

Executive Performance & Appraisal Tool (EPAT)

Appraisal Stage

EPAT Quick Guide for Members

Appraisal Stage

How do I complete the self-assessment portion of my performance appraisal?

How do I submit my appraisal?

How do I acknowledge my appraisal?

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How do I complete the self-assessment portion of my performance appraisal?

Self-assessments are not provided for each Performance Requirement (PR) but rather entered at the Performance Element (PE) level. You must provide a self-assessment on each PE included in your plan. Your self-assessments for the PEs are complete when you see the icons to the left of the sections have changed to green check marks. You must also provide overall comments concerning your performance plan before submitting your plan.

1. Click on the **Start Appraisal** link in the Actions column.
2. Click the first Performance Element's link to view and complete the **Member Overall Performance Element Comments** box.
3. When you have completed your self-assessment for the PE, click the blue **Save Comments** button.
4. *Optional:* If your Component allows numeric self-assessment, you will see a numbered and color-coded sliding scale. The numbers range from 1 (low) to 5 (high), and the colors follow a stoplight format from red (low) to green (high).
 - a. There are two ways to enter your self-assessment score:
 - i. You may move the slider to the appropriate point on the scale (notice that the score in the box to the right updates).
 - ii. Or you may type your score directly in the text box to the right, with the slider moving accordingly when you click away from the box.If you choose the latter, remember that the score shown in the text box is on a 1-100 scale, not 1-5.
5. Click the green **Complete** button to complete the self-assessment for the PE.
6. Complete steps 2-5 for each PE.
7. Click on the **Overall Scores** link.
8. Enter overall comments regarding your performance plan in the **Member Overall Performance Plan Comments** box.
9. Click the **Save Comments** button.

How do I submit my appraisal?

Upon submission of the appraisal, you cannot edit your self-assessment unless your Rater returns it to you requesting additional comments. However, you are able to view your appraisal by clicking the **View** link on your Member Home page.

1. Click the green **Submit Appraisal** button in the **Member Category** section when all of your self-assessments are completed and saved.
2. Click **OK** to submit your self-assessment to your Rater.

How do I acknowledge my appraisal?

1. Review the comments and ratings provided by your Rater.
2. Click on the green **Acknowledge Appraisal** button in the **Member Category** section.
3. Digitally sign your plan either by entering your Username and Password or using your CAC pin.