DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)

CAS2Net Orientation
for
Employees and Supervisors

Spring 2012

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Intended Audience and Expected Outcomes

- Intended Audience is Employees and First Level Supervisors
- Expected Outcomes
  - Employees should understand how to:
    - Initiate or modify entries in the Contribution Planning module
    - View and print current or previous contribution planning entries
    - Print Additional Feedback reports
    - Initiate or modify entries in the Mid-Point Review Self-assessment module
    - Release their mid-point self-assessment to their supervisor
    - View and print their mid-point self-assessment
    - Initiate or modify entries in the Annual Appraisal Self-assessment module
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    - View and print their annual self-assessment
  - Supervisors should understand how to:
    - Initiate, modify, and submit entries in the Contribution Planning module
    - View and print current or previous contribution planning entries
    - Enter, submit, and print Additional Feedback reports
    - Initiate, modify, and submit a Mid-Point Review
    - View and print a mid-point assessment and employee self-assessments
    - Initiate, modify, and submit an Annual Appraisal
   - View and print an annual assessment and employee self-assessments

Agenda

This orientation presents an overview of 8 user functions within CAS2Net, as an Employee or Supervisor:

1. Access the CAS2Net website and Login to the system
2. Use the Contribution Planning module
3. Enter Additional Feedback
4. Use the Mid-Point Review Self-Assessment module
5. Use the Mid-Point Review module
6. Use the Annual Appraisal Self-Assessment module
7. Use the Annual Appraisal module
8. Review Reports

Lesson 1:
Login

Login

- Access the CAS2Net site by going to the following URL: https://acqdemoii.army.mil (Note: CAS2Net is hosted on an Army server but services all DoD AcqDemo participants)
- Contact your Pay Pool Data Maintainer if you cannot access the site.
- You may have to select one of your installed CAC digital certificates at this point. Either one will work. Click the OK button.
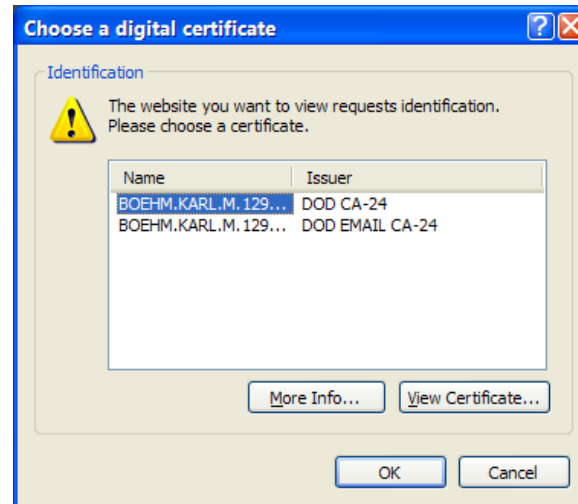
- If prompted, enter your CAC PIN.
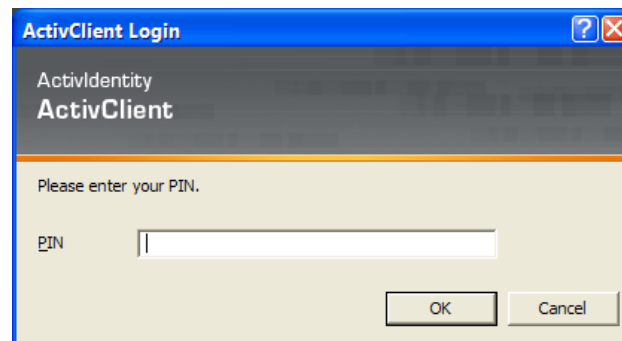
Login

- If you already have accessed the CAS2Net site, you will most likely be directed straight to the Usage Policy screen, shown below.
- Click "I Agree" button to continue.

Usage Policy

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:

* The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
* At any time, the USG may inspect and seize data stored on this IS.
* Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
* This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
* Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

To continue, you must agree to the above terms and conditions.
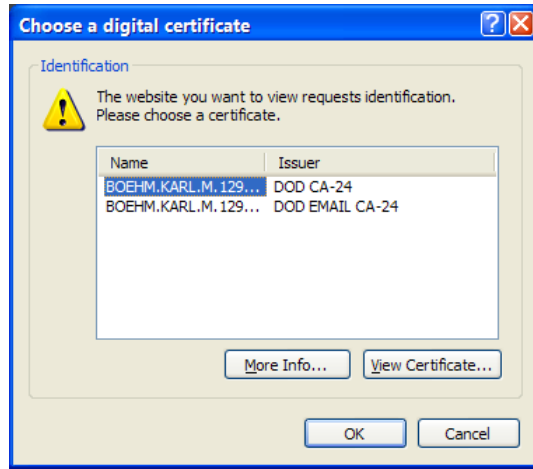
[I Agree]

