Executive Performance & Appraisal Tool (EPAT)
Mid-Year Progress Review Stage

EPAT Quick Guide for Raters

Progress Review Stage

How do I capture Progress Review feedback?

How do I submit Progress Review feedback?

How do I initiate an Interim Review?

Progress Review Stage

How do I capture Progress Review feedback?

When one of your assigned Members has initiated the Progress Review stage, a Required Actions notice appears when you login to EPAT. EPAT requires that the occurrence of a Progress Review be acknowledged, but comments are optional.

1. Click on **Edit Feedback** in the **Actions** column.
2. Click on the **Continue** link to launch the feedback session.
3. Notice the **Progress Review** link on the left side of the template. Click on the link to reveal two boxes for comments: **Progress Review Member Comments** and **Progress Review Rater Comments**.
4. If you choose to enter comments, enter up to 400 characters, and click the green **Save Comments** button.

How do I submit Progress Review feedback?

1. To complete the Progress Review click the green **Submit Review** button in the Member Category section of the screen.
2. Digitally sign the feedback either by entering your Username and Password or by using your CAC pin.

How do initiate an Interim Review?

The functionality of the Interim Review is similar to that of the Rater's Appraisal steps. For each Performance Element, the Rater provides both numeric and narrative assessments.

1. Locate on your Member Home page the assigned Member's Performance Plan (it will say "No Action Required") and click on the **Feedback** icon to the right.
2. Click the **Create Interim Feedback** button on the **Performance Plan Progress Review and Feedback** screen
3. Click on the **Continue** link to the right of the session called "Interim Rating"
4. Provide numeric and narrative assessments just as you would if you were completing the Performance Appraisal.
5. Click the **Submit Feedback** button.
6. Digitally sign the feedback either by entering your Username and Password or by using your CAC pin.