

Performance Appraisal System

NINDS

Purpose of New System

- Simplify the rating process.
- Delink performance ratings and monetary bonuses
- Encourage an ongoing system of performance management between supervisors and employees

Creating a New Performance Plan

- Establish Element Descriptions
- Define the "Acceptable" level of performance (Performance Standard)
- Review new plan with employee; encourage employee feedback
- Finalize and establish new plan

Establishing Element Descriptions

- Plans should include no more than three to five "critical" elements
 - Elements should cover major duties and responsibilities
- "Non-critical" elements are not necessary in new system
- Supervisors will still have critical element relating to the achievement of EEO goals

Defining performance standards

- Performance standards must equate to the minimum performance that is considered "acceptable" by a supervisor
 - Any performance less than this standard will be rated unacceptable
- In general, this standard should compare with the "fully successful" standard of old plan
- Make sure standard is clear, concise, achievable, and measurable

Examples:

- "Employee has good working knowledge of computers."
This standard is NOT measurable
- "Employee demonstrates working knowledge of computers through the use of word processing, spreadsheet, and file management programs."
This standard IS measurable

Putting it all in place!

- Plans will continue to run by calendar year
- Make sure that a mid-year review is held and documented on performance plan

Tips for Successful Performance Management

- Establish clear, concise, and measurable performance standards
- Make performance management an ongoing, continuous process
- Serve as an example for superior work habits, and recognize those who achieve high standards
- Counsel employees *immediately* when they are not performing to the acceptable level, and...
- Involve your Personnel Specialist in addressing performance problems

National Institute of Neurological Disorders and Stroke
National Institutes of Health

INDIVIDUAL PERFORMANCE PLAN

Part I - Administrative Data

NAME	SOCIAL SECURITY NO.	GRADE AND SALARY (Federal)	
ORGANIZATION	CHECK ONE: COVERED BY: () GS () SES () SSS		
APPRAISAL PERIOD: From To	RATED MONTHS:	DATE GIVEN TO RATEE:	NUMBER OF CRITICAL ELEMENTS:

Part II - Plan Establishment

RATER'S NAME AND TITLE	RATER'S SIGNATURE	DATE
REVIEWER'S NAME AND TITLE	REVIEWER'S SIGNATURE	DATE
EMPLOYEE'S SIGNATURE (Indicates that a copy of the plan was received.)	DATE	

Part III - Summary Rating

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	
Were all critical elements acceptable? () Yes () No		
RATER'S NAME AND TITLE	RATER'S SIGNATURE	DATE
REVIEWER'S NAME AND TITLE	REVIEWER'S SIGNATURE	DATE
EMPLOYEE'S SIGNATURE (Indicates that a copy of the summary rating was received.)	DATE	

Part IV - Job Description Summary

DAILY DUTIES				
AREAS OF EMPHASIS				
FEEDBACK SESSIONS	INITIAL	LATER	MIDPOINT	FINAL

JOB ELEMENTS AND PERFORMANCE STANDARDS	ELEMENT _____ OF _____
EMPLOYEE'S NAME	Check if Critical ()
ELEMENT DESCRIPTION	

PERFORMANCE STANDARD (Employee must meet or exceed this level to be rated Acceptable)

PROGRESS REVIEW

PROGRESS REVIEW MEETING (Required for all employees)

A progress review was conducted on _____

PROGRESS REVIEW NOTES: (Required for employees not meeting expectations; optional for others)

RATER'S SIGNATURE	DATE
EMPLOYEE'S SIGNATURE (Indicates that a progress review was conducted.)	DATE

FINAL ELEMENT RATING	
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ACCEPTABLE	UNACCEPTABLE
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DESCRIPTION OF ACTUAL PERFORMANCE (Required for rating of Unacceptable; optional for rating of Acceptable)

JOB ELEMENTS AND PERFORMANCE STANDARDS	ELEMENT _____ OF _____
EMPLOYEE'S NAME	Check if Critical ()
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EMPLOYEE'S SIGNATURE (Indicates that a progress review was conducted.)	DATE
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FINAL ELEMENT RATING	
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DESCRIPTION OF ACTUAL PERFORMANCE (Required for rating of Unacceptable; optional for rating of Acceptable)

JOB ELEMENTS AND PERFORMANCE STANDARDS	ELEMENT _____ OF _____
EMPLOYEE'S NAME	Check if Critical (X)

ELEMENT DESCRIPTION
 Supports the Agency and PHS Equal Employment Opportunity (EEO) programs by taking supervisory and administrative actions which ensure equal treatment of employees and facilitate and enhance the recruitment, career development, and advancement opportunities of minorities, women, and persons with disabilities.

- PERFORMANCE STANDARD** (Employee must meet or exceed this level to be rated Acceptable)
1. Sets realistic long and short range goals for achieving a balanced work force through the Multi-Year Affirmative Employment Plan (MYEAP), and the Federal Equal Opportunity Recruitment Program (FEORP) activities of subordinate supervisors/managers to ensure that efforts are being made to accomplish established goals. Takes steps to correct problems that may impede the accomplishment of these goals.
 2. Participates in the Agency's efforts to recruit, consider and select when possible, minorities, women, and persons with disabilities for underrepresented occupations.
 3. Assures access to training and career development opportunities to all staff.
 4. Holds subordinate supervisors accountable for the equal treatment of all staff, and assesses subordinates' accomplishments through the performance appraisal process. Takes corrective action when necessary.

PROGRESS REVIEW

PROGRESS REVIEW MEETING (Required for all employees)

A progress review was conducted on

PROGRESS REVIEW NOTES: (Required for employees not meeting expectations; optional for others)

RATER'S SIGNATURE	DATE
EMPLOYEE'S SIGNATURE (Indicates that a of the progress review was conducted)	DATE

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