

Performance Evaluation Transformation



Coaching Event Test Participant Training





Performance Evaluation Transformation

Performance Evaluation Transformation (PET) Project Goal: To Transform the Navy's Performance Coaching & Evaluation Processes

- **Overall Project Purpose:**
 - To enhance Service Member coaching & mentoring activities with assessment and feedback data gathered from multiple sources and perspectives
 - To institute formal evaluation practices that compare a Service Member to a paygrade performance standard
 - To produce rich formal evaluation data and analytics for use in various downstream talent management processes
- **PET Phase III Multi-Source Assessment & Feedback (MSAF) Proof of Concept (POC) Test:**
 - Is a test of a Coaching Tool ONLY
 - Is NOT intended to be used for any decision-making processes
 - IS NOT and WILL NOT BE a formal evaluation process





Performance Evaluation Transformation Phase III Test Purpose & Features

- **PET Phase III MSAF POC Test Purpose:**
 - To assess the usefulness of the MSAF methodology and resulting data in the enrichment of Coaching conversations between Supervisors and Direct Reports
 - To gather additional feedback on the applicability of the MSAF assessment content
 - To gather feedback on the design and features of the MSAF tool
- **High-level PET Phase III MSAF POC Test Features:**
 - Paygrade-specific Value Statements (VSs), designed by PET Working Groups, rated on a 9-point scale
 - Timed VS rating completion
 - MSAF rating inputs gathered from the Service Member, their Supervisor (i.e., Rater) and a select group of their Peers and Subordinates, as applicable
 - MSAF results report (with anonymity for Peers and Subordinates) for use in a Rater/Direct Report Coaching discussion session
 - Post-test survey to gather test participant feedback



Performance Evaluation Transformation Test Basics

- **What is a Value Statement?**

A Value Statement (VS) is an observable behavior or set of behaviors that is expected of you at your Paygrade/Paygrade Band

- **What is the 9-point scale?**

The 9-point scale is a graduated measurement tool where each point on the scale indicates to what degree you exhibit the behavior described by the VS in comparison to the expectations of your Paygrade

- **Are my inputs as a Peer or Subordinate anonymous?**

Yes. Your information will not be listed on the results report or on any participant dashboards. As well, all Peer and Subordinate input will be aggregated, so no one will know your exact scoring. The only person who is not anonymous is your Rater.





Performance Evaluation Transformation Test Participant Responsibilities

■ As a Test Participant, you will:

1. Honestly rate yourself on VSs associated with your Paygrade using the 9-point scale
2. Be honestly rated on the same set of VSs by your Rater and a selected group of your Peers and Subordinates who work with you closely
3. Honestly rate others on VSs associated with their Paygrades, including your Rater and a select group of your Peers and Subordinates that you work with closely
4. Receive, review, and utilize your MSAF results report comparing how you rated yourself on each VS to how your Rater, your Peers, and your Subordinate rated you (Your Rater will also review your report)
5. Have a Coaching discussion session with your Rater using the report
6. Acknowledge that the Coaching discussion session has occurred
7. Complete a user feedback survey once you have completed all assigned tasks





Performance Evaluation Transformation

The Rating Scale

1 Does Not Meet Standard at Current Grade	2 Minimally Meets Standard at Current Grade	3 Somewhat Meets Standard at Current Grade
4 Mostly Meets Standard at Current Grade	5 Fully Meets Standard at Current Grade	6 Somewhat Meets Standard at Next Grade
7 Mostly Meets Standard at Next Grade	8 Fully Meets Standard at Next Grade	9 Exceeds Standard at Next Grade

- Each numerical level of the rating scale has a specific meaning concerning how the Service Member demonstrates the behavior(s) described by a VS
- Interpretation of each level is dependent upon your understanding of what is required of the person being rated at their Paygrade in regard to the specific VS
- The following slides provide an example of what each rating level means in relation to a sample VS





Performance Evaluation Transformation

Rating a Value Statement

5

Fully Meets
Standard at
Current Grade

This is the PAYGRADE STANDARD for the Value Statement

Select this option if both of the following describe your observation:

1. The individual exhibited **ALL** of the expected behaviors of the VS
2. The individual exhibited **ALL** of the behaviors at a level commensurate their current Paygrade

Example VS for a mid-grade RN: Draw patient blood proficiently and painlessly.

A nurse who **fully meets standard at current grade** for this VS is displaying the skill set of a 100% proficient RN in a clinical setting.

