

## **CHRIS Self Service**

### **How to Create an Appraisal (Mid-Year, Interim and Annual)**

#### **Introduction**

The current version of the CHRIS APPAS module has been built using Oracle Self-service technology. After a performance plan has been built it resides permanently in the Build Performance Plan module. The performance plan can be updated and altered throughout the rating cycle. At the time a supervisor wants to conduct an appraisal either, the mid-year, an interim or an annual appraisal, they will initiate this action from the Build Performance Plan function. When they initiate the action the application will take a snap shot of the plan information and create an appraisal in the Appraisals (APPAS) function. The supervisor can rate the employee and document their progress in Appraisals (APPAS) but they can not update the plan information. It is important that the supervisor review the plan data before they initiate the appraisal. Although the plan information can be changed in Build Performance plan it will not update an appraisal after it has been initiated. Unlike previous version you can create separate appraisals – mid-year, interim and annual from the same performance plan.

#### **Guide Contents**

This guide provides instructions on how to create an appraisal including the mid-year, interim and annual.

## How to Create an Appraisal

### Step 1


If you are a manager select GSA Manager Self-Service from the menu and then click on Build Performance Plan (APPAS) in the right hand column.

All other users select GSA Build Performance Plan and click on Build Performance Plan (APPAS) in the right hand column.

#### Navigator

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**Important:** The Internet Explorer or Netscape Back  button **SHOULD NOT** be used in this system to navigate between pages. Using the button will cause the system to not function properly.

### Step 2

The Plan Information screen appears and provides two options for searching for an employee's existing performance plan by name.

**Plan Information**

To BUILD A NEW PERFORMANCE PLAN for an associate, click on 'Build Performance Plan'.  
To WORK WITH AN EXISTING PERFORMANCE PLAN, use the SEARCH function explained below to find the plan.

[Build Performance Plan](#)

**WORKING WITH EXISTING PLANS:**

- To search for a specific Performance Plan, first select the employee's name by using the flashlight OR by entering the employee's last name, first name in the space provided and clicking on the GO button.
  - To narrow your results to a specific date range, enter a date range and click GO.
  - To view all performance plans for which you are the MAIN APPRAISER, leave all fields blank, check the box next to "Plans where you are the Main Appraiser" and click GO.
- OPTIONS AVAILABLE FOR THE RECORDS SELECTED:**
- To make changes to an existing plan click on the UPDATE PLAN/CHANGE APPRAISER icon.
  - To copy an existing plan, select the COPY icon and follow the instructions.
  - To view detailed information about a plan, select the DETAILS icon.
  - To view or print the worksheet or form, click on the appropriate icon.
  - To write comments and/or issue critical element ratings for the mid-year progress review, click on the CREATE MID-YEAR icon and then go to APPRAISALS (APPAS).
  - To evaluate performance at the end of the rating period, click on the CREATE APPRAISALS icon and then go to APPRAISALS (APPAS).
  - To delete the selected plan, use the DELETE icon.

**Search**

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Name  

Rating Period End Date between    
(example: 28-Jul-2006)


  
(example: 28-Jul-2006)

Plans where you are the Main Appraiser

\* Effective Date    
(example: 28-Jul-2006)


Name	Main Appraiser	Appraisal Status	Perf. Plan Type	Rating Period Start Date	Rating Period End Date	Copy	Update Plan / Change Appraiser	Details	WorkSheet	Perf. Plan Form	Create Mid-Year	Create Appraisal	Delete
No search conducted.													


[Build Performance Plan](#)


You can enter the employee's last name in the Name field and hit the tab key or click on the Flashlight icon  .

**Search**


Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Name  

Rating Period End Date between    
(example: 25-Jun-2006)

  
(example: 25-Jun-2006)

Plans where you are the Main Appraiser

\* Effective Date    
(example: 25-Jun-2006)

This will take you to the Search and Select: Name screen. Identify the correct employee and click on the Quick Select icon. This will populate the Name field on the Plan Information screen.

