

Employee Reviews – Member Self Service

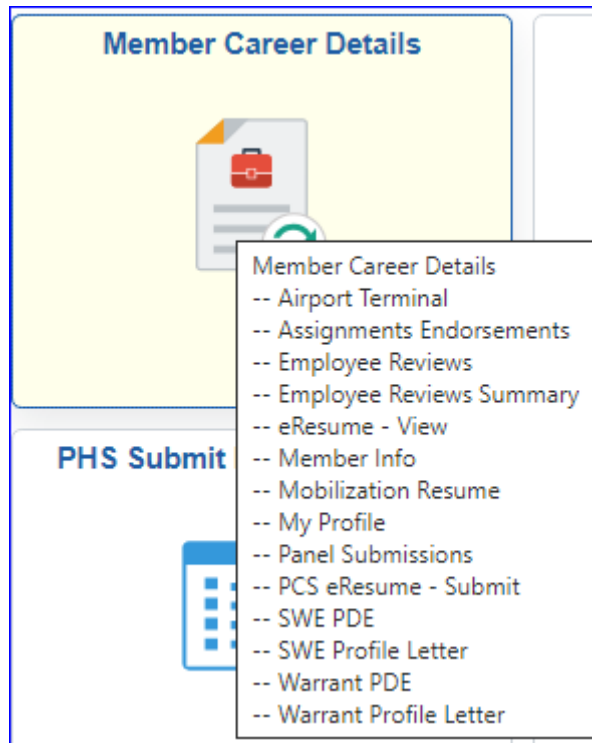
Overview

Introduction

This guide provides the procedures for viewing your Employee Review Summary of Enlisted Marks in Direct Access (DA).

Changes to Direct Access Homepage

You will notice a change in how DA displays upon login. There is a new “hover” feature that shows what is covered under a particular tile as your mouse moves over the tile as shown below.



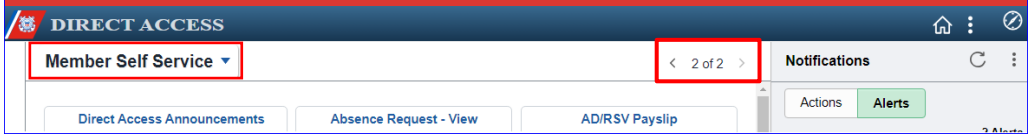
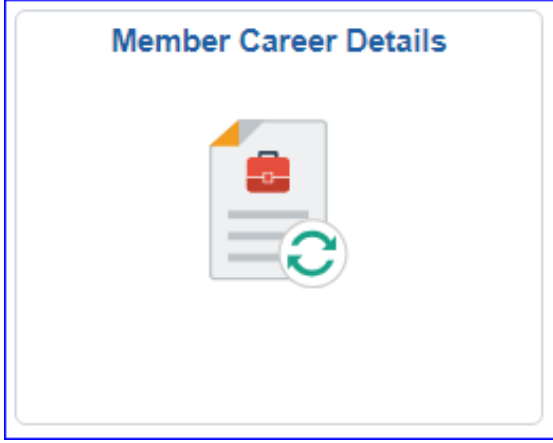
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Employee Review Summary

Introduction This section provides the procedures for viewing your Employee Review Summary of Enlisted Marks.

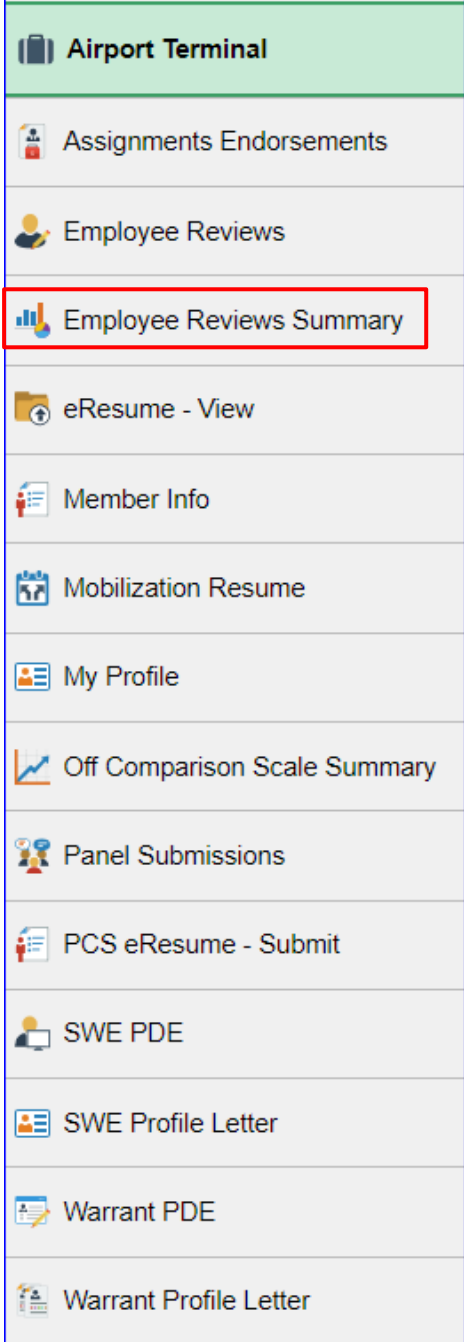
Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p>  <p>The screenshot shows the 'DIRECT ACCESS' header with a 'Member Self Service' dropdown menu highlighted by a red box. To its right, a red box highlights the navigation arrows '< 2 of 2 >'. Below the header, there are buttons for 'Direct Access Announcements', 'Absence Request - View', and 'AD/RSV Payslip'. On the right side, there are 'Actions' and 'Alerts' buttons.</p>
2	<p>Click on the Member Career Details tile.</p>  <p>The screenshot shows a tile titled 'Member Career Details' in blue text. Below the title is an icon of a document with a red briefcase and a green circular arrow, indicating a refresh or update action.</p>

