Assessment?

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

Create or Update My Self-Assessment for My Closeout Assessment

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

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

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

Acknowledge My Closeout Assessment

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

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

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