Search and Select List of Values - Microsoft Internet Explorer provided by General Services Administration

**Search and Select: Name** Cancel Select

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Name  Go

**Results**

Previous 1-10 Next 10

Select	Quick Select	Name	Organization	Position	Grade
<input type="radio"/>		Wright,	4FB-1	Property Disposal Specialist	GS-12
<input type="radio"/>		Wright,	CX	Human Resources Specialist	GS-13
<input type="radio"/>		Wright,	3FL-B	Materials Handler	WG-06
<input type="radio"/>		Wright,	4PM-FT	Building Management Specialist	GS-11
<input type="radio"/>		Wright,	3PPDG	Realty Services Manager	GS-13
<input type="radio"/>		Wright,	FBPS	Property Marketing Specialist	GS-13
<input type="radio"/>		Wright,	9PFB	Building Manager	GS-14
<input type="radio"/>		Wright,	7FF-04	Transportation Opns Offcr(Motor)	GS-13
<input type="radio"/>		Wright,	3PA	Management Assistant (OA)	GS-06
<input type="radio"/>		Wright,	10PZ1	Realty Assistant	GS-08

Previous 1-10 Next 10

Cancel Select

Local intranet

To narrow your results to a specific date range, enter a starting and ending value in the Rating Period End Date fields. Click on the Go button.

Rating Period End Date between

(example: 25-Jun-2006)

(example: 25-Jun-2006)

To limit your search to performance plans where you are the main appraiser, click on the "Plans where you are main appraiser" box and click on the go button.

Plans where you are the Main Appraiser

Based upon the criteria that you have entered the Main Plan Information screen will populate with Performance Plans.

### Step 3

*How to Create an Appraisal*



First verify the plan information by clicking on the Details icon for the selected employee. When you have finished reviewing the plan click on the Back button to return to the Main Plan Information screen.

Name	Main Appraiser	Appraisal Status	Perf. Plan Type	Rating Period Start Date	Rating Period End Date	Update Plan / Change Appraiser	Details	WorkSheet	Perf. Plan Form	Create Mid-Year	Create Appraisal	Delete
Wright,	Brantl	Saved	Annual	01-Oct-2005	30-Sep-2006							
Wright,	Clark,	Completed	Annual	01-Oct-2004	30-Sep-2005							

#### Step 4



To create a Mid-Year Appraisal click on the Create Mid-Year icon or the Create



Appraisal icon for the selected employee. You will get a confirmation screen verifying that you want to create the appraisal. Click on the yes **Yes** button.

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**Warning**  
A Mid-Year Appraisal will be created in the Appraisals (APPAS) function for Wright.

Do you want to create an Appraisal?

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#### Step 5

Click on [Home](#) to return to the CHRIS navigator page.

#### Step 6

Click on Appraisals (APPAS) in the right hand column to go to the appraisals function.

**Navigator**

<ul style="list-style-type: none"> <li> <a href="#">GSA HR Professional Self-Service</a></li> <li> <a href="#">GSA Manager Performance Plan</a></li> <li> <b><a href="#">GSA Manager Self-Service</a></b></li> <li> <a href="#">GSA Personal Self-Service</a></li> </ul>	<p><b>GSA Manager Self-Service</b></p> <ul style="list-style-type: none"> <li> <a href="#">Manager View</a></li> <li> <a href="#">Build Performance Plan (APPAS)</a></li> <li> <a href="#">Appraisals (APPAS)</a></li> <li> <a href="#">Awards</a></li> <li> <a href="#">Change Password and Accessibility</a></li> <li> <a href="#">Inbox</a></li> </ul> <p><b>Help</b></p> <ul style="list-style-type: none"> <li> <a href="#">Build Performance Plan User Guide</a></li> <li> <a href="#">Appraisal (APPAS) User Guide</a></li> <li> <a href="#">Award (APRS) User Guide</a></li> </ul>
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This will take you to the main appraisals screen. Appraisals that have been generated from Build Performance Plan and that have not yet been completed will be listed in the Appraisals in Progress section at the top half of your screen. Completed Appraisals are displayed on the lower half of the page. Verify the Appraisals Rating Period Start and End Dates and the Appraisal Type before beginning.