Example behaviors for a 5:

- Hits the vein on the first try without pain
- Displays confidence in his/her abilities to perform a perfect stick consistently
- Extremely rare that this person requires any assistance or supervision
- Extremely rare that this person receives patient complaints





Performance Evaluation Transformation

Rating a Value Statement

1

Does Not Meet
Standard at
Current Grade

Select this option if one or more of the following describe your observation:

1. The individual exhibited **NONE** of the Paygrade Standard behaviors
2. The individual attempted to exhibit the behaviors, but failed to perform them at a level equivalent to one Paygrade below their current Paygrade

Example VS for a mid-grade RN: Draw patient blood proficiently and painlessly.

Drawing blood is a basic nursing skill required of all nurses. A nurse who **does not meet standard at current grade** for this VS is displaying the skill set of a brand new LPN in a clinical setting.

Example behaviors for a 1:

- Cannot hit the vein after repeated efforts
- Always causes unnecessary pain to the patient
- Always relies on others for assistance with this task
- Receives a lot of patient complaints
- Does not display confidence in his/her abilities





Performance Evaluation Transformation

Rating a Value Statement

2

Minimally
Meets Standard
at Current
Grade

Select this option if one or more of the following describe your observation:

1. The individual exhibited >25% of the expected VS behaviors
2. The individual exhibited the behaviors but barely performed them at a level equivalent to one Paygrade below their current Paygrade

Example VS for a mid-grade RN: Draw patient blood proficiently and painlessly.

A nurse who **minimally meets standard at current grade** for this VS is displaying the skill set of a progressing LPN or new RN in a clinical setting.

Example behaviors for a 2:

- Inconsistently hits the vein after repeated efforts
- Frequently causes unnecessary pain to the patient
- Displays little confidence in his/her abilities
- Often relies on assistance from others
- Receives patient complaints often





Performance Evaluation Transformation

Rating a Value Statement

3

Somewhat
Meets Standard
at Current
Grade

Select this option if one or more of the following describe your observation:

1. The individual exhibited **25-75%** of the expected behaviors of the VS
2. The individual exhibited the behaviors but generally performed them at a level equivalent to one Paygrade below their current Paygrade

Example VS for a mid-grade RN: Draw patient blood proficiently and painlessly.

A nurse who **somewhat meets standard at current grade** for this VS is displaying the skill set of a mostly proficient LPN or progressing RN in a clinical setting.

Example behaviors for a 3:

- Inconsistently hits the vein on the first try, but is usually successful on the second attempts
- Requires some assistance from others
- Sometimes receives patient complaints
- Displays some confidence in his/her abilities





Performance Evaluation Transformation

Rating a Value Statement

4

Mostly Meets
Standard at
Current Grade

Select this option if one or more of the following describe your observation:

1. The individual exhibited **75-99%** of the expected VS behaviors
2. The individual exhibited the behaviors but performed them slightly below the level equivalent to their current Paygrade

Example VS for a mid-grade RN: Draw patient blood proficiently and painlessly.

A nurse who **mostly meets standard at current grade** for this VS is displaying the skill set of a mostly proficient RN in a clinical setting.

Example behaviors for a 4:

- Approaching the 100% proficiency mark, but missing the vein occasionally on the first attempt
- Does not require much assistance or supervision
- Sporadically receives patient complaints
- Frequently displays confidence in his/her abilities





Performance Evaluation Transformation

Rating a Value Statement

6

Somewhat
Meets Standard
at Next Grade

Select this option if both of the following describe your observation:

1. The individual exhibited **ALL** of the expected VS behaviors
2. The individual exhibited **1-50%** of the behaviors at a level equivalent to the **NEXT** Paygrade higher than their current Paygrade

Example VS for a mid-grade RN: Draw patient blood proficiently and painlessly.

A nurse who **somewhat meets standard at next grade** for this VS is displaying the skill set of a well established RN or a somewhat new BSN/NP in a clinical setting. This individual is far surpassing this basic task and beginning to help train others as well.

Example behaviors for a 6:

- Meets 100% proficiency mark for this basic skill
- Always confident in his/her abilities
- Performs a perfect stick consistently and efficiently
- Often called upon to assist/train newer nurses





Performance Evaluation Transformation

Rating a Value Statement

7

Mostly Meets
Standard at
Next Grade

Select this option if both of the following describe your observation:

1. The individual exhibited **ALL** of the expected VS behaviors
2. The individual exhibited **51-99%** of the behaviors at a level equivalent to the **NEXT** Paygrade higher than their current Paygrade

Example VS for a mid-grade RN: Draw patient blood proficiently and painlessly.