Login

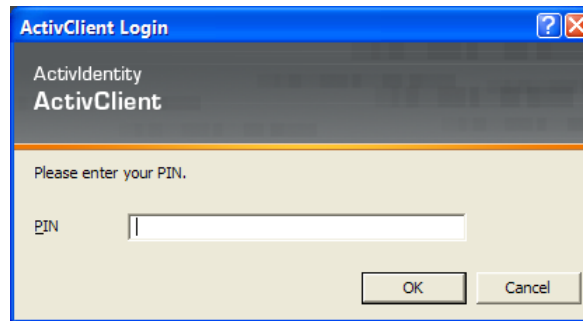- Click the "CAC Login" button to sign-in.
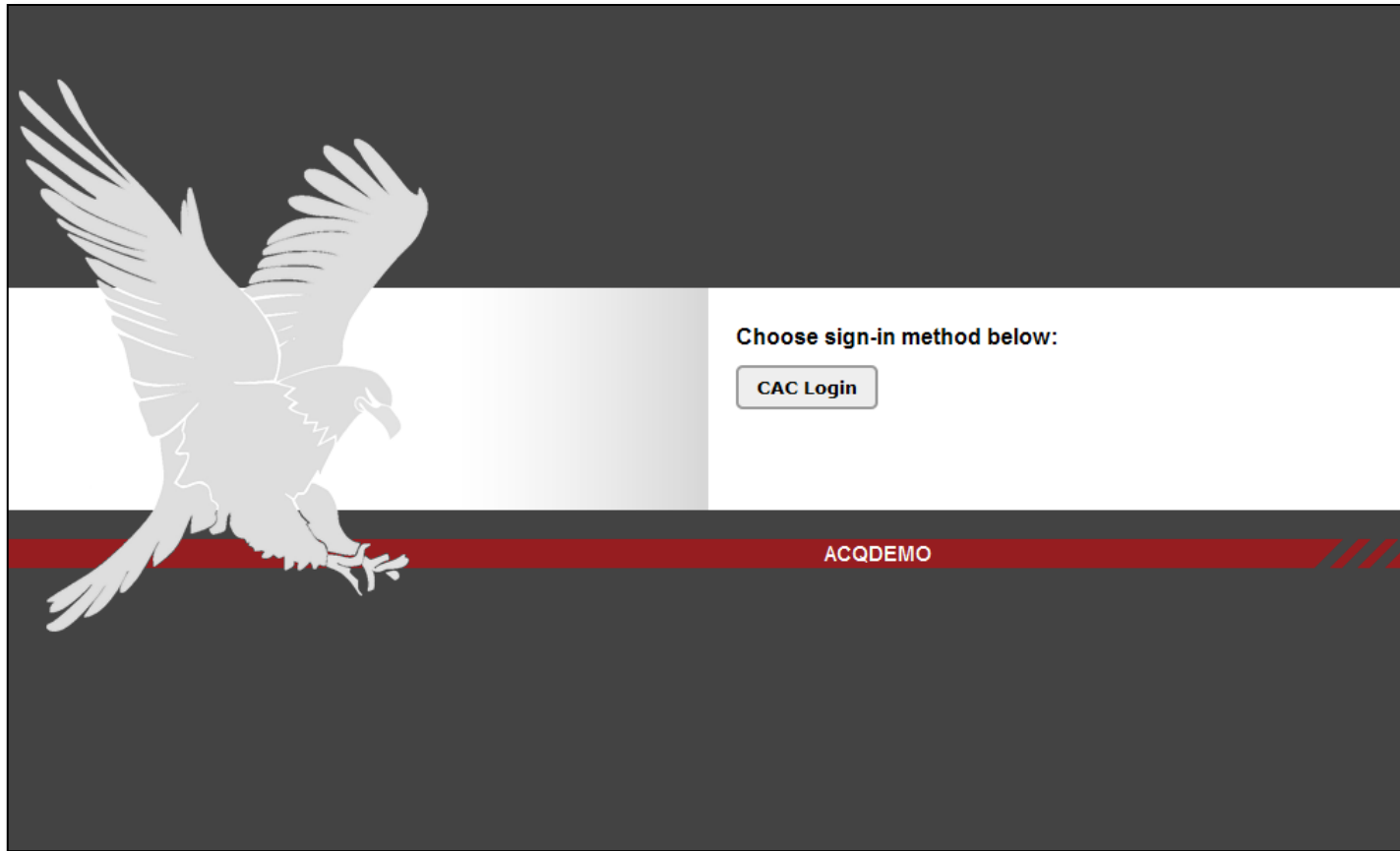
Login

- As before, select one of your installed CAC digital certificates and click the OK button.

- If prompted, enter your CAC PIN.

Successful Login Screen

- CAS2Net successfully logs the user in and displays the "Welcome" screen (the picture below depicts the "Welcome" screen for a Superuser)
- The navigation bar is on the left; it lists the available modules for your user role.
- If you are an employee, you will see the "Welcome" screen with only the "Employee Menu" displayed on the navigation bar to the left.

Lesson 2:
Contribution Planning

Contribution Planning – Employee

- Click "Contribution Planning" from the navigation bar. CAS2Net refreshes the screen to display the "Contribution Planning" screen.

- After discussion with their supervisor, employees initiate the Contribution Planning process (if there is no current plan) by entering text and clicking on the Save button. This creates a draft plan that both employee and supervisor can view and edit.

- Once an employee is ready to submit the draft plan to their supervisor, the employee checks the "Release to Supervisor" box and clicks on Save to release the plan to the supervisor. Once released, modifications to existing plans must be initiated by the Supervisor.

- As long as status remains "In Progress", the employee may later clear the "Release to Supervisor" checkbox and "Save" to let the supervisor know that employee input is incomplete. Once the supervisor finalizes the plan and submits it (covered later), only the supervisor can modify the plan.

Contribution Planning – Supervisor

- Click "Contribution Planning" from the Supervisor Menu on the navigation bar; CAS2Net refreshes the screen to display the "Contribution Planning Status" screen.

Contribution Planning – Supervisor

- The supervisor will see a list of employees assigned to him or her. The "Contribution Planning Status" column indicates whether the contribution plan is complete, incomplete, or no plan provided.

- Supervisor selects an employee name from the list provided.

