

## Mock Self Assessment Employee

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### Update or View Your Mock Self Assessment

1. Begin at the **Performance Appraisal Application Main Page**.
2. Since you do not have to have ownership of your record to write your mock self assessment, open your Performance Plan by selecting 'Update' or 'View' from the 'Action' drop down and select the 'Go' button.
3. Select the **Mock Pay Pool Info Tab**. The Performance Plan must be approved before the Mock Pay Pool Info tab is available.
4. Select the **Mock Assessments Tab**.
5. Select the radio button next to each Job Objective to display the Job Objective text.
6. Enter your mock self assessment in the 'Employee Mock Self Assessment' box using the appropriate Performance Indicators and Contributing Factor benchmark descriptors to guide you. You may also use your interim review assessments as your mock assessments. You can import these assessments by using the 'Import Interim Review Assessments' button. If the import button is used and there is data currently in the Employee Mock Self Assessment text boxes the imported data will override any data currently in the Employee Mock Self Assessment text boxes.
7. Repeat steps 5 and 6 until all Job Objectives are evaluated.
8. Select the 'Mock Approvals and Acknowledgments' tab to continue with the process, select the 'Return to Main Page' button to start a new process or select the 'Logout' link to end your session.

### Document Completion of Your Mock Self-Assessment

1. Begin at the **Performance Appraisal Application Main Page**.
2. Since you do not have to have ownership of your record to document completion of your mock self assessment, open your Performance Plan by selecting 'Update' or 'View' from the 'Action' drop down and select the 'Go' button.
3. Select the **Mock Pay Pool Info Tab**.
4. Select the **Mock Approvals and Acknowledgments Tab**.
5. Select 'Complete' button to complete Step 1.

**Note:** Once you have documented completion of your job objective self-assessments, you will not be allowed to make any changes unless your rating official requests a change.

6. Select the 'Show' to see detailed information about the date you completed your mock self-assessment.
7. Select the 'Return to Main Page' button to begin a new process or select the 'Logout' link to end your session.

### **View Your Completed Mock Self-Assessment**

1. Begin at the ***Performance Appraisal Application Main Page***.
2. Open your Performance Plan by selecting 'Update' or 'View' from the 'Action' drop down menu and select the 'Go' button.
3. Select the ***Mock Approvals and Acknowledgments Tab***.
4. Select 'Show' to see detailed information about the date you completed your mock self-assessment.
5. Select the 'Return to Main Page' button to begin a new process or select the 'Logout' link to end your session.