A nurse who **mostly meets standard at next grade** for this VS is displaying the skill set of a seasoned RN or a progressing BSN/NP in a clinical setting. This individual is far surpassing this basic task and uses their time to teach others how to perfect this skill.

Example behaviors for a 7:

- Is sought out by others to perform this task in more difficult patient situations
- Helps others to hone this basic skill
- Frequently called upon to train newer nurses in this skill





Performance Evaluation Transformation

Rating a Value Statement

8

Fully Meets
Standard at
Next Grade

Select this option if both of the following describe your observation:

1. The individual exhibited **ALL** of the expected Value Statement behaviors
2. The individual exhibited **100%** of the behaviors at a level equivalent to the **NEXT** Paygrade higher than their current Paygrade

Example VS for a mid-grade RN: Draw patient blood proficiently and painlessly.

A nurse who **mostly meets standard at next grade** for this VS is displaying the skill set of a career RN or a proficient BSN/NP in a clinical setting. This individual does not perform this basic task frequently as they are a Subject Matter Expert for others.

Example behaviors for a 8:

- Is an example/mentor for subordinates with this skill
- All individuals who receive training from this nurse perform this task well under pressure
- Always confident in his/her abilities and
- Performs this task with expert control in almost all situations





Performance Evaluation Transformation

Rating a Value Statement

9

Exceeds
Standard at
Next Grade

Select this option if both of the following describe your observation:

1. The individual exhibited **ALL** of the expected Value Statement behaviors
2. The individual exhibited **AT LEAST SOME** of the behaviors at a level equivalent to TWO FULL PAYGRADES higher than their current Paygrade

NOTE: Assigning a rating of 9 should be extremely uncommon!

Example VS for a mid-grade RN: Draw patient blood proficiently and painlessly.

A nurse who **exceeds standard at next grade** for this VS is displaying the skill set of a seasoned BCN/NP or a proficient MD. This individual has begun to consider moving to the next phase in the medical profession.

Example behaviors for a 9:

- Trains the trainers of others in this skill
- Is sought out by other institutions to teach this skill
- Can painlessly and effortlessly perform this task in the most extreme situations with absolute ease and perfection





Performance Evaluation Transformation

Rating a Value Statement

Not Observed

When functioning as a Peer or Subordinate, select this option if:

1. You did not have the opportunity to observe the Service Member exhibiting the behavior,
2. You do not feel qualified to rate the individual on the behaviors described in the Value Statement, or
3. You do not feel the Value Statement is applicable to the Employee's job or Paygrade level.

NOTE: If you select the NOB option for any other reason than #1, please indicate on the post-test survey. This will help us evolve the content to be more useable and relevant. Because the survey may be done a week or more after conclusion of your evaluations, keep notes to account for selections #2 and #3 above.





Performance Evaluation Transformation MSAF Application

Navigating the Application





Login Screen

The screenshot shows a web browser window with the address bar displaying "https://east.navypettest3.nxj.io". The main content area has a dark blue background with a white box in the center. Inside the white box is the Navy seal, the text "Navy PET", and a yellow "SIGN IN" button. A blue arrow points from the text below to the "SIGN IN" button.

First, access the PET URL

Then click on the Sign In button to enter your .mil email address and password.

Login Screen





Input Email Address and Password

A screenshot of a web sign-in page. At the top is the United States Navy Seal. Below it, the text "Sign in with your email and password" is displayed. There are two input fields: "Email" and "Password". Below the "Password" field is a link that says "Forgot your password?". At the bottom of the form is a yellow "Sign in" button. Below the button is the text "Need an account? Sign up". Two blue arrows point from the text on the right to the "Email" and "Password" input fields.

Input your .mil email address and password to access the PET website.

NOTE: Emails and Passwords are Case-Sensitive.

Input Email Address and Password





Your Dashboard

Upon logging in, the user's individual dashboard is displayed. The dashboard reflects assigned MSAF activities and status updates.

At the bottom of your dashboard is a link to email the **PET Test Support Team** if you have any issues with the application.

First, the user shall click on the "Self" or "Rater" buttons will provide access those MSAF activity.