Contribution Planning Status

Year: 2011

Employee	Employee Input	Contribution Planning Status
Amy Artis	✅	❌
Barry Burns		
Connie Celon		

Key:
- ✅ Contribution Planning Complete.
- ❌ Contribution Planning Incomplete.
- No Contribution Planning Provided.

CAS2Net lists employees assigned to the supervisor, along with Contribution Planning status information:

- Employee Name
- Employee Input Status
- Contribution Planning Status

Status values for each column include:
  Green 'checkmark' = 'Complete'
  Red 'X' = 'Incomplete' (In Progress)
  (blank) = Not Provided

Note: In this example, Amy Artis has completed her input to her supervisor and the supervisor needs to finalize her plan to complete the process.

Contribution Planning – Supervisor

- CAS2Net refreshes screen with last saved text for selected employee.
- The supervisor edits and enters text as needed.
- Clicking the "Exit" button saves changes and exits the selected employee's "Contribution Planning" form.
- After the supervisor meets with the employee to review the "Contribution Planning" content, the supervisor selects the date and method of communication and clicks "Submit" indicating the "Contribution Planning" process is complete. The "Clear" button blanks out current values.

  Note: The "Submit" button is disabled until the date conducted is selected. Once the date is selected, the "Submit" button becomes active.

Contribution Planning – Supervisor

- If later modifications to a plan are needed, click on "Contribution Planning" from the Supervisor Menu and select affected employee and CAS2Net refreshes the screen to display the "Contribution Planning" screen for selected employee.
- "Contribution Planning" input text box is pre-filled with the most recently saved content—if available.
- Hot links provide read-only access to previously submitted "Contribution Planning" content.
- The "Clear" button enables the supervisor to "Re-Submit" method of communication and date conducted.
- Supervisor may elect to modify the active plan by clicking on the Modify button and edit text box and click on Save button to allow employee to see modification prior to submitting it or select Method of Communication and Date Conducted when modification is communicated to employee.

Lesson 2a:
Reports for Contribution Planning

Contribution Planning Report – Employee

- Click "Reports" from the navigation bar. CAS2Net refreshes the screen to display the "Employee Reports" list.
- Click "Contribution Planning" from the reports list (first item on the list).

  Note: If a report is not provided as a hotlink, it means the desired report is not accessible to you at that point in time.
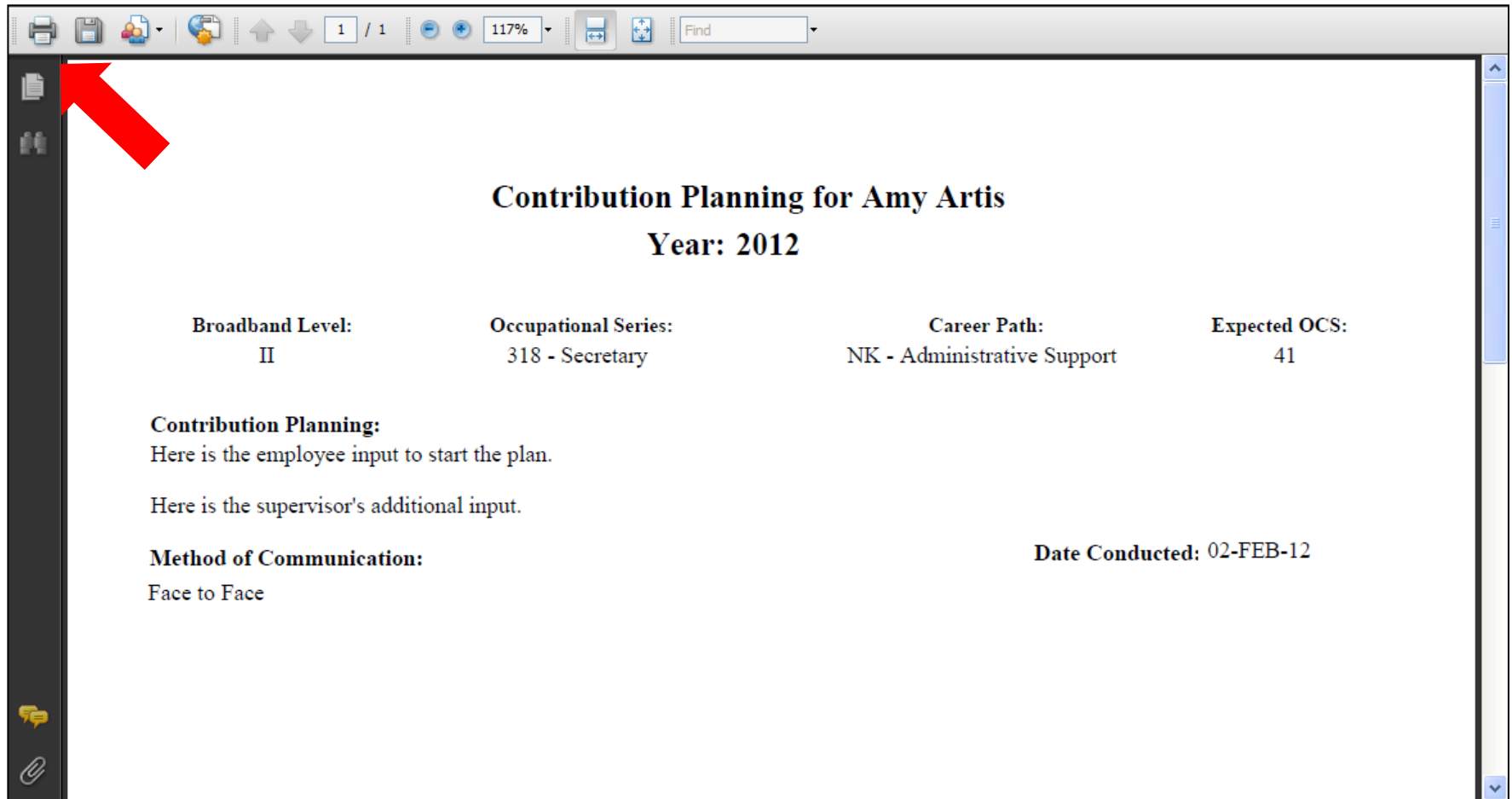
Contribution Planning Report – Employee

- CAS2Net refreshes the screen to display the Contribution Planning report in PDF format.
- The report may be printed using the Acrobat menu bar at the top of the report.

