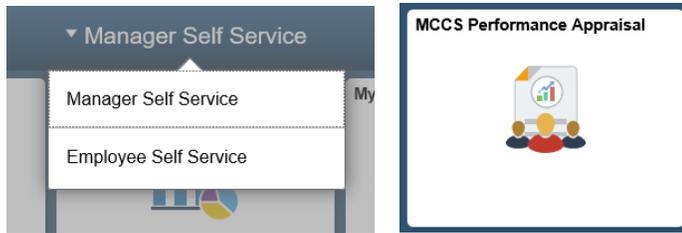


# MCCS Performance Plan

## Rater Initiation Instructions

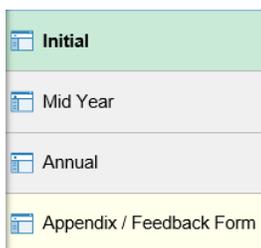
1. At this point in the Initiation process, your direct report employee has notified you that they have completed drafting their goals, and they have scheduled a meeting with you to discuss their Initial appraisal.
2. During the meeting with your employee, login to PeopleSoft and select “Manager Self Service.” Once the page populates, click on the “MCCS Performance Appraisal” tile in order to view all employee appraisals within your reporting structure. (Note: This information is based off of the Table of Organization. If an employee is new to your department, please allow one pay period for this information to update within PeopleSoft.)



3. Select 2019 for the appraisal year from the dropdown options. Once the screen populates, “Select” the employee’s appraisal that you want to view.



4. Select the “Initial” tab located on the left side column of the appraisal.



5. Select the “Goals” tab located at the top of the screen.



6. Read through and review the goals that the employee has established. If edits or adjustments are desired, proceed with discussing the matter with your employee and editing the information as needed.

- Once you have completed discussing the employee's goals and are comfortable with their establishment, select "Save" at the bottom of the page. (Note: Since PeopleSoft will time out after 5 minutes of inactivity, it is advisable to select "Save" periodically in order to avoid losing any information that is entered.)



- Select the "Critical Elements" tab located at the top of the screen. Read through the definitions of the "Critical Elements for All Employees." Discuss the Critical Elements with the employee and relay your expectations regarding them to the employee. Remind the employee that their Critical Elements will be rated at the end of the appraisal year. (Note: Managers have two additional Critical Elements.)



- Once you have completed discussing the Goals and Critical Elements with your employee, return to the Goals tab and select "Save" and then "Share with Employee." At this point the "Finalize Initial Option will populate and you may proceed with selecting it. (Note: You may select "Generate PDF" if desired. If an error message appears, remove all special characters from the text and try again.)



- The process is complete.

**Please Note:** The appraisal is designed to be initiated by the employee. If you as the Rater open and edit the Initial before your employee, you will lock out their ability to edit the document. Please do not do this, but if you do, you must first "Finalize" the Initial and then contact Employee Relations to have the appraisal reset.

Point of Contact for this Information:

### Employee Relations Support

NAF Human Resources

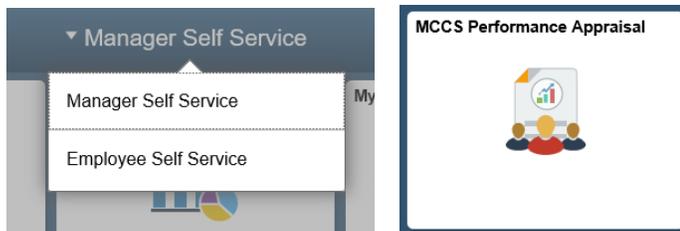
Office: 645-8198

Email: [EmployeeRelationsSupport@okinawa.usmc-mccs.org](mailto:EmployeeRelationsSupport@okinawa.usmc-mccs.org)

# MCCS Performance Plan

## Mid-Year Evaluation Employee Instructions

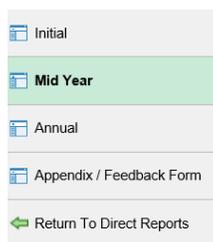
1. At this point in the Mid-Year Evaluation process, your direct report employee has notified you that they have completed entering their Mid-Year comments, and they have scheduled a meeting with you to discuss their evaluation.
2. During the meeting with your employee, login to PeopleSoft and select “Manager Self Service.” Once the page populates, click on the “MCCS Performance Appraisal” tile in order to view all employee appraisals within your reporting structure. (Note: This information is based off of the Table of Organization. If an employee is new to your department, please allow one pay period for this information to update within PeopleSoft.)