Clicking on "Peers" or "Subordinates" will provide a list of activities for multiple individuals.

Dashboard





Peer and Subordinate Evaluations

Peer Evaluations

2 / 7 Completed

Peer evaluation for	Due -	Status	Action
PO2	September 15, 22:19 UTC	Not Started	START PEER EVAL
CPO	September 15, 22:19 UTC	Not Started	START PEER EVAL
LTJG	September 15, 22:19 UTC	Not Started	START PEER EVAL
PO1	September 15, 22:19 UTC	Not Started	START PEER EVAL
MCPO	September 15, 22:19 UTC	Not Started	START PEER EVAL

Once you select the **Peer Evaluations** or the **Subordinate Evaluations** button from your dashboard, you will see a list of all peer or subordinate activities assigned to you for completion. They are listed by due date and then alphabetically.

First, the user shall click on the Sign In button and enter their user name and password

Select the yellow button next to the appropriate person to begin the activity.

Peer Evaluations





Peer Evaluations Completed

MSAF activities you need to complete will have a **Not Started** status.

All completed MSAF activities will reflect a **Completed** status and will fall to the bottom of the list.

Name	Rank	Due Date	Status	Action
[Redacted]	[Redacted]	September 15, 22:19 UTC	Not Started	START PEER EVAL
[Redacted]	LTJG	September 15, 22:19 UTC	Not Started	START PEER EVAL
[Redacted]	[Redacted]	September 15, 22:19 UTC	Not Started	START PEER EVAL
[Redacted]	PO1	September 15, 22:19 UTC	Not Started	START PEER EVAL
[Redacted]	MCPO	September 15, 22:19 UTC	Not Started	START PEER EVAL
[Redacted]	ADM	September 15, 22:19 UTC	Completed	COMPLETED
[Redacted]	SN	September 15, 22:19 UTC	Completed	COMPLETED

Peer Evaluations Completed





MSAF Activity Functions

Effectively composes evaluations and reports



Timer

Value Statement

Not Observed

1 Does Not Meet Standard at Current Grade	2 Minimally Meets Standard at Current Grade	3 Somewhat Meets Standard at Current Grade
4 Mostly Meets Standard at Current Grade	5 Fully Meets Standard at Current Grade	6 Somewhat Meets Standard at <u>Next</u> Grade
7 Mostly Meets Standard at <u>Next</u> Grade	8 Fully Meets Standard at <u>Next</u> Grade	9 Exceeds Standard at <u>Next</u> Grade

Each value statement will need to be reviewed and rated. There is a 15 second time limit for each value statement to be assessed. Once you select a rating, the box you select should brighten and display a checkmark.

Rating Scale

Value Statement





Value Statement Rating

Once the rating selection is made, you will need to select NEXT to advance to the next value statement. Alternately, you may also utilize numbers on the top of your keyboard (except when using mobile version) by hitting corresponding number on the scale (1-9) + enter key to advance. For NOB, select zero (0) + enter key.

Not Observed		
1 Does Not Meet Standard at Current Grade	2 Minimally Meets Standard at Current Grade	3 Somewhat Meets Standard at Current Grade
4 Mostly Meets Standard at Current Grade	5 Fully Meets Standard at Current Grade	6 Somewhat Meets Standard at <u>Next</u> Grade
7 Mostly Meets Standard at <u>Next</u> Grade ✓	8 Fully Meets Standard at <u>Next</u> Grade	9 Exceeds Standard at <u>Next</u> Grade
NEXT		

If no rating choice is selected within the 15 second time parameter, the system will advance to the next value statement. The unrated value statement will be randomly recycled with all remaining value statements until you rate all value statements.