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**Appraisals**

**Appraisals in Progress**

Initiator	Employee	Appraisal Date	Rating Period Start Date	Rating Period End Date	Status	Appraisal Type	View Details	Update/Appraise	Remove
Huber,	Stupj	15-Nov-2007	01-Oct-2006	30-Sep-2007	Planned	Annual			
Huber,	Gelbr	15-Jun-2006	01-Oct-2005	30-Sep-2006	Pending Approval	Annual			
Huber,	Payn	15-Nov-2006	01-Oct-2005	30-Sep-2006	Ongoing	Mid-Year			
Huber,	Wool	28-Jul-2006	01-Oct-2005	30-Sep-2006	Planned	Annual			
Huber,	Wrigl	15-Nov-2006	01-Oct-2005	30-Sep-2006	Ongoing	Mid-Year			

**Completed Appraisals**

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Employee Name

Appraisal Date  Last Name, Title First Name

Rating Period Start Date  (example: 28-Jul-2006)

Rating Period End Date

Appraisal Type


Employee	Rating Period Start Date	Rating Period End Date	Appraisal Date	Appraisal Type	View Details
Wright	01-Oct-2005	30-Sep-2006	15-Jun-2006	Annual	
Kanarc	01-Oct-2004	30-Sep-2005	08-Nov-2005	Annual	
Paige,	01-Oct-2004	30-Sep-2005	09-Nov-2005	Annual	
Sergen	01-Oct-2004	30-Sep-2005	08-Nov-2005	Annual	
Stephe	01-Oct-2004	30-Sep-2005	09-Nov-2005	Annual	
Wooten	01-Oct-2004	30-Sep-2005	09-Nov-2005	Annual	

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## Step 7

**Update/Appraise**

When you are ready to begin, click on the Update/Appraise icon  for the selected employee.

This will take you to the Update Appraisals Overview Page. On this page you need to update any blank fields in the administrative data section. The Appraisal Date field will auto-populate with the current date, although it can be changed to reflect a different date.

If you are creating an Interim appraisal, change the Appraisal Type field by clicking on the grey arrow box on the right hand side of the field to display the list of values.



Update Appraisals: Overview

[Back](#) [Save](#) [Continue](#)

Name: \_\_\_\_\_ Email Address: [james.wooten@gsa.gov](mailto:james.wooten@gsa.gov)  
 Organization: CID Occupational Series: **2210.Information Technology Management**

Enter appropriate values in the administrative data fields. To enter critical element ratings or comments click on the Update Details icon.

**Critical Elements**

Critical Element Name	Appraised Performance	Update Details
Customer Service	<input type="text"/>	
Budget Management	<input type="text"/>	
Communication	<input type="text"/>	


**Administrative Data**

\* Indicates required field

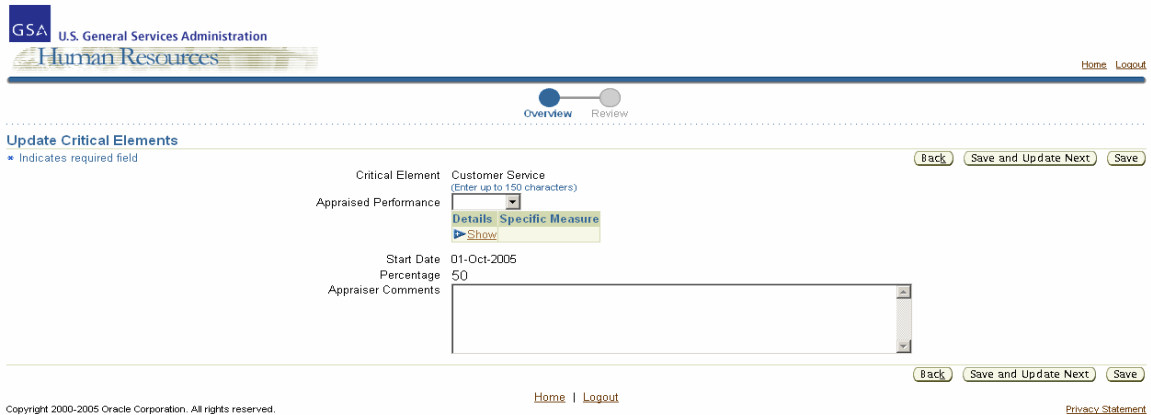
Appraisal Type	<input type="text" value="Annual"/>	PD Review Date	<input type="text" value="10-Oct-2005"/>
Rating Period Start Date	<input type="text" value="01-Oct-2005"/>	Final Perf Plan Issued Date	<input type="text" value="10-Oct-2005"/>
* Rating Period End Date	<input type="text" value="30-Sep-2006"/>	Mid-Year Review Date	<input type="text" value="10-Apr-2006"/>
* Appraisal Date	<input type="text" value="28-Jul-2006"/>		
Assignment Number	17855		
Performance Plan Form	<b>Non-supervisory Associates</b>		
* Main Appraiser	<b>Huber</b>		

