

Employee Reviews – Member Self Service

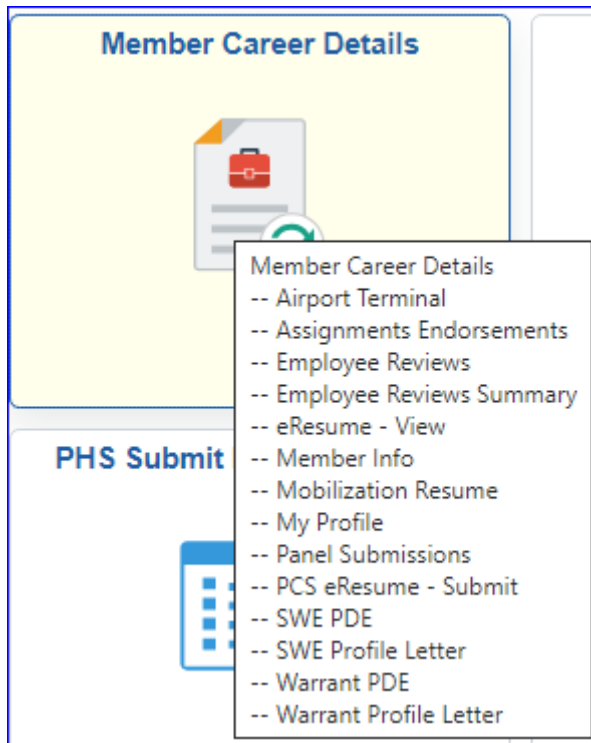
Overview

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.



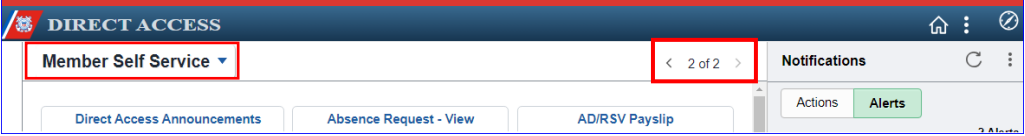
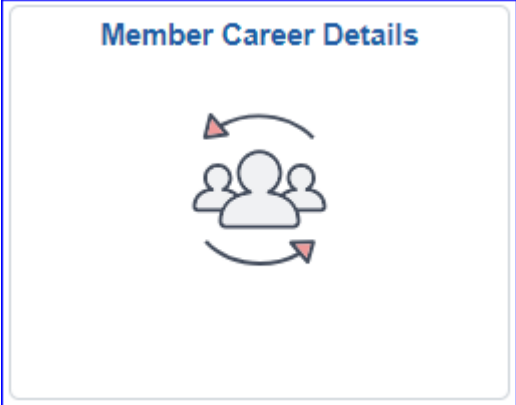
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Employee Review Summary

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

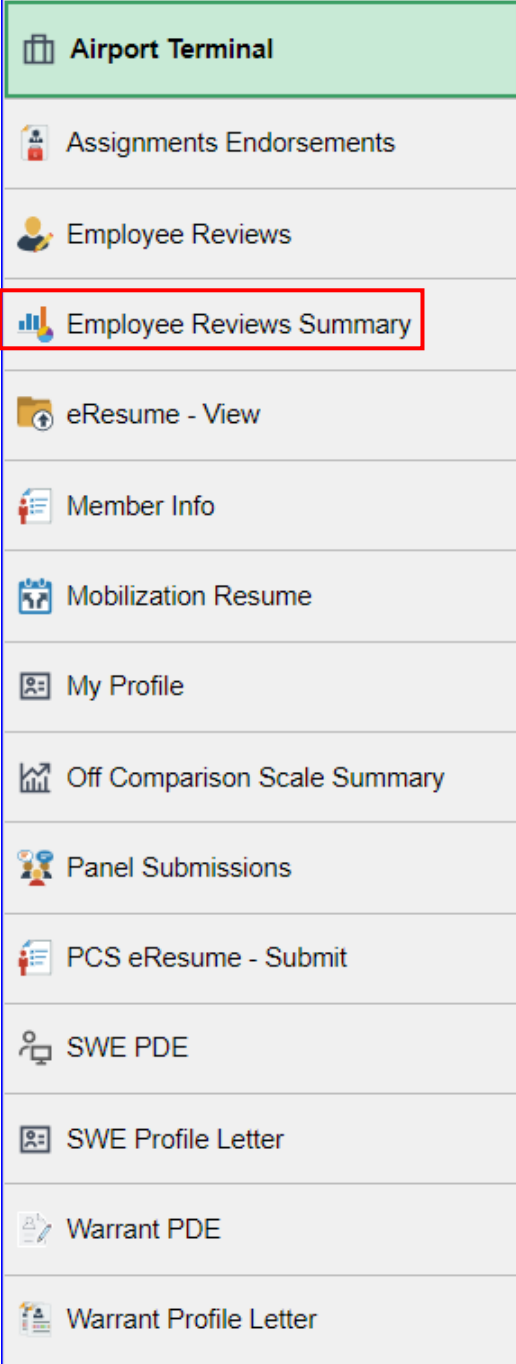
Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p>  <p>The screenshot shows the top navigation bar of the 'DIRECT ACCESS' system. A dropdown menu is open, showing 'Member Self Service' with a downward arrow. To the right of the dropdown, there are navigation arrows and the text '< 2 of 2 >'. Below the navigation bar, there are several menu items: '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 single tile titled 'Member Career Details'. The tile has a light blue background and features a central icon of three stylized human figures. Two curved arrows, one above and one below the figures, indicate a cycle or process.</p>