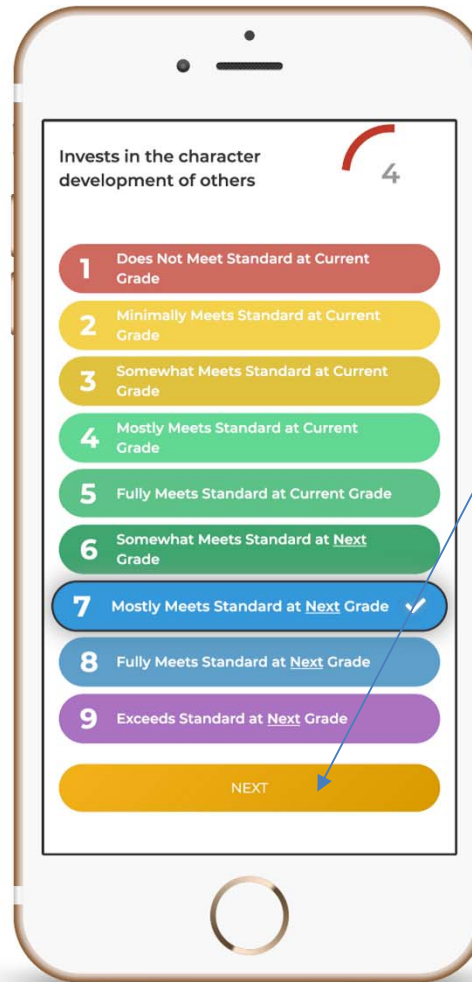
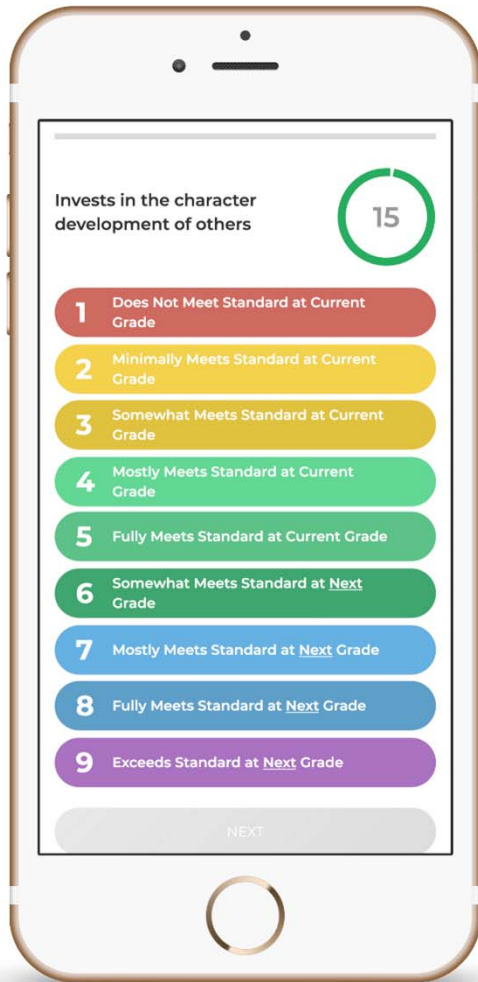
Once completed, the system will return you to your dashboard.

Value Statement Rating





Mobile Display



If utilizing a cell phone for PET test, scrolling will be required to select the **Next** button. Keyboard shortcuts are not available with the mobile version.

Mobile Display





Screen Resolution

- **It is important to note that should you choose to change your screen resolution on the web-based version (i.e., PC, laptop, tablet) to a smaller display, the displayed version will revert to the mobile variety (i.e., cell phone) which will require scrolling to input the value statement rating choices.**
- **If you utilize the mobile version by accessing the site via cell phone, you will need to scroll to view the screen in its entirety. Keyboard shortcuts will not work on the mobile version (i.e., 0-9 + enter).**



Your MSAF Event Is Complete



Welcome, **Mr. J. Houston**

Your MSAF Workflow has been completed. View your Report here. [VIEW REPORT](#)

Please complete each assigned evaluation below before the respective due date for both yourself and others. You may have multiple peer or subordinate evaluations to complete.

Self Evaluation Due - September 27, 19:00 CST

Evaluate your self

Status: **Ready**

[COMPLETED](#)

Rater Evaluation Due - September 27, 19:00 CST

Evaluate your rater, **Mr. J. Houston, LT**

Status: **Completed**

[START RATER EVAL](#)

Workflow Statuses

- Not Started - Process Not Started
- In Progress - Process is in Progress but not yet completed
- Completed - Process has completed
- Past Due - Process Due Date has passed and process has not completed

Once all MSAF activities designed to provide feedback on you are complete, the system will notify you and your Rater that your MSAF Report is ready. Select **View Report** to access the MSAF Report.

For Raters, you must click on your **Subordinates** button to view the **Subordinates** list in order to see a **View Report** option for a Subordinate.

MSAF Workflow Complete





Access MSAF Report

MSAF Report for [Name], CPO

Your Evaluator needs to Acknowledge this review has taken place before you can. **COMPLETE**

Value Statements | Traits

PRINT

After **View Report** is selected, the report can be viewed within the system and/or printed.