[Back](#) [Save](#) [Continue](#)

## Step 8

To begin rating the critical elements click on the Update Details  icon in the right hand column.

This will take you to the Update Critical Elements screen. To enter a numerical rating click on the grey arrow box on the right hand side of the Appraised Performance field. This will display a drop down list of values. Select the appropriate numerical rating.



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Overview Review

Update Critical Elements  
\* Indicates required field

Back Save and Update Next Save

Critical Element Customer Service  
(Enter up to 150 characters)

Appraised Performance [Dropdown] Details Specific Measure Show

Start Date 01-Oct-2005

Percentage 50

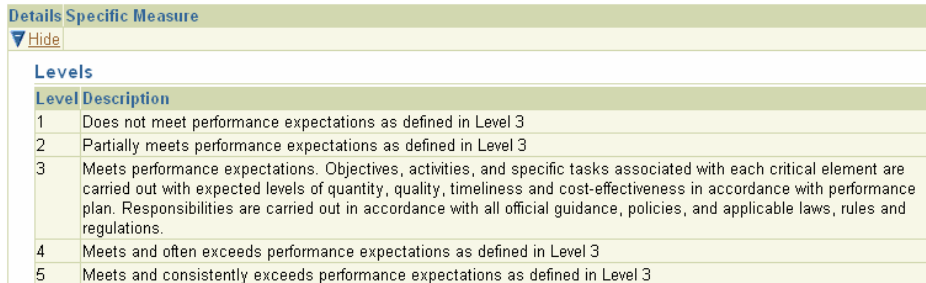
Appraiser Comments [Text Area]

Back Save and Update Next Save

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If you want to review the different rating level descriptions for this critical element you can do so by clicking on the blue arrow icon  Show next to the specific measure.



Details Specific Measure



Hide

Levels

Level	Level Description
1	Does not meet performance expectations as defined in Level 3
2	Partially meets performance expectations as defined in Level 3
3	Meets performance expectations. Objectives, activities, and specific tasks associated with each critical element are carried out with expected levels of quantity, quality, timeliness and cost-effectiveness in accordance with performance plan. Responsibilities are carried out in accordance with all official guidance, policies, and applicable laws, rules and regulations.
4	Meets and often exceeds performance expectations as defined in Level 3
5	Meets and consistently exceeds performance expectations as defined in Level 3

You can enter written comments in the Approver Comments box. This can be typed directly in to the field or you can cut and paste from an external program like Microsoft Word.