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Employee Review Summary, Continued

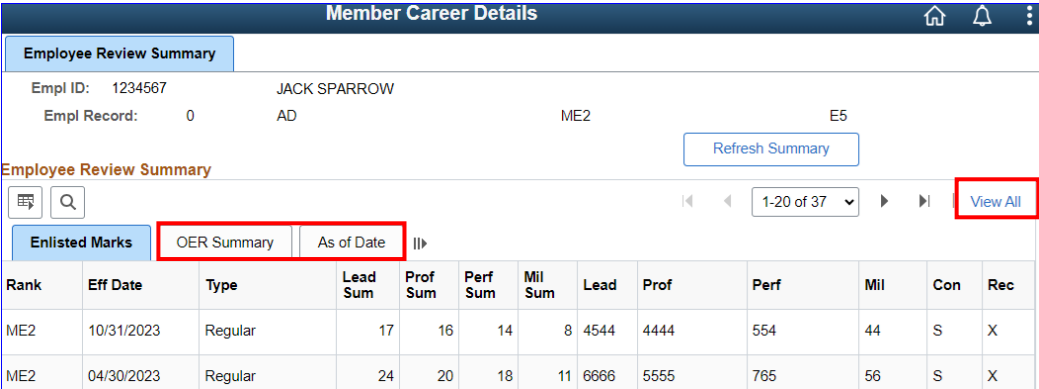
Procedures,
continued

Step	Action
3	<p>Select the Employee Review Summary option.</p>  <p>The screenshot shows a vertical list of menu items. The item 'Employee Reviews Summary' is highlighted with a red rectangular border. The other items in the list are: Airport Terminal, Assignments Endorsements, Employee Reviews, 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

