

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRO-Z

1 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Technician Performance Appraisal Interim Review Reminder

1. **Reference.** IAW TPR 430 para 2-10 *"The required interim performance review shall be prepared and documented between the start of the fifth month and the end of the sixth month of the performance management cycle (1 April – 31 March)."*

2. **Technician employees** on the current annual performance cycle (1 April – 31 March) may record their performance achievements since 1 April, by performing a self assessment in MyBiz. The self assessment should be added to the performance plan before the rater conducts a formal interim review. This process will require coordination between employees and raters. Employees are not required to conduct a formal interim assessment; but are encouraged.

3. **Raters** are required to record interim reviews and obtain approval from the higher level reviewer prior to communicating formal feedback to the employee through MyWorkplace. Interim reviews must be conducted and recorded in the performance plan under the "Interim Review" tab during the period 1 Aug 12 – 30 Sep 12.

4. **Steps to complete an Interim Review:**

- a. Raters must go into the Interim Review Tab and create an interim review.
- b. The rater transfers the file to the technician for self assessment.
- c. Technician completes the self assessment and transfers file to rater (if the technician refused to do a self-assessment, the rater may retrieve the from the technician).
- d. Rater reviews self-assessment and provides narrative progress for each objective.
- e. Rater seeks approval from higher level reviewer per the Performance Appraisal Application.
- f. Rater communicates results the employee and employee acknowledges in MyBiz.

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5. The Interim Review may be monitored through the “**Track Progress**” screen to ensure completion (see enclosure).

6. For additional information, please contact SGT Brad Cohen at 614-336-7389 or CW4 Carmen Davis at 614-336-7121.

FOR THE ADJUTANT GENERAL:

Encl
As



HOMER C. ROGERS, JR.
COL, FA, OHARNG
Director of Human Resources

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Performance Appraisal Application (PAA) Track Progress Screen

Plan	
Drafted	<input checked="" type="checkbox"/>
Reviewed by Higher Level Reviewer	<input checked="" type="checkbox"/>
Approved	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input checked="" type="checkbox"/>
Plan Modified	
Modified Job Objectives by Rating Official	<input checked="" type="checkbox"/>
Reviewed by Higher Level Reviewer	<input checked="" type="checkbox"/>
Communicated to Employee by Rating Official	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Interim Review	
Employee - Self-Assessment	<input type="checkbox"/>
Rating Official - Assessment	<input type="checkbox"/>
Reviewed by Higher Level Review - If Required	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>
Acknowledged by Employee	<input type="checkbox"/>
Appraisal	
Employee - Self-Assessment	<input type="checkbox"/>
Rating Official - Assessment	<input type="checkbox"/>
Higher Level Reviewer Approved	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>