## Step 9

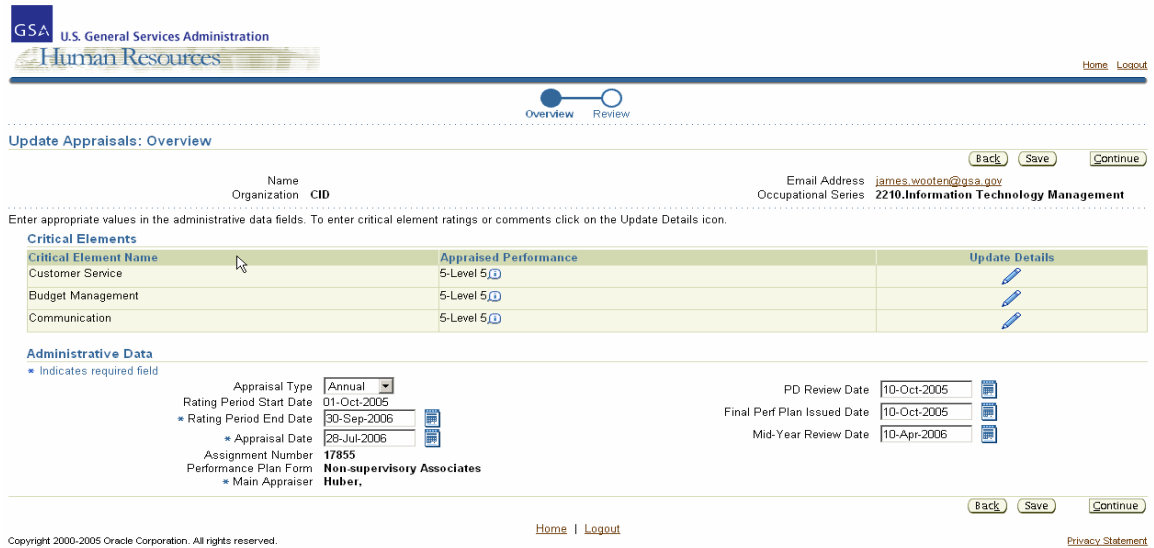
When you have finished updating the information, click on the Save and Update Next button  to move to the next critical element. Continue this until you have finished rating each critical element and click on the Save  button.

*How to Create an Appraisal*



## Step 10

This will return you to the Update Appraisals: Overview screen. Click on the Continue button  to continue the appraisal.









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Overview Review

**Update Appraisals: Overview** Back Save Continue

Name: \_\_\_\_\_ Organization: \_\_\_\_\_ CID: \_\_\_\_\_ Email Address: james.wooten@gsa.gov Occupational Series: 2210.Information Technology Management

Enter appropriate values in the administrative data fields. To enter critical element ratings or comments click on the Update Details icon.

Critical Element Name	Appraised Performance	Update Details
Customer Service	5-Level 5 	
Budget Management	5-Level 5 	
Communication	5-Level 5 	


**Administrative Data** \* Indicates required field

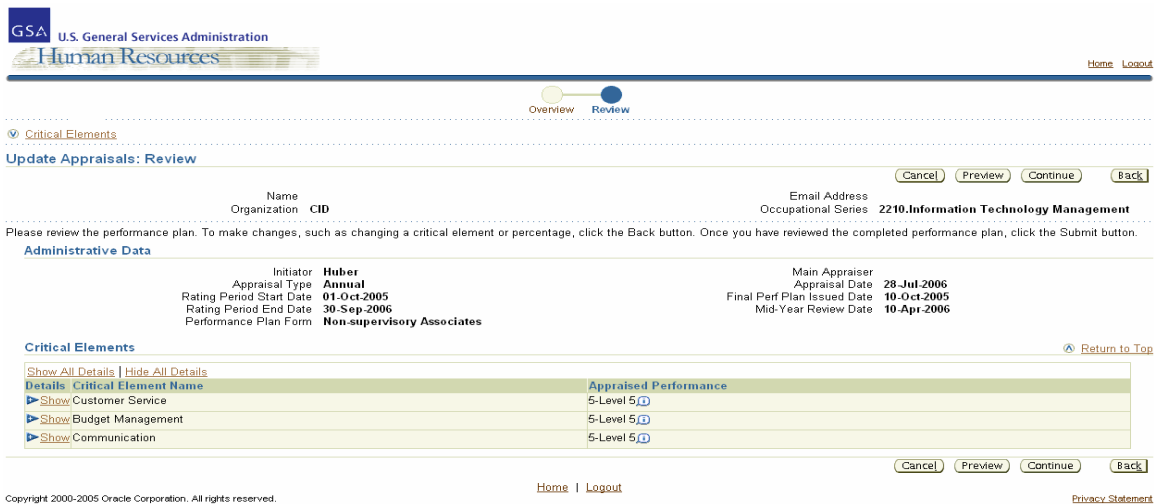
Appraisal Type: Annual  
Rating Period Start Date: 01-Oct-2005  
\* Rating Period End Date: 30-Sep-2006  
\* Appraisal Date: 26-Jul-2006  
Assignment Number: 17855  
Performance Plan Form: Non-supervisory Associates  
Main Appraiser: Huber

