Creating a Mid-Year Appraisal

Module Overview

Purpose As part of the automation of the APPAS policy, supervisors can manage performance evaluations and appraisals through CHRIS Self-service. This automation includes issuing performance plans, and conducting mid-year progress reviews. Once the performance plan has been routed to self-service, control of the plan resides with the rating official (supervisor) through out the rating period.

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The Performance Plan Screen & Querying Employees

After logging in to CHRIS click on the Manager Self-Service responsibility on the left hand side of the screen and then select the Build Performance Plan (APPAS) menu option listed on the right hand side of the screen.

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Oracle Applications Home Page			
			Favorites
Ravigator SSA Manager Performance Plan SSA Manager Self-Service SSA Manager Vew SSA Manager Vew SSA Manager Vew SSA Service SSA Personal Self-Service	GSA Manager Self-Service Appraisals (AFPAS) Appraisals (AFPAS) Appraisals (AFPAS) Change Password and Accessibility Dox	Personalize	You have not selected any favorites. Please use the "Personalize" button to set up your favorites.
		Logout Preferences Help	

This will take you to the Build Performance Plan screen which is separated in to two sections; the Search and Select section and at the bottom of the screen are the performance plan listings for selected employees.

GSA GSA Manager Sel	-Service	F)			C. Contractor			Home Logout Pr	eferences	
Plan Information To BUILD A NEW PERFORMANCE PLA To WORK WITH AN EXISTING PERFO				i the plan.			Users Guide an	d Video Tutorial	Build Perfo	rmance Pla
Note that the search is case insensiti Office Syn Pay Plan and Gr Rating Period End Date betw	ade	rou are the Main		Effective Date 01-	ple: 17-Mar-2010) pr-2010	Q				
Generate Perf. Plan Form(s) Select Name No search conducted.	Appraisal ser Status	Perf. Plan Type	Rating Period Start Date	Rating Period End Date	Update Plan / Change Copy Appraiser		Perf. Plan s WorkSheet Form	Create Mid- Year	Create Appraisal	Delete

Query your employees by checking the box \Box to the left of "Plans where you are the Main Appraiser" or by individual query using the "Name" field and click on \Box "Go".

		Plans	s where you an	re the Main App	oraiser * Ef	ffective Date 01-Apr-2010 (example: 17-Mar-						
Gen	nerate Perf. Plan Fo		io Clear							③ Previous	1-15 💌 1	lext 15 @
Salact	t All Select None				-							
Deleci												
	t Name	Main Appraiser	Appraisal Status	Perf. Plan Type			Update Plan / Change / Appraiser	Details	WorkSheet	Create Mid- Year	Create Appraisal	Delete

For each employee, begin by clicking on the "Details" icon by to ensure that the performance plan is current. If any changes were made since the

beginning of the year that are not documented in CHRIS, close the "Details" screen and then click on the "Update Plan/Change Appraiser"

icon 🧷, to make changes to the performance plan.

Creating the Mid-Year Appraisal

Once you have determined that the performance plan is accurate, create the Mid Year Appraisal record by clicking on the "Create Mid-Year" icon 1, to the far right of each respective performance plan.

After you click on the "Create Mid Year" icon 📜, you will receive a warning message (see below), click the "Yes" button 📧 , to confirm creation of the mid-year appraisal.

GSA GSA Manager Self-Service	
	Home Logout Preferences
Warning A Wid-Year Appraisal will be created in the Appraisals (APPAS) function for Gannon, Maureen.	
Do you want to create an Appraisal?	
	<u>No Y</u> es

After clicking on the "Yes" button <u>Yes</u>, the system will return you to the Build Performance Plan screen and you will see a confirmation message that the Mid Year Appraisal has been created.

GSA Manager Self-Service	Home Logout Preferences
Confirmation A Mid-Year Appraisal has been created in the Appraisals (APPAS) function for Doe, John P.	
Plan Information To BUID A NEW PERFORMANCE PLAN for an employee, click on 'Build Performance Plan'. To WORK WITH AN EXISTING PERFORMANCE PLAN, use the SEARCH function explained below to find the plan. <u>(3 Show Additional Instructions</u>)	Users Guide and Video Tutorial Build Performance Plan

When you are finished creating the Mid Year Appraisals for all of your

employees, click on the "Home" link Home, in the upper right hand corner of the CHRIS screen. This will return you to the Navigator screen.