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Employee Review Summary, Continued

Procedures,
continued

Step	Action
3	<p>Select the Employee Review Summary option.</p>  <p>The screenshot shows a vertical list of menu items, each with an icon and text. The items are: 'Airport Terminal' (green header), 'Assignments Endorsements', 'Employee Reviews', 'Employee Reviews Summary' (highlighted with a red rectangle), 'eResume - View', 'Member Info', 'Mobilization Resume', 'My Profile', 'Off Comparison Scale Summary', 'Panel Submissions', 'PCS eResume - Submit', 'SWE PDE', 'SWE Profile Letter', 'Warrant PDE', and 'Warrant Profile Letter'.</p>

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Employee Review Summary, Continued

Procedures,
continued

Step

4

Action

Your Employee Review Summary of Enlisted Marks will display. If applicable, click **View All** to view all the available marks. Click on the **OER Summary** or the **As of Date** tabs to see more information.

Member Career Details

Employee Review Summary

Empl ID: 1234567

JACK SPARROW

Empl Record: 0

AD

ME2

E5

Refresh Summary

Employee Review Summary

Q

1-20 of 37

View All

Enlisted Marks

OER Summary

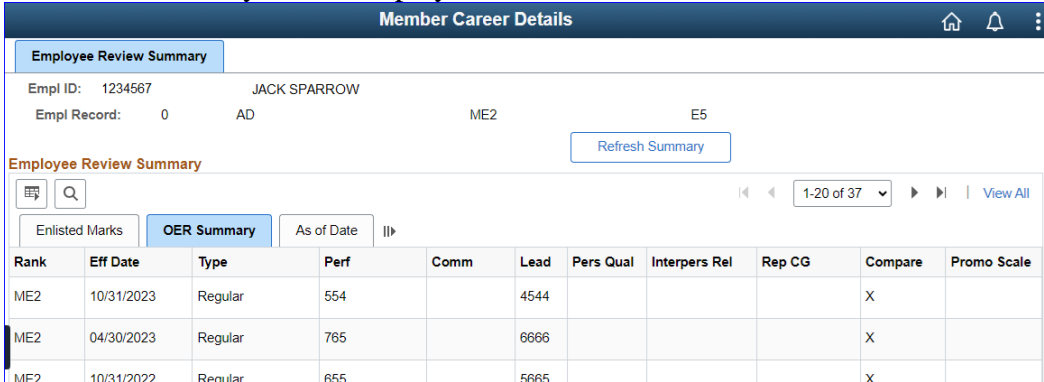

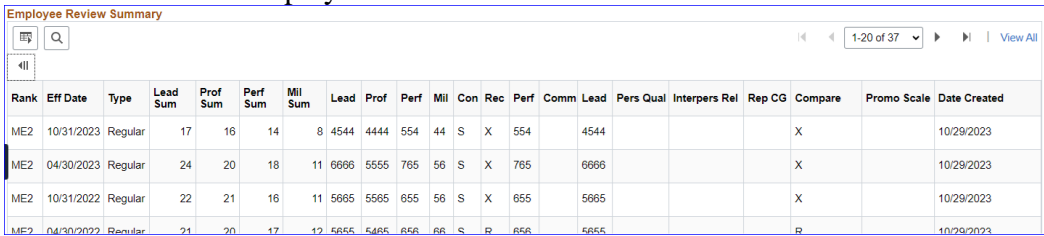
As of Date

Rank	Eff Date	Type	Lead Sum	Prof Sum	Perf Sum	Mil Sum	Lead	Prof	Perf	Mil	Con	Rec
ME2	10/31/2023	Regular	17	16	14	8	4544	4444	554	44	S	X
ME2	04/30/2023	Regular	24	20	18	11	6666	5555	765	56	S	X