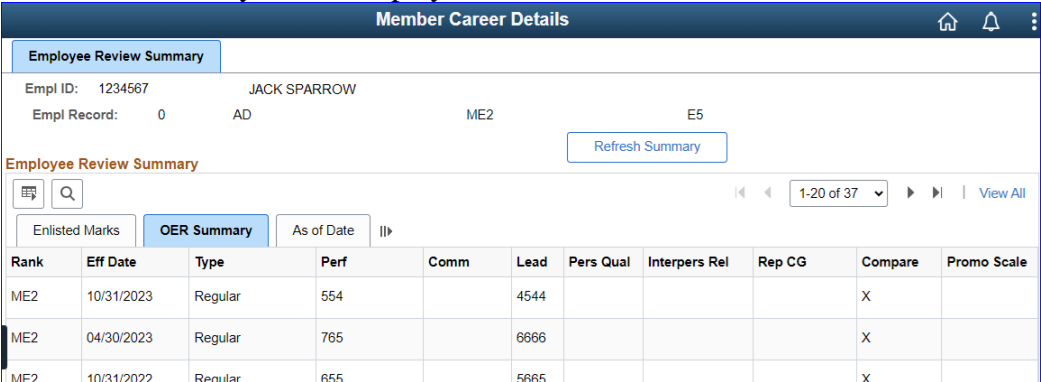

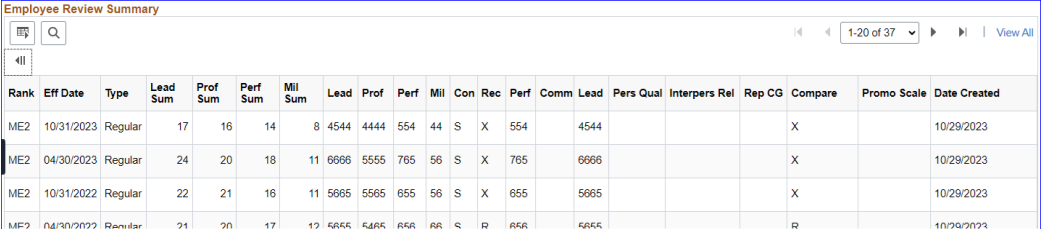
Procedures,
continued

Step	Action																																							
4	<p>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.</p>  <p>The screenshot shows the 'Member Career Details' page for JACK SPARROW (Empl ID: 1234567). It features an 'Employee Review Summary' section with a 'Refresh Summary' button. Below this is a search bar and a 'View All' button. The 'Enlisted Marks' section is active, showing a table with columns: Rank, Eff Date, Type, Lead Sum, Prof Sum, Perf Sum, Mil Sum, Lead, Prof, Perf, Mil, Con, and Rec. Two rows of data are visible for rank ME2.</p> <table border="1" data-bbox="316 824 1359 949"> <thead> <tr> <th>Rank</th> <th>Eff Date</th> <th>Type</th> <th>Lead Sum</th> <th>Prof Sum</th> <th>Perf Sum</th> <th>Mil Sum</th> <th>Lead</th> <th>Prof</th> <th>Perf</th> <th>Mil</th> <th>Con</th> <th>Rec</th> </tr> </thead> <tbody> <tr> <td>ME2</td> <td>10/31/2023</td> <td>Regular</td> <td>17</td> <td>16</td> <td>14</td> <td>8</td> <td>4544</td> <td>4444</td> <td>554</td> <td>44</td> <td>S</td> <td>X</td> </tr> <tr> <td>ME2</td> <td>04/30/2023</td> <td>Regular</td> <td>24</td> <td>20</td> <td>18</td> <td>11</td> <td>6666</td> <td>5555</td> <td>765</td> <td>56</td> <td>S</td> <td>X</td> </tr> </tbody> </table>	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

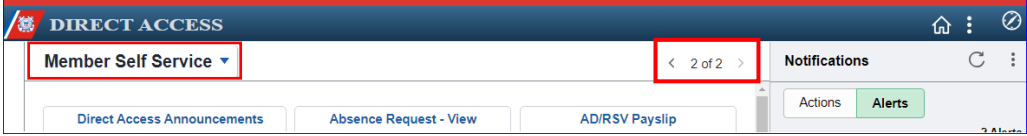
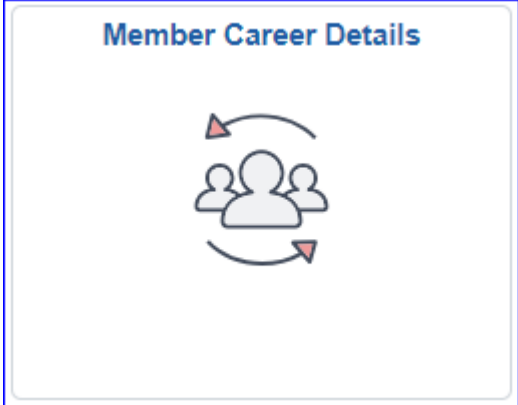
Procedures,
continued

Step	Action
<p>5</p>	<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> 
<p>6</p>	<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.