PD Review Date: 10-Oct-2005  
Final Perf Plan Issued Date: 10-Oct-2005  
Mid-Year Review Date: 10-Apr-2006

Back Save Continue

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The Update Appraisals Review screen is similar to the last and is intended for you to review the information entered. Click on the Continue button  if the information is correct.



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Overview Review

**Update Appraisals: Review** Cancel Preview Continue Back

Name: \_\_\_\_\_ Organization: \_\_\_\_\_ CID: \_\_\_\_\_ Email Address: \_\_\_\_\_ Occupational Series: 2210.Information Technology Management

Please review the performance plan. To make changes, such as changing a critical element or percentage, click the Back button. Once you have reviewed the completed performance plan, click the Submit button.




**Administrative Data**

Initiator: Huber  
Appraisal Type: Annual  
Rating Period Start Date: 01-Oct-2005  
Rating Period End Date: 30-Sep-2006  
Performance Plan Form: Non-supervisory Associates

Main Appraiser: \_\_\_\_\_  
Appraisal Date: 28-Jul-2006  
Final Perf Plan Issued Date: 10-Oct-2005  
Mid-Year Review Date: 10-Apr-2006

**Critical Elements** [Return to Top](#)

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

Details Critical Element Name	Appraised Performance
<a href="#">Show</a> Customer Service	5-Level 5 
<a href="#">Show</a> Budget Management	5-Level 5 
<a href="#">Show</a> Communication	5-Level 5 

Cancel Preview Continue Back

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## Step 11

You will then be taken to a Confirmation Page, if you do not need to edit any data or change the main appraiser; you can continue the appraisal by clicking the Summary Ratings and Comments button. [Summary Ratings and Comments](#)

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**Confirmation**  
Your changes have been saved.

**Main Appraiser Review**

[Return To Appraisals In Progress](#) [Edit Appraisal Data](#) [Summary Ratings and Comments](#)

---

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Organization: CID Occupational Series: **2210.Information Technology Management**

**Administrative Data** [Change Main Appraiser](#)

Initiator	<b>Huber.</b>	Main Appraiser	<b>Huber.</b>
Appraisal Type	<b>Annual</b>	Appraisal Date	<b>28-Jul-2006</b>
Rating Period Start Date	<b>01-Oct-2005</b>	PD Review Date	<b>10-Oct-2005</b>
Rating Period End Date	<b>30-Sep-2006</b>	Final Perf Plan Issued Date	<b>10-Oct-2005</b>
Performance Plan Form	<b>Non-supervisory Associates</b>	Mid-Year Review Date	<b>10-Apr-2006</b>

**Critical Elements**

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

Details Critical Element Name	Appraised Performance
<a href="#">Show</a> Customer Service	5-Level 5 <a href="#">D</a>
<a href="#">Show</a> Budget Management	5-Level 5 <a href="#">D</a>
<a href="#">Show</a> Communication	5-Level 5 <a href="#">D</a>

[Return To Appraisals In Progress](#) [Edit Appraisal Data](#) [Summary Ratings and Comments](#)

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## Step 12

On the Summary Rating and Comments screen you will notice the Summary Rating is automatically calculated. Enter the Overall and Development & Training Comments in the appropriate boxes. Text can be entered through the user's keyboard or by cutting and pasting from external programs such as Microsoft Word. When you have finished click on the Continue button [Continue](#) .