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Employee Review Summary, Continued

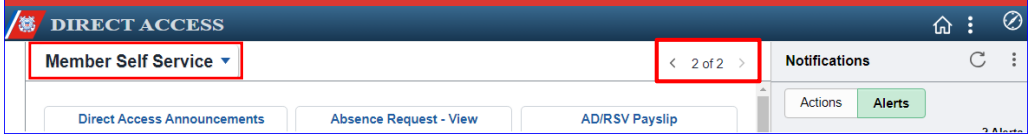
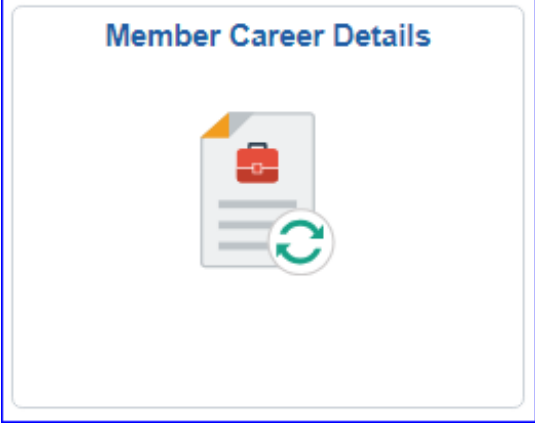
Procedures,
continued

Step	Action
5	<p>The OER Summary data is displayed.</p>  <p>The As of Date data is displayed. You may also click the Expand All icon to view all the data at once.</p> 
6	<p>View of all data is displayed.</p> 

Employee Reviews

Introduction This section provides the procedures for viewing a snapshot of all your Employee Reviews.

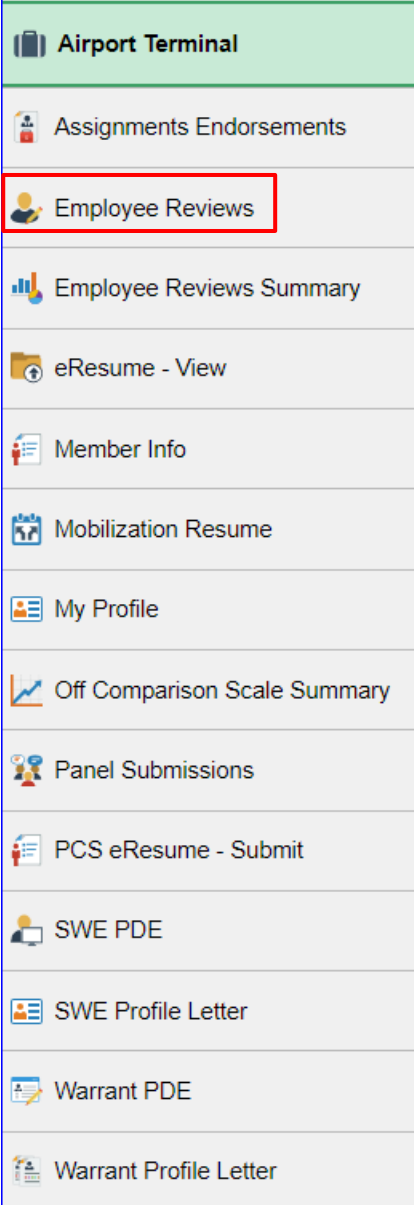
Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click on the Member Career Details tile.</p> 

Continued on next page

Employee Reviews, Continued

Procedures,
continued

Step	Action
3	<p>Select the Employee Reviews option.</p>  <p>The screenshot displays a vertical list of menu items, each with an icon and text. The items are: 'Airport Terminal' (green header), 'Assignments Endorsements', 'Employee Reviews' (highlighted with a red box), 'Employee Reviews Summary', 'eResume - View', 'Member Info', 'Mobilization Resume', 'My Profile', 'Off Comparison Scale Summary', 'Panel Submissions', 'PCS eResume - Submit', 'SWE PDE', 'SWE Profile Letter', 'Warrant PDE', and 'Warrant Profile Letter'.</p>

Continued on next page

Employee Reviews, Continued

Procedures,
continued

Step

Action

4

The Employee Review tab will display. This displays a snapshot of **when** and **where** your review was completed. Click on the **Reviewers** tab.