Contribution Planning for Amy Artis

Year: 2012

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
II	318 - Secretary	NK - Administrative Support	41

Contribution Planning:
Here is the employee input to start the plan.

Here is the supervisor's additional input.

Method of Communication:
Face to Face

Date Conducted: 02-FEB-12

Contribution Planning Report – Supervisor

- Click "Reports" from the Navigation Bar under the supervisor menu. CAS2Net refreshes the screen to display the "Supervisor Reports" list.
- To view the Contribution Planning report for a single employee, click the "Contribution Planning – Single Employee" report link.

Contribution Planning Report – Supervisor

- CAS2Net refreshes the screen to display the "Contribution Plan", "Report Generation Options."
- Select the name of the employee from the "Employee Selection" dropdown.
- Select the "Appraisal Year".
- Click the "Generate" button.

Only employees with Contribution Planning entries are included in dropdown list.

Contribution Planning Report – Supervisor

- CAS2Net refreshes the screen to display the Contribution Plan for the selected employee.
- The report may be printed using the Acrobat menu bar at the top of the report.

Contribution Planning for Amy Artis

Year: 2012

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
II	318 - Secretary	NK - Administrative Support	41

Contribution Planning:
Here is the employee input to start the plan.

Here is the supervisor's additional input.

Method of Communication: **Date Conducted:** 02-FEB-12
Face to Face

Contribution Planning Report – Supervisor

- To view the Contribution Planning report for all employees reporting to the supervisor, click the "Contribution Planning – All Employees" report link.

Contribution Planning Report – Supervisor

- CAS2Net refreshes the screen to display the "Contribution Plan", "Report Generation Options".

- The "Supervisor Selection" dropdown is defaulted to the supervisor's name.

- Select "Supervisor Type" radio button to select subordinate employees by reporting relationship—e.g. All employees reporting to the "First Level Supervisor"

- Select the "Assessment Year".

- Click the "Generate" button.

Contribution Planning Report – Supervisor

- CAS2Net refreshes the screen to display the contribution plan for each reporting employee. *Note: Use the scroll bar to view the rest of the employees' contribution plans. Each employee starts on a new page.*

- Here there are two reports and two pages.

- The report may be printed using the Acrobat menu bar at the top of the report.

Contribution Planning for Amy Artis

Year: 2012

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
II	318 - Secretary	NK - Administrative Support	41

Contribution Planning:

Here is the employee input to start the plan.

Here is the supervisor's additional input.
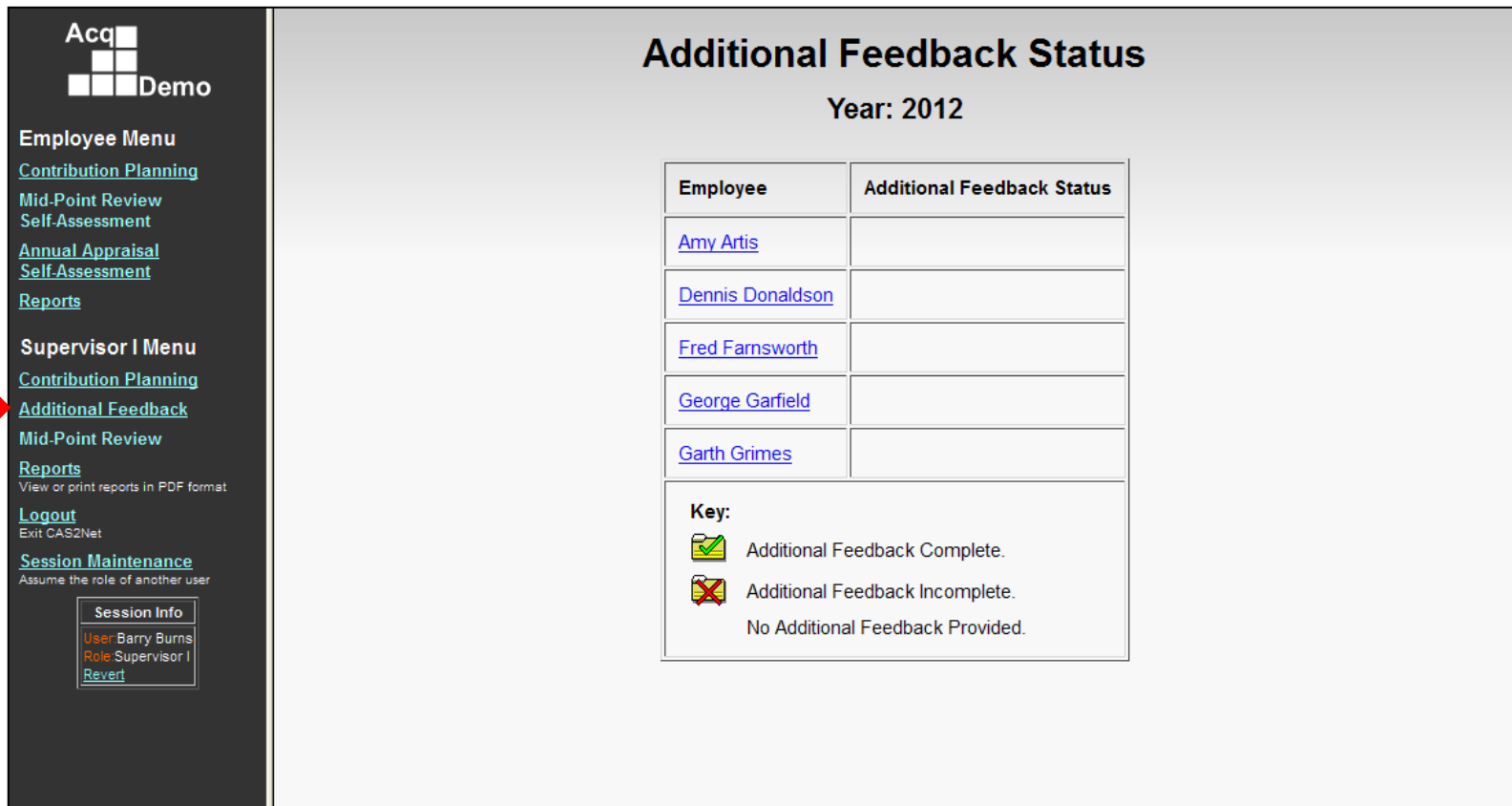
Method of Communication: Date Conducted: 02-FEB-12

