

# memorandum

DATE: October 6, 2008

REPLY TO:  
ATTN OF: AD-442:Shrader

SUBJECT: **FISCAL YEAR 2008 PERFORMANCE RATINGS**

TO: All ORO and OSTI Employees

The 2008 performance appraisal cycle ended September 30, 2008, and this memorandum serves as the call for performance ratings for all employees, except those in Senior Executive Service positions.

## **Part I – FY 2008 Performance Appraisal Ratings**

**Rating Process:** Employees who have been on a performance appraisal plan for at least 90 days should receive a rating for the period beginning with the date the plan was signed by the employee and ending September 30, 2008. If an employee has not been on a plan in his/her current position for the full 90 days by September 30, 2008, it will be necessary to delay the rating for up to 45 days in order to allow the employee to complete 90 days on the plan. If the employee cannot complete 90 days on the plan no later than November 14, 2008, Rating Officials should contact their Human Resources Specialist for guidance. Also, Rating Officials who are contemplating ratings of “Fails to Meet Expectations” for any employee should contact their Human Resources Specialist for information regarding establishment of performance improvement plans.

**Initial Performance Discussions:** Employees are entitled to discuss their performance with their supervisors before the formal appraisal discussion. Employees who wish to have such a discussion should schedule a meeting with their supervisor at a mutually convenient time as soon as possible.

**Discussions with Employees:** After coordination with the Reviewing Official, ratings should be given to employees and discussed with them in accordance with the schedule in Part IV of this memorandum. **Please note that this year, bargaining unit employees should be given three days to review their rating before signing it.** Copies of the Performance Appraisal Rating Form for both Supervisory and Non-Supervisory employees can be found on the Human Resources web site at <http://www.oro.doe.gov/pmab/Forms/Forms.htm>.

## **Part II - Fiscal Year 2009 Plans**

The Office of Personnel Management now requires that all FY 2009 performance plans contain at least one results-based element and standard. The Office of Human Capital Management Strategic Planning and Vision, HC-10, will be sponsoring training at ORO for both supervisors

and employees covering the development of results-based performance standards during the week of October 27, 2008. A separate training bulletin will follow.

Results-based performance standards are reflective of, and cascade from, expectations established in the performance plans of each employee's supervisor, and they are written using the S.M.A.R.T. goal methodology outlined below.

<u>Specific</u>	Goals relate to desired products or efforts/contributions that are clearly understood by the employee
<u>Measurable</u>	Progress can be assessed readily and objectively
<u>Achievable</u>	Goals are set based on a realistic probability of achievement
<u>Results-Based</u>	Goals hold employees accountable for achieving results appropriate to their level of responsibility and describe intended accomplishments, products, outcomes or deliverables
<u>Time-Focused</u>	Time period for completion is defined when the goal is established

The FY 2009 Performance Appraisal Plan form for Non-Supervisory employees has been modified by the Department. A fillable version of the revised form is available on the Human Resources web page at <http://www.oro.doe.gov/pmab/Forms/Forms.htm>. **Supervisors should delay putting FY 2009 plans in place until the training mentioned above has been completed.** New plans should be received in Human Resources no later than November 28, 2008.

### **Part III - Safety Standards**

Another change for FY 2009 includes a new approach to safety standards. All FY 2009 performance plans will contain revised Employee Attributes which include generic safety provisions. Managers continue to have the discretion to establish performance standards for employees whose positions include job-specific safety responsibilities in an individual safety-focused critical element.

### **Part IV - Performance Awards**

All award nominations should be coordinated through the appropriate Assistant Manager for concurrence.

Eligibility: Only the highest performers should receive a rating of Significantly Exceeds Expectations (SEE), the highest rating level. This level represents unusually high quality performance that is typical of only exceptional employees. This level of performance must be consistently demonstrated throughout the rating period in order for this rating to be appropriate. All employees who receive a summary performance rating of SEE must receive a performance award.

Workflow: Award justifications and related Workflow requests will not be necessary for employees receiving monetary performance awards on the basis of SEE ratings. QSIs in lieu of monetary performance awards for SEE ratings, and Special Act Award nominations, must be submitted through Workflow.

**Part IV – Schedule**

<b>Action Item</b>	<b>Due to Federal Human Resources Branch</b>
Supervisory Performance Appraisals	10/31/2008
Non-supervisory Performance Appraisals	10/31/2008
Complete Fiscal Year 2009 Performance Plans	11/28/2008

Please contact your Human Resources Specialist if you have any questions regarding the performance appraisal system or resultant awards.



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Federal Human Resources Branch