Employee Review

Reviewers

Other

JACK SPARROW

Employee

Empl ID 1234567

Empl Record 0

Review Details

Effective Date:

10/31/2023

Review Type:

Regular

From/To Date:

10/31/2023

Next Review Date:

Business Unit:

ENLCG

Enlisted CG

Department:

048900

CG STA LOUISVILLE

Company:

ACG

Job Code:

480094

Second Class Maritime Enf Spec

Position:

00000191

Rating Scale:

E5

Second Class PO Review

Scale Type:

Rating Model:

EVAL

Enlisted Performance Eval

Description:

Save

Return to Search

Notify

Employee Review

Reviewers

Other

5

This displays the **Review ID** and a list of the **Competencies** for that review. Click on the **Other** tab.

Member Self Service

Member Career Details

Employee Review

Reviewers

Other

JACK SPARROW

Employee

Empl ID 1234567

Empl Record 0

Review Details

Effective Date:

10/31/2023

Next Review Date:

Business Unit:

ENLCG

ENLCG

Salary Administration Plan:

ENL E5 24

Job Code:

480094

ME2

Reviewers

Evaluation Type:

Approved

Reviewer ID:

9876543

Elizabeth Swann

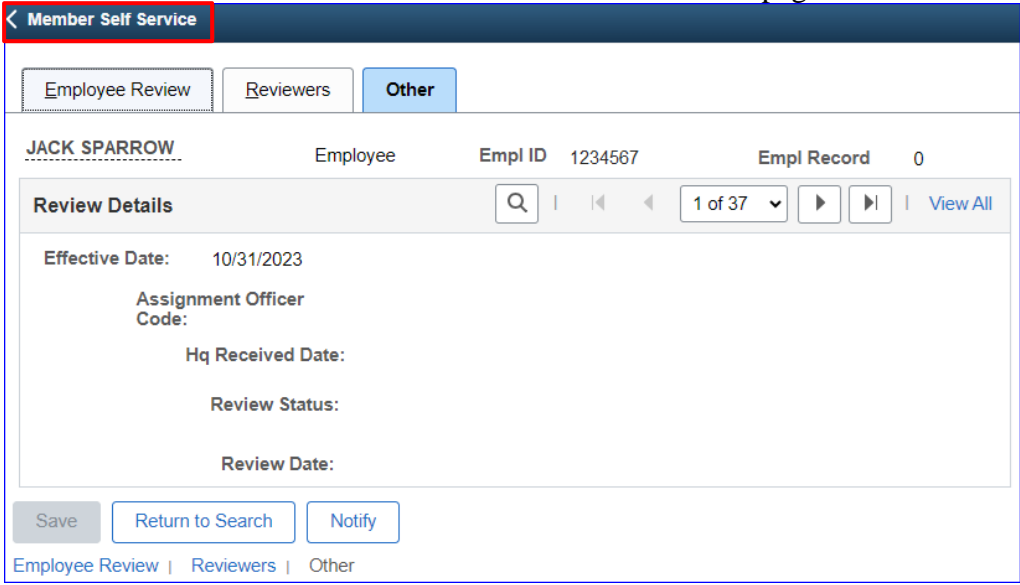
Competencies

Seq	Competency	Description	Rating	Description	Comments
1	EPM3A	Military Bearing	4	Average	
2	EPM4B	Customs Courtesies Traditions	4	Average	

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Employee Reviews, Continued

Procedures,
continued

Step	Action
6	<p>Currently there is no data being displayed on this tab. Click on the Member Self Service arrow to return to the Member career Details page.</p>  <p>The screenshot shows a web application interface for 'Member Self Service'. At the top, there's a dark blue header with a left-pointing arrow and the text 'Member Self Service'. Below this is a tabbed interface with three tabs: 'Employee Review' (which is highlighted with a blue border), 'Reviewers', and 'Other'. Under the 'Employee Review' tab, the header shows 'JACK SPARROW' as the employee name, 'Employee' as the role, 'Empl ID 1234567', and 'Empl Record 0'. Below this is a 'Review Details' section with a search icon and pagination controls showing '1 of 37' items. The main content area contains several labels: 'Effective Date: 10/31/2023', 'Assignment Officer Code:', 'Hq Received Date:', 'Review Status:', and 'Review Date:'. At the bottom of the tab, there are three buttons: 'Save', 'Return to Search', and 'Notify'. Below the buttons is a breadcrumb trail: 'Employee Review Reviewers Other'.</p>