Face to Face

Lesson 3:
Additional Feedback

Additional Feedback - Supervisor

- Click "Additional Feedback" from the Supervisor Menu on the Navigation Bar. CAS2Net refreshes the screen to display the "Additional Feedback Status" screen.

- The supervisor sees a list of employees assigned to him or her. The "Additional Feedback Status" column indicates whether the additional feedback is complete, incomplete, or has not been provided.

- Select an employee name from the list provided by clicking on the name.

Additional Feedback

- After clicking on the name, CAS2Net refreshes the screen to display the "Additional Feedback" screen for selected employee with an incomplete status.
- "Contribution Planning" is automatically pre-filled with the latest submitted content.
- Hot links provide read-only access to any previously submitted Additional Feedback.
- Supervisor clicks on Create button to begin a new Additional Feedback session.
- Supervisor has option to input text boxes for Overall Supervisor Assessment or separately for Each Factor's text box
- Each Factor tab contains hot link to "Descriptions and Discriminators" for reference in providing feedback
- Supervisor enters the supervisor assessment portions (overall or by factor) of the Additional Feedback .

Additional Feedback for Amy Artis
As of 03/15/2012 11:15
DO NOT USE FOR MID-POINT REVIEW FEEDBACK

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
II	318 - Secretary	NH - Business Management And Technical Management Professional	48

Contribution Planning:
Here is the employee input to start the plan.

Here is the supervisor's additional input.

Overall Supervisor Feedback: (Characters used: 0 of 4000)

Tabs: Problem Solving | Teamwork / Cooperation | Customer Relations | Leadership / Supervision | Communication | Resource Management | **Employee Review Date**

Method of Communication:
- Face to Face
- TeleConference
- Video Conference
- Email
- Other

Date Conducted:

Su Mo Tu We Th Fr Sa
26 27 28 29 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
1 2 3 4 5 6 7

Clear

Release to Employee | Save | Submit | Exit

Additional Feedback

- Supervisor assessment input text boxes are pre-filled with the most recently saved content—if available.

- Supervisor clicks "Release to Employee" button to allow the employee to print the "Additional Feedback Report" while the entry is "In Progress".

    Note: "Release to Employee" is disabled before text is typed into any assessment textbox.

- When the overall or factor feedback text box(es) is(are) complete, supervisor meets with employee.

- After meeting with the employee to review the Additional Feedback, the supervisor updates the date and method of communication and clicks "Submit"--indicating the Additional Feedback process is complete.

Note 1: The "Submit" button is disabled until the date is selected. Once the date is selected, the "Submit" button becomes active and the "Release to Employee" button is disabled.

Note 2: "Release to Employee" checkbox is automatically set when the Additional Feedback is submitted.

Note 3: "Clear" enables the supervisor to reenter method of communication & date conducted.

Note 4: "Create" opens new Additional Feedback.

Lesson 3a:
Reports for Additional Feedback

Additional Feedback Report – Employee

- Click "Reports" from the navigation bar; CAS2Net refreshes the screen to display the "Employee Reports" list.
- Click "Additional Feedback" from the reports list.

  Note: If a report is not provided as a hotlink, it means the desired report is not accessible to you at that time.

Additional Feedback Report – Employee

- CAS2Net refreshes the screen to display the Additional Feedback report in PDF format.
- If the employee has more than one report, all reports will be generated.
- The reports may be printed using the Acrobat menu bar at the top of the report.

Additional Feedback Report – Supervisor

- Click "Reports" from the Navigation Bar under the supervisor menu. CAS2Net refreshes the screen to display the Supervisor Reports list.
- To view the Additional Feedback report for a single employee, click the "Additional Feedback – Single Employee" report link.

Additional Feedback Report – Supervisor

- CAS2Net refreshes the screen to display the "Additional Feedback", "Report Generation Options".

- Select the name of the employee from the "Employee Selection" dropdown.

- Select the "Appraisal Year".

- Click the "Generate" button.

- All Feedback Reports for the employee will be generated in PDF format.