Value Statements

All Value Statements and the score assessments per role. Peer and Subordinate assessments are aggregated with others of that type.

Value Statement	Member	Evaluator	Peer	Subordinate
Exhibits confidence	1.00	6.00	7.00	6.50
Supports others through change	7.00	7.00	4.00	7.50
Has a motivational command presence	7.00	5.00	6.00	6.00
Leads within mess or association	1.00	6.00	6.50	7.50
Fosters a sense of military heritage	9.00	3.00	6.00	4.50
Articulates mission requirements to others	4.00	3.00	5.50	6.00
Actively contributes to an environment of fairness and mutual respect	7.00	6.00	4.00	3.50
Demonstrates proper military courtesies	6.00	5.00	5.00	4.00
Trains Sailors effectively to achieve mission	9.00	4.00	9.00	5.50
Leads in the community	1.00	4.00	7.00	9.00
Pursues challenging duties, responsibilities and collaterals	4.00	9.00	3.00	6.00
Performs tasks with accuracy utilizing current instructions directives and procedures	8.00	8.00	5.50	4.50
Displays a positive attitude towards mission, Sailors, and leadership	9.00	4.00	8.00	4.50
Shares knowledge in a clear and simple manner	8.00	3.00	6.50	5.00
Takes pride in work with no need for recognition	7.00	4.00	5.00	4.00
Morally steadfast in the face of negative peer pressure	3.00	9.00	5.00	5.00

There are two tabs – one with value statement results and one with trait roll-up results. If you print, you need to print each tab separately.

Access MSAF Report





Performance Evaluation Transformation

Interpreting your MSAF Results

- Purple with a numerical value of 9.00 equates to “Role Model” & indicates that the Service Member is performing several levels above the Paygrade Standard for the Value Statement.
- Blue with a numerical value of 7.00-8.99 equates to “True Strength” & indicates that the Service Member is performing at a level above the Paygrade Standard for the Value Statement.
- Green with a numerical value of 4.00-6.99 equates to “On Target” & indicates that the Service Member is performing as expected in relation to the Paygrade Standard for the Value Statement.
- Yellow with a numerical value of 2.00-3.99 equates to “Needs Improvement” & indicates that the Service Member is meeting some but not all aspects of their Paygrade Standard for the Value Statement.
- Red with a numerical value of 1.99 & below equates to “High Concern” & indicates that the Service Member is NOT meeting any aspect of their Paygrade Standard for the Value Statement.





Acknowledge Coaching Session

MSAF Report for [Name], CPO



Your Evaluator needs to Acknowledge this review has taken place before you can.

COMPLETE

Value Statements

Traits

Value Statements

PRINT

All Value Statements and the score assessments per role. Peer and Subordinate assessments are aggregated with others of that type.

Value Statement	Member	Evaluator	Peer	Subordinate
Exhibits confidence	1.00	6.00	7.00	6.50
Supports others through change	7.00	7.00	4.00	7.50
Has a motivational command presence	7.00	5.00	6.00	6.00
Leads within mess or association	1.00	6.00	6.50	7.50
Fosters a sense of military heritage	9.00	3.00	6.00	4.50
Articulates mission requirements to others	4.00	3.00	5.50	6.00
Actively contributes to an environment of fairness and mutual respect	7.00	6.00	4.00	3.50
Demonstrates proper military courtesies	6.00	5.00	5.00	4.00
Trains Sailors effectively to achieve mission	9.00	4.00	9.00	5.50
Leads in the community	1.00	4.00	7.00	9.00
Pursues challenging duties, responsibilities and collaterals	4.00	9.00	3.00	6.00
Performs tasks with accuracy utilizing current instructions directives and procedures	8.00	8.00	5.50	4.50
Displays a positive attitude towards mission, Sailors, and leadership	9.00	4.00	8.00	4.50
Shares knowledge in a clear and simple manner	8.00	3.00	6.50	5.00
Takes pride in work with no need for recognition	7.00	4.00	5.00	4.00
Morally steadfast in the face of negative peer pressure	3.00	9.00	5.00	5.00

Once you receive your report, your Rater and you will have a coaching discussion using the results.

After the Coaching discussion has occurred, both you and your Rater must acknowledge that the coaching session has occurred.

Once both parties have acknowledged, the report will no longer be available.

Access MSAF Report

