

# Executive Performance & Appraisal Tool (EPAT)

## Mid-Year Progress Review Stage

### EPAT Quick Guide for Members

#### Progress Review Stage

*How do I initiate and submit Progress Review feedback?*

*How do I acknowledge the Progress Review feedback?*

### Progress Review Stage

#### *How do I initiate and submit Progress Review feedback?*

At the beginning of the mid-year review period, an Edit Feedback link will appear under Required Actions after you login to EPAT. To begin your self-assessment for your Mid-Year Progress Review, click this Edit Feedback link. This will record the dates you and your Rater had your feedback session.

1. Click on the **Edit Feedback** link in the Actions list on the **Member Home** page.
2. Click on the **Continue** link to launch the feedback session on the **Performance Plan Progress Review & Feedback** page.
3. Click the **Progress Review** link on the left side of the screen to reveal the **Progress Review Member Comments** text box. You have 400 characters to communicate with your Rater on how you believe you are progressing with respect to your performance plan.
4. Enter your comments. Click the green **Submit Review** button found in the **Member Category** box.
5. Click **OK** when the pop-up window appears confirming that the self-assessment has been recorded.

#### *How do I acknowledge the Progress Review feedback?*

1. Click on the green **Acknowledge Feedback** button in the **Member Category** section.
2. Click on the **Continue** link on the **Performance Plan Progress Review & Feedback** page.
3. Review your Rater's comments.
4. Click the **Acknowledge Review** button in the **Member Category** box.
5. Digitally sign by either entering your Username and Password or by using your CAC pin.