Additional Feedback Report – Supervisor

- CAS2Net refreshes the screen to display the Additional Feedback reports for the selected employee.

- The reports may be printed using the Acrobat menu bar at the top of the report.

Additional Feedback Report – Supervisor

- To view the Additional Feedback report for all reporting employees, click the "Additional Feedback – All Employees" report link.

Additional Feedback Report – Supervisor

- CAS2Net refreshes the screen to display the "Additional Feedback", "Report Generation Options".

- The "Supervisor Selection" dropdown is defaulted to supervisor name.

- Select "Supervisor Type" radio button to select all reporting employees under the selected supervisor type. E.g. All employees reporting to the "First Level Supervisor".

- Select the "Assessment Year".

- Click the "Generate" button.

Additional Feedback Report – Supervisor

- CAS2Net refreshes the screen to display the Additional Feedback reports for all of the employees reporting to the previously selected supervisor. _Note:_ Use the scroll bar to view the rest of the employee feedback report and the Acrobat up and down arrows to view other reports. Each report for each employee starts on a new page. Note there is feedback for two employees here.

- The report may be printed using the Acrobat menu bar at the top of the report.

Lesson 4:
Mid-Point Review Self-Assessment

Employee Mid-Point Review Self-Assessment

- TWO OPTIONS ARE AVAILABLE TO EMPLOYEES AND SUPERVISORS BASED ON LOCAL ORGANIZATION PAY POOL POLICY. ***CONSULT WITH YOUR LOCAL ACQDEMO POC BEFORE COMPLETING YOUR ASSESSMENT.***

  - **Option 1**: Employees may use the "Overall Employee Self Assessment" block to provide an overall summary of their contributions to date.

  - Supervisors may use the similar "Overall Supervisor Assessment" block for their assessment also, or

  - **Option 2**: Employees and Supervisors may use the individual factor tabs to complete their self and supervisory assessment respectively.

Mid-Point Review Self-Assessment for Barry Burns

Year: 2012

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
II	1515 - Operations Research	NH - Business Management And Technical Management Professional	48

Contribution Planning:

Contribution Planning for cycle year 2012 - Barry Burns
My contribution planning is employing techniques from other mathematical sciences, such as mathematical modeling, statistical analysis, and mathematical optimization, operations research arrives at optial or near-optimal solutions to complex decision-making problems.

Overall Employee Self-Assessment *(Characters used: 74 of 4000)*

I successfully completed work on project xyz which resulted in ....

Tabs: Problem Solving | Teamwork/ Cooperation | Customer Relations | Leadership / Supervision | Communication | Resource Management

Problem Solving

Employee Self-Assessment *(Characters used: 58 of 4000)*

For project xyz, I resolved problems relating to ....|

☐ Release to Supervisor   Save   Exit

Employee Mid-Point Review Self-Assessment

- The Mid-Point Review Self-Assessment screen displays information about the employee in the header and the current contribution plan (if any) in a box below the header. The Contribution Planning box is grayed out to indicate it cannot be changed using this screen.

- There is a tab for each factor for the employee to enter their self-assessment. The employee can enter up to 4000 characters for each factor (counting non-printable characters such as line returns).

- The hot link for the factor brings up a separate screen with descriptors and discriminators for the factor.

- "Release to Supervisor" is a status indicator informing the supervisor that employee input is complete.

- The self-assessment will be locked when the supervisor has saved his assessment—even if "Release to Supervisor" is unchecked.

Mid-Point Review Self-Assessment for Barry Burns

Year: 2012

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
II	1515 - Operations Research	NH - Business Management And Technical Management Professional	48

Contribution Planning:

Contribution Planning for cycle year 2012 - Barry Burns
My contribution planning is employing techniques from other mathematical sciences, such as mathematical modeling, statistical analysis, and mathematical optimization, operations research arrives at optial or near-optimal solutions to complex decision-making problems.

Overall Employee Self-Assessment (Characters used: 74 of 4000)

I successfully completed work on project xyz which resulted in ....

Tabs: **Problem Solving** | Teamwork/ Cooperation | Customer Relations | Leadership / Supervision | Communication | Resource Management

Problem Solving

Employee Self-Assessment (Characters used: 58 of 4000)

For project xyz, I resolved problems relating to ....

☐ Release to Supervisor   Save   Exit

Mid-Point Self-Assessment Report

- The report shows the text for all six factors
- There can be up to 4000 characters per factor, including non-printable characters such as line feeds.

Mid-Point Review Self-Assessment for Barry Burns

Year: 2012

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
II	1515 - Operations Research	NH - Business Management and Technical Management Professional	48

Contribution Planning:

Contribution Planning for cycle year 2012 - Barry Burns
My contribution planning is employing techniques from other mathematical sciences, such as mathematical modeling, statistical analysis, and mathematical optimization, operations research arrives at optial or near-optimal solutions to complex decision-making problems.

Overall Employee Self-Assessment:

I successfully completed work on project xyz which resulted in ....

Problem Solving

For project xyz, I resolved problems relating to ....

Teamwork/Cooperation

Lesson 5:
Supervisor Mid-Point Review

Mid-Point Review - Supervisor

- Click "Mid-Point Review" from the Supervisor Menu on the Navigation Bar. CAS2Net refreshes the screen to display the "Mid-Point Review Status" screen.

- The supervisor sees a list of employees assigned to him or her. The "Self-Assessment" column indicates whether the employee input has been completed. The "Mid-Point Review Status" column shows whether the Mid-Point Review is complete, incomplete, or has not been provided.

- Select an employee name from the list provided by clicking on the name.