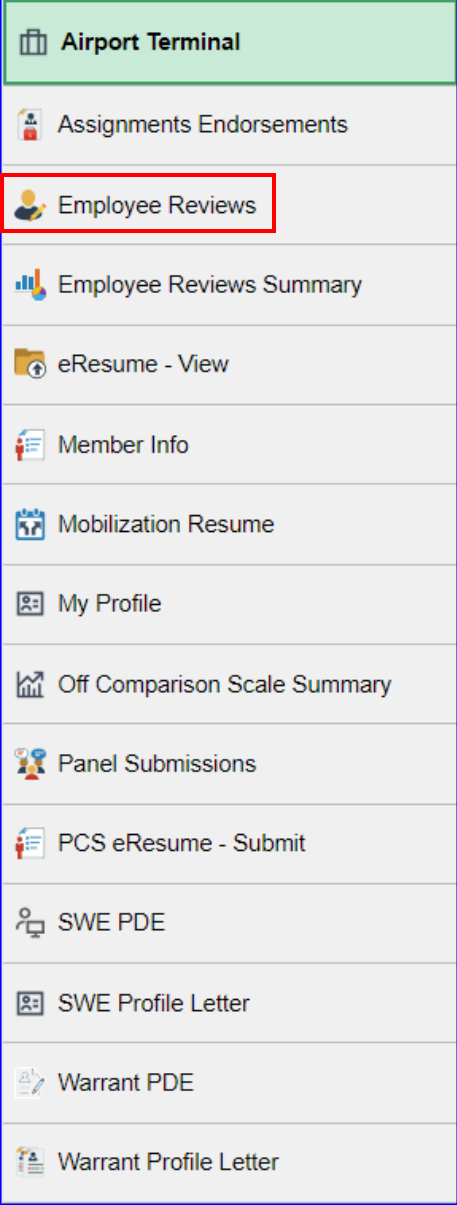
Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p>  <p>The screenshot shows the top navigation bar of the 'DIRECT ACCESS' system. A dropdown menu is open, showing 'Member Self Service' as the selected option. To the right of the dropdown, there are page navigation arrows and the text '< 2 of 2 >'. Below the navigation bar, there are several tiles: '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 single tile titled 'Member Career Details'. The tile has a blue border and contains an icon of three stylized human figures with circular arrows around them, indicating a cycle or process.</p>

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Employee Reviews, Continued

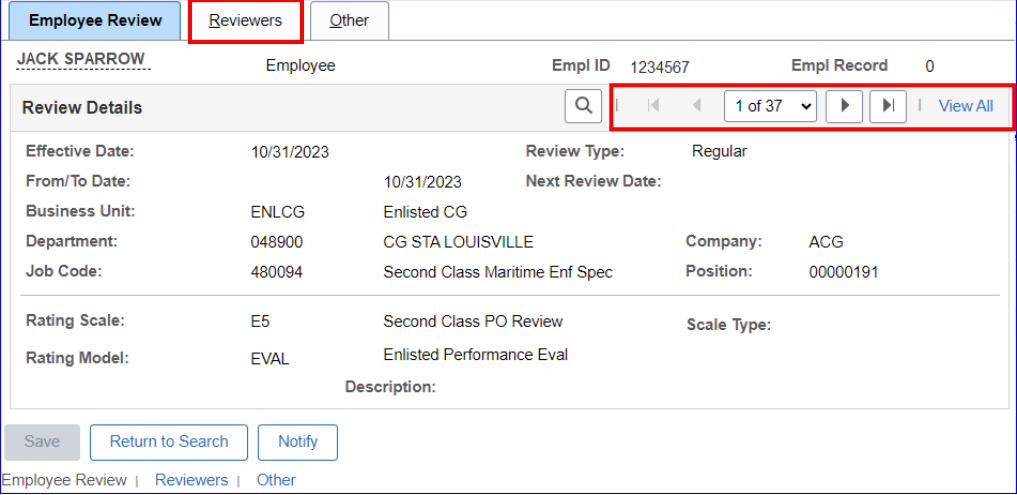
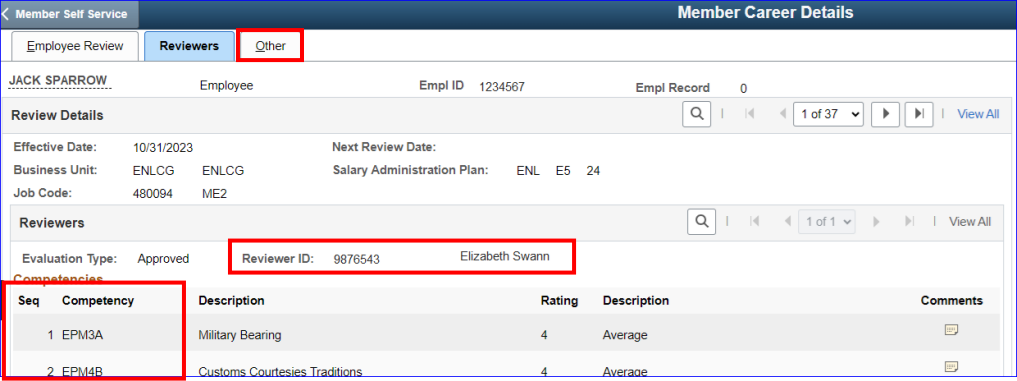
Procedures,
continued

Step	Action
3	<p>Select the Employee Reviews option.</p>  <p>The screenshot shows a vertical list of menu items. The 'Employee Reviews' item is highlighted with a red rectangular border. The other items in the list are: Airport Terminal, Assignments Endorsements, 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>