Summary Ratings and Comments

Return To Appraisals In Progress Back Save Continue Printable Form

Name  
Organization CID

Email Address  
Occupational Series 2210.Information Technology Management

Enter overall comments and development and training comments. Click on the BACK button to update administrative data or change the main appraiser. If you haven't met with your associate yet, click on SAVE to save your work before printing a copy of the form to share with the employee. Click on PRINTABLE FORM to create a PDF version of the appraisal. Once you have saved/printed the PDF file, click on RETURN TO APPRAISALS IN PROGRESS to begin evaluating performance for another employee. If you have already met with your associate and are ready to submit the appraisal, click on CONTINUE.

Critical Elements

Show All Details Hide All Details

Details Critical Element Name

- Show Customer Service
- Show Budget Management
- Show Communication

Summary Rating and Comments

Summary Rating 5-Level 5

Overall Comments

Development and Training

Comments

Return To Appraisals In Progress Back Save Continue Printable Form

## Step 13

You are now at the Final Review screen which displays a summary of your entries. Click on the Printable Form button **Printable Form** to generate a PDF of the official appraisal form populated with the ratings and comments just entered.

Summary Ratings and Comments >

Final Review

To make changes to the appraisal click on the Back button. Summary ratings of 1 and 5 require second level approval. Verify approver routing below and make changes if necessary. If you have not met with your employee, do not submit the appraisal. Generate a PDF file of the appraisal to share with the associate by clicking on PRINTABLE FORM. Once you have printed out the form, click on RETURN TO APPRAISALS IN PROGRESS to begin evaluating another employee. If you have met with your employee and are ready to submit the appraisal, click on SUBMIT.

Return To Appraisals In Progress Back Submit Printable Form

Name  
Organization CID

Email Address  
Occupational Series 2210.Information Technology Management

Critical Elements

Show All Details Hide All Details

Details Critical Element Name

- Show Customer Service
- Show Budget Management
- Show Communication

Summary Rating and Comments

Summary Rating 5-Level 5


Overall Comments

Development and Training

Comments

Approvers

To remove an approver from the list, click on the Delete icon. To add an approver, click on Add Adhoc Approver, and then use the flashlight or enter a last name and hit your TAB key to search for the appropriate approving official.


Line No	Approver	Approver Group	Category	Status	Delete
1	Huber	CHRIS APPAS Manager Approval	Approver		

Add Adhoc Approver

Comments to Approvers


## Step 14

If the summary rating is a 1 or 5 the system will route the appraisal to a second level supervisor for approval. In the Approvers section review the second level approver assigned by the application. You can delete the approver listed by clicking on the Delete



icon  on the right hand side of the row.

### Approvers

To remove an approver from the list, click on the 'Delete' icon. To add an approver, click on 'Add Adhoc Approver', and then use the flashlight or enter a last name and hit your TAB key to search for the appropriate approving official.

Line No	Approver	Approver Group	Category	Status	Delete
1	Huber	CHRIS APPAS Manager Approval	Approver		