Mid-Point Review

- After clicking on the name, CAS2Net refreshes the screen to display the "Mid-Point Review" screen for selected employee with an incomplete status.

- "Contribution Planning" is automatically pre-filled with the latest submitted content.

- Hot links provide read-only access to any submitted Additional Feedback.

- Supervisor has option to input text boxes for Overall Supervisor Assessment or separately for Each Factor's text box

- Each Factor tab contains hot link to "Descriptions and Discriminators" for reference in providing feedback

- Supervisor enters the supervisor assessment portions (overall or by factor) of the Additional Feedback .

Mid-Point Review

- Supervisor assessment input text boxes are pre-filled with the most recently saved content—if available.

- Supervisor clicks "Release to Employee" button to allow the employee to print the "Mid-Point Review Report" while the entry is "In Progress".

  Note: "Release to Employee" is disabled before text is typed into any assessment textbox.

- When the overall or factor feedback text box(es) is(are) complete, supervisor meets with employee.

- After meeting with the employee to review the Additional Feedback, the supervisor updates the date and method of communication and clicks "Submit"--indicating the Mid-Point Review process is complete.

Note 1: The "Submit" button is disabled until the date is selected. Once the date is selected, the "Submit" button becomes active and the "Release to Employee" button is disabled.

Note 2: "Release to Employee" checkbox is automatically set when the Mid-Point Review is submitted.

Note 3: "Clear" enables the supervisor to reenter method of communication & date conducted.

Mid-Point Review for Barry Burns

Year: 2012

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
II	1515 - Operations Research	NH - Business Management And Technical Management Professional	48

Contribution Planning:

Contribution Planning for cycle year 2012 - Barry Burns
My contribution planning is employing techniques from other mathematical sciences, such as mathematical modeling, statistical analysis, and mathematical optimization, operations research arrives at optial or near-optimal solutions to complex decision-making problems.

Additional Feedback as of 03/06/2012 16:05 (Conducted 02/27/2012)

Overall Employee Self-Assessment

I successfully completed work on project xyz which resulted in....

Overall Supervisor Assessment

Supervisor enters feedback....

Problem Solving	Teamwork / Cooperation	Customer Relations	Leadership / Supervision	Communication	Resource Management	**Employee Review Date**

Method of Communication:

☑ Face to Face
☐ TeleConference
☐ Video Conference
☐ Email
☐ Other

Date Conducted: 03/09/2012

Clear

☑ Release to Employee

Exit

Lesson 5a:
Reports for Mid-Point Review

Mid-Point Review Report – Employee

- Click "Reports" from the navigation bar; CAS2Net refreshes the screen to display the "Employee Reports" list.
- Click "Mid-Point Review" from the reports list.

  Note: If a report is not provided as a hotlink, it means the desired report is not accessible to you at that time.

Mid-Point Review Report – Employee

- CAS2Net refreshes the screen to display the Mid-Point Review report in PDF format.
- Presence of a "DRAFT" background watermark indicates the Mid-Point Review is "Incomplete".
- The report may be printed using the Acrobat menu bar at the top of the report.

Mid-Point Review Report – Supervisor

- Click "Reports" from the Navigation Bar under the supervisor menu. CAS2Net refreshes the screen to display the Supervisor Reports list.
- To view the Mid-Point Review report for a single employee, click the "Mid-Point Review – Single Employee" report link.

Mid-Point Review Report – Supervisor

- CAS2Net refreshes the screen to display the "Mid-Point Review", "Report Generation Options".

- Select the name of the employee from the "Employee Selection" dropdown.

- Select the "Appraisal Year".

- Click the "Generate" button.

- The Mid-Point Review report for the employee will be generated in PDF format.

Mid-Point Review Report – Supervisor

- CAS2Net refreshes the screen to display the Mid-Point Review report for the selected employee.

- The presence of a "DRAFT" background watermark indicates the Mid-Point Review is "Incomplete".

- The report may be printed using the Acrobat menu bar at the top of the report.

Mid-Point Review for Danielle Hoang
As of 03/14/12 10:14

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
I	25 - Park Ranger	NH - Business Management and Technical Management Professional	17

Contribution Planning:
Danielle Hoang: Contribution Planning 2012. Expect to contribute more to the project....

Supervisor's comment on Danielle Hoang's 2012 Contribution Planning.
Modify Contribution Planning by Chris Babbitt, Supervisor Level 1

Overall Employee Self-Assessment:
I've reached my goals.

Problem Solving
My problem Solving skill...
Teamwork/Cooperation
My Teamwork / Cooperation
Customer Relations
My Customer Relations
Leadership/Supervision
My job requirements do not include Leadership or Supervision
Communication
My Communication
Resource Management
My Resource Management skill...

Overall Supervisor Assessment:
This is Mid-Point Overall Supervisor Assessment

Problem Solving
Teamwork/Cooperation
Customer Relations
Leadership/Supervision
Communication
Resource Management

Page 1 of 2

Mid-Point Review Report –Supervisor

- To view the Mid-Point Review report for all reporting employees, click the "Mid-Point Review – All Employees" report link.

Mid-Point Review Report – Supervisor

- CAS2Net refreshes the screen to display the "Mid-Point Review", "Report Generation Options".

- The "Supervisor Selection" dropdown is defaulted to supervisor name.

- Select "Supervisor Type" radio button to select all reporting employees under the selected supervisor type. E.g. All employees reporting to the "First Level Supervisor".

- Select the "Assessment Year".

- Click the "Generate" button.