3. Select 2019 for the appraisal year from the dropdown options. Once the screen populates, “Select” the employee’s appraisal that you want to view.



4. Select the “Mid-Year” tab located on the left side column of the appraisal.



5. Read through the employee’s comments and discuss your opinion of their progress thus far within the year.

- Enter comments within the Rater Comments text boxes within the Goal, Critical Elements, and Additional Comments/Discussion Points categories. (Note: Since PeopleSoft will time out after 5 minutes of inactivity, it is advisable to select “Save” periodically in order to avoid losing any information that is entered.)

MID-YEAR COMMENTS	
<b>GOAL COMMENTS:</b>	
RATER COMMENTS	EMPLOYEE COMMENTS
<input type="text"/>	<input type="text"/>
<b>CRITICAL ELEMENTS COMMENTS:</b>	
RATER COMMENTS	EMPLOYEE COMMENTS
<input type="text"/>	<input type="text"/>
<b>ADDITIONAL COMMENTS/DISCUSSION POINTS:</b>	
RATER COMMENTS	EMPLOYEE COMMENTS
<input type="text"/>	<input type="text"/>

- Once you have completed discussing the Mid-Year Evaluation with your employee, select “Save” and then “Share with Employee.” At this point the “Finalize Mid-Year” Option will populate and you may proceed with selecting it. (Note: You may select “Generate PDF” if desired. If an error message appears, remove all special characters from the text and try again.)

<input type="button" value="Generate PDF"/>	
<input type="button" value="Save"/>	←
<input type="button" value="Share with Employee"/>	←
<input type="button" value="Finalize Mid-Year"/>	←

- The process is complete.

**Please Note:** The appraisal is designed to be initiated by the employee. If you as the Rater open and edit the Initial before your employee, you will lock out their ability to edit the document. Please do not do this, but if you do, you must manually incorporate your employee’s input into the evaluation.

Point of Contact for this Information:

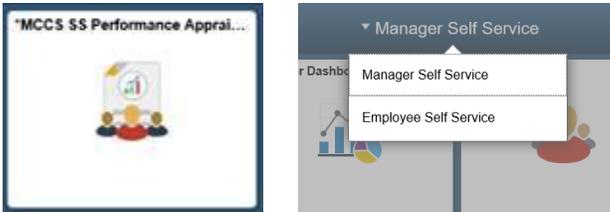
### Employee Relations Support

NAF Human Resources  
 Marine Corps Community Services, Okinawa, Japan  
 Office: 645 8198  
 Email: [EmployeeRelationsSupport@okinawa.usmc-mccs.org](mailto:EmployeeRelationsSupport@okinawa.usmc-mccs.org)

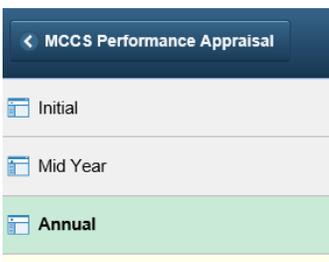
Investing in **MARINES** for **DUTY, HOME & SELF**

## MCCS Performance Appraisal Annual Review (Manager/Rater and Reviewer Instructions)

1. Once the Manager/Rater is notified by the employee that their portion of the process is complete, the Manager/Rater will login to PeopleSoft and click on the “MCCS SS Performance Appraisal” tile. Change the drop down option at the top of the screen to “Manager Self Service” in order to view your direct report’s appraisal. Select the employee’s appraisal that you would like to finalize.



2. Select the “Annual” tab located on the left side column of the appraisal.



3. Select the “Goals” tab located at the top of the screen.



4. Select the rating that you want to give to your employee from the drop down options available under the “Rater Rating” heading for each goal.

**EMPLOYEE RATING**

EMPLOYEE RATING

RATER RATING

5. Enter any comments that you may have regarding your employee's goals. Remember that the individual fields are limited to 250 characters.