 Add Adhoc Approver

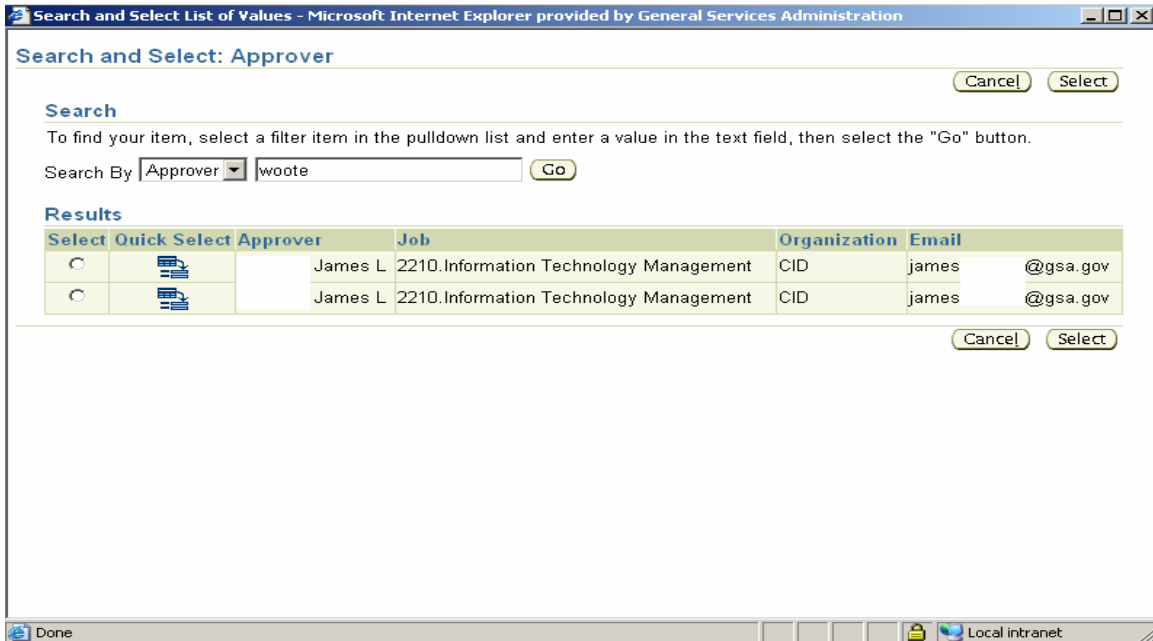
To add a different approver click on the Blue Triangle icon  where it says Add Adhoc Approver. Enter the approver's last name in the Approver field and hit the tab key or click on the Flashlight icon .

### Add Adhoc Approver

Approver  

Category

The Search and Select: Approver window will display. Click on the Quick Select icon for the appropriate approver.



You also have the ability add comments in the Comments to Approvers box and you can add supporting documents by clicking on the Add button under Additional Information. Please note that comments and attachment are only sent to the next level approver through work flow and are not stored as past of the employee's permanent record.

#### Comments to Approvers

#### Additional Information

##### Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None

### Step 15

You are now ready to complete the appraisal by clicking on the Submit button .

You will then be prompted by a warning page, click the Yes button  if you want to submit the appraisal. Be aware you cannot change or update the appraisal once it has been completed.

#### Warning

You have chosen to complete this appraisal.

You cannot update a completed appraisal. Do you want to continue?.

You will then be taken to the Main Appraisals Page where you should see a Confirmation message at the top of the screen. You will see the completed Appraisal in the Completed Appraisal Section at the bottom half of the screen.

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**Confirmation**  
 You have submitted the appraisal for approval.

**Appraisals**

**Appraisals in Progress**

Initiator	Employee	Appraisal Date	Rating Period Start Date	Rating Period End Date	Status	Appraisal Type	View Details	Update/Approve	Remove
Huber	Stuppa	15-Nov-2007	01-Oct-2006	30-Sep-2007	Planned	Annual			
Huber	Gelber,	15-Jun-2006	01-Oct-2005	30-Sep-2006	Pending Approval	Annual			
Huber	Payne,	15-Nov-2006	01-Oct-2005	30-Sep-2006	Ongoing	Mid-Year			
Huber	Wooter	28-Jul-2006	01-Oct-2005	30-Sep-2006	Pending Approval	Annual			
Huber	Wright,	15-Nov-2006	01-Oct-2005	30-Sep-2006	Ongoing	Mid-Year			

**Completed Appraisals**  
 Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Employee Name

Appraisal Date

Rating Period Start Date

Rating Period End Date

Appraisal Type

Employee	Rating Period Start Date	Rating Period End Date	Appraisal Date	Appraisal Type	View Details
Wright,	01-Oct-2005	30-Sep-2006	15-Jun-2006	Annual	
Kanarct	01-Oct-2004	30-Sep-2005	08-Nov-2005	Annual	
Paige, t	01-Oct-2004	30-Sep-2005	09-Nov-2005	Annual	
Sergent	01-Oct-2004	30-Sep-2005	08-Nov-2005	Annual	
Stepher	01-Oct-2004	30-Sep-2005	09-Nov-2005	Annual	
Wooten	01-Oct-2004	30-Sep-2005	09-Nov-2005	Annual	

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