Mid-Point Review Report – Supervisor

- CAS2Net refreshes the screen to display the Mid-Point Review report for all of the employees reporting to the previously selected supervisor. *Note:* Use the scroll bar to view the rest of the employee report and the Acrobat up and down arrows to view other reports. Each report for each employee starts on a new page.

- Presence of a "DRAFT" background watermark indicates the Mid-Point Review is "Incomplete".

- The report may be printed using the Acrobat menu bar at the top of the report.

Lesson 6:
Annual Appraisal Self-Assessment

Employee Annual Self-Assessment

- The annual self-assessment screen displays information about the employee in the header and the current contribution plan (if any) in a box below the header. The Contribution Planning box is grayed out to indicate it cannot be changed using this screen.
- There is a tab for each factor for the employee to enter their self-assessment. The employee can enter up to 4000 characters for each factor (counting non-printable characters such as line returns).
- The hot link for the factor brings up a separate screen with the descriptors and discriminators for the factor.
- "Release to Supervisor" is a status indicator informing the supervisor that employee input is complete.
- The self-assessment will be "read only" when the supervisor has saved his assessment—even if "Release to Supervisor" is unchecked.

Factor Descriptors and Discriminators Example: Problem Solving

Clicking the *"factor name"* hyperlink on any assessment screen opens the "Descriptors and Discriminators" pop-up window with the name of the selected factor prominently displayed in the title bar.

Clicking a different *"factor name"* link refreshes the content so that the pop-up window is always relevant for the current assessment factor.

PROBLEM SOLVING - Descriptors and Discriminators - Windows Internet Explorer provided by...

https://cas2net.sraprod.com/acq/test1/acqtest1.displaydefinition.outputdefnframe?inDefnTitle=PROBLEM SO

Level	Descriptor	Discriminators
I	Performs activities on a task; assists supervisor or other appropriate personnel.	Scope/Impact
	Resolves routine problems within established guidelines.	Complexity/Difficulty
	Indepedently performs assigned tasks within area of responsibility; refers situations to supervisor or other appropriate personnel when existing guidelines do not apply.	Independence
	Takes initiative in determining and implementing appropriate procedures.	Creativity
II	Plans and conducts functional technical activities for projects/programs.	Scope/Impact
	Identifies, analyzes, and resolves complex/difficult problems.	Complexity/Difficulty
	Independently identifies and resolves conventional problems which may require deviations from accepted	Independence

Done   Internet   100%

Self-Assessment Report

- The report shows the text for all six factors
- There can be up to 4000 characters per factor, including non-printable characters such as line feeds.

Annual Appraisal Self-Assessment for Amy Artis

Year: 2012

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
II	318 - Secretary	NH - Business Management and Technical Management Professional	48

Contribution Planning:

Here is the employee input to start the plan.

Here is the supervisor's additional input.

Problem Solving

I completed work on project xyz which resulted in...

Teamwork/Cooperation

Lesson 7:
Supervisor Annual Appraisal

Supervisor Welcome Screen

- Here is the Welcome Screen for a supervisor.
- Click on the Annual Appraisal link to start the appraisal process.

List of Employees Rated by Supervisor: No Self-Assessments Are Complete

- Two employees are not rated because they have not been in AcqDemo 90 days.

List of Employees Rated by Supervisor: One Self-Assessment Is Complete

Supervisor Annual Assessment Screen

Note header information and Contribution Plan at the top.

Contribution Plan and Employee Self-Assessment are grayed out to indicate that they cannot be changed in this module.

Note one tab for each of the six factors. Note that Categorical and Numerical Scores have been entered.

Annual Appraisal for Amy Artis

Year: 2012

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
II	318 - Secretary	NH - Business Management And Technical Management Professional	48

Contribution Planning:

Here is the employee input to start the plan.

Here is the supervisor's additional input.

| Problem Solving | Teamwork / Cooperation | Customer Relations | Leadership / Supervision | Communication | Resource Management |

Problem Solving

Employee Self-Assessment:

I completed work on project xyz which resulted in...

Supervisor Assessment: Factor Weight: 1.0 Categorical: Unrated Numerical: Unrated

None

(Characters used: 4 of 4000)

Save   Exit

Once the supervisor has entered categorical or numerical scores for any factor, the employee cannot modify his or her self-assessment.

Supervisor can restore rating to "unrated" to allow employee to modify self-assessment.

3/22/2012

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Supervisor List of Employees Showing the Annual Appraisal as Complete for One Employee

Annual Appraisal: Part II Form

- Supervisor appraisal input.

CCAS SALARY APPRAISAL DOCUMENT

NAME: Amy Artis	RATER: Peter Olson	ORG: AMC/LH

Broadband Level:	Occupational Series:	Career Path:	OCS:
II	318 - Secretary	NH - Business Management and Technical Management Professional	54

PART II   Supervisor Assessment

DRAFT Assessment - not complete until finalized by Pay Pool Panel

Instruction: Provide comments regarding employee's contribution against each factor during the current year and a score of each factor.	Categorical Score:	Numeric Score:
Problem Solving Amy did...	2MH	54
Teamwork/Cooperation	2MH	54

Annual Appraisal: Part III Form

- Employee self-assessment

CCAS SALARY APPRAISAL DOCUMENT

NAME: Amy Artis	RATER: Peter Olson		ORG: AMC/LH
Broadband Level:	**Occupational Series:**	**Career Path:**	**OCS:**
II	318 - Secretary	NH - Business Management and Technical Management Professional	54

PART III   Employee Self-Assessment

Problem Solving

I completed work on project xyz which resulted in...

Teamwork/Cooperation

Questions?

Contact your local

Pay Pool Data Maintainer/Administrator