RATER COMMENTS

6. Once you have completed entering information into this tab select "Save" at the top of the form.

Generate PDF

Save ←

Share with Manager

7. Select the "Critical Elements" tab located at the top of the screen.

**MCCS Performance Appraisal ESS**

Goals Critical Elements Final Annual Rating & Comments

8. Select the rating that you want to give to your employee from the drop down options available under the "Rater Rating" heading for each Critical Element. Remember that Managers/Raters will have two additional critical elements from those employees who are not Managers/Raters.

RATER RATING

▼

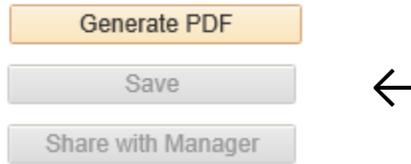
▼

▼

9. Enter any comments that you may have regarding your employee's Critical Elements. Remember that the individual fields are limited to 250 characters.

RATER COMMENTS

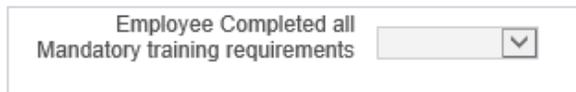
10. Once you have completed entering information into this tab select “Save” at the top of the form.



11. Select the “Final Annual Rating & Comments” tab located at the top of the screen.



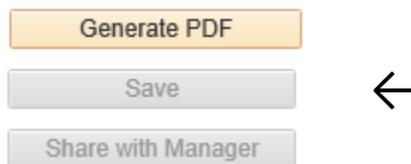
12. Next to “Employee Completed all Mandatory training requirements” select “Yes” or “No” from the drop down options.



13. Enter any overall comments that you may have regarding your employee’s annual performance. Remember that the individual fields are limited to 250 characters.

A screenshot of a text area with the label "RATER COMMENTS" at the top left. The text area is empty and has a thin border.

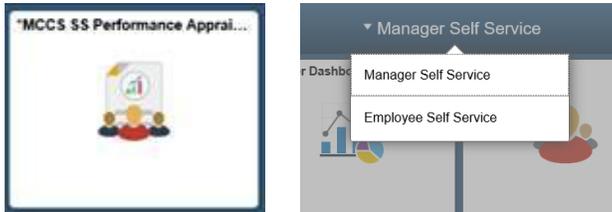
14. Once you have completed entering information into this tab select “Save” at the top of the form. Notice that the final rating has generated automatically from a formula embedded within the system.



15. Once the above process is completed, schedule an appointment with your employee to discuss the appraisal. After the discussion, if any edits are desired, you may make adjustments at this

time. Notify the employee's Reviewer (your manager/the employee's 2<sup>nd</sup> level manager) that the appraisal is ready for review.

16. Once the Reviewer is notified by the Manager/Rater that their portion of the process is complete, the Reviewer will login to PeopleSoft and click on the "MCCS SS Performance Appraisal" tile. Change the drop down option at the top of the screen to "Manager Self Service" in order to view the employee's appraisal. Select the employee's appraisal that you would like to review.



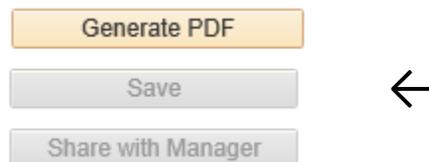
17. Review the appraisal in its entirety. If there is a great disparity between the employee and Manager/Rater's ratings and comments, then discuss the matter with the Manager/Rater and have the Manager/Rater make adjustments if warranted. If no adjustments are desired, then proceed to the "Final Annual Rating & Comments" tab located at the top of the screen.



18. Select the check box adjacent to the "Review completed by Reviewer" statement. Your name and date will populate accordingly.

REVIEW COMPLETED BY REVIEWER	
<input type="checkbox"/> Review completed by Reviewer	Reviewed By

19. Once you have completed entering information into this tab select "Save" at the top of the form.



20. Notify the employee's Manager/Rater that the appraisal is ready to be finalized.

21. The Manager/Rater will reenter the appraisal per previous instructions and proceed to the “Final Annual Rating & Comments” tab located at the top of the screen.



22. Select “Finalize Annual & Submit to HR.” The process is complete.



Point of Contact for this Information:

**Employee Relations Support**

NAF Human Resources

Marine Corps Community Services, Okinawa, Japan

Office: 645 8198

Email: [EmployeeRelationsSupport@okinawa.usmc-mccs.org](mailto:EmployeeRelationsSupport@okinawa.usmc-mccs.org)