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Employee Reviews, Continued

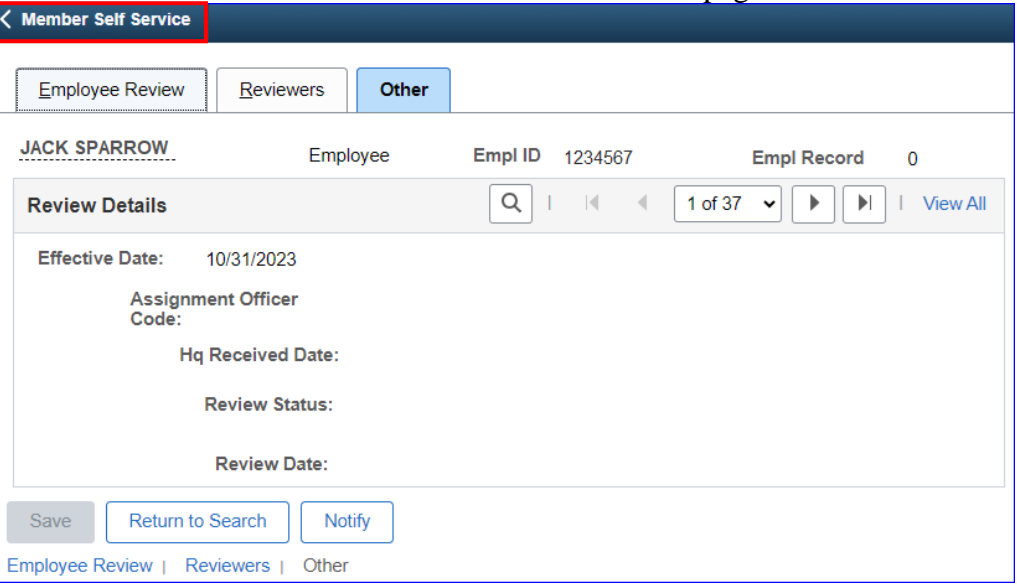
Procedures,
continued

Step	Action																		
<p>4</p>	<p>The Employee Review tab will display with the most current set of Evals first. Click the navigation arrows to view past EERs or click View All to display all EERs. Click on the Reviewers tab.</p>  <p>Employee Review Reviewers Other</p> <p>JACK SPARROW Employee Empl ID 1234567 Empl Record 0</p> <p>Review Details 1 of 37 View All</p> <p>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</p> <p>Rating Scale: E5 Second Class PO Review Scale Type: Rating Model: EVAL Enlisted Performance Eval Description:</p> <p>Save Return to Search Notify</p> <p>Employee Review Reviewers Other</p>																		
<p>5</p>	<p>Scroll to view each Competency Rating assigned. Click the Comments Icon to view supporting remarks for any of the required competency ratings. Click on the Other tab.</p>  <p>Member Self Service Member Career Details</p> <p>Employee Review Reviewers Other</p> <p>JACK SPARROW Employee Empl ID 1234567 Empl Record 0</p> <p>Review Details 1 of 37 View All</p> <p>Effective Date: 10/31/2023 Next Review Date: Business Unit: ENLCG ENLCG Salary Administration Plan: ENL E5 24 Job Code: 480094 ME2</p> <p>Reviewers 1 of 1 View All</p> <p>Evaluation Type: Approved Reviewer ID: 9876543 Elizabeth Swann</p> <p>Competencies</p> <table border="1"> <thead> <tr> <th>Seq</th> <th>Competency</th> <th>Description</th> <th>Rating</th> <th>Description</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>EPM3A</td> <td>Military Bearing</td> <td>4</td> <td>Average</td> <td></td> </tr> <tr> <td>2</td> <td>EPM4B</td> <td>Customs Courtesies Traditions</td> <td>4</td> <td>Average</td> <td></td> </tr> </tbody> </table>	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 interface with a dark blue header containing a back arrow and the text "Member Self Service". Below the header are three tabs: "Employee Review" (selected), "Reviewers", and "Other". The main content area displays the following information:</p> <ul style="list-style-type: none"> JACK SPARROW Employee Empl ID 1234567 Empl Record 0 Review Details (with a search icon and pagination: 1 of 37, View All) Effective Date: 10/31/2023 Assignment Officer Code: Hq Received Date: Review Status: Review Date: <p>At the bottom of the interface are three buttons: "Save", "Return to Search", and "Notify". Below the buttons are the same three tabs: "Employee Review Reviewers Other".</p>