Pay Demo Performance Evaluation: Guidance to Employees

- Written input to the performance evaluation from employee to rating official (supervisor) is required.
- Employees should maintain a “diary” of accomplishments throughout the year.
  - Link accomplishments to Performance Plan critical elements.
  - Use quantitative results when possible (e.g., “completed 100% inventory with no adverse audit findings”).
  - List actions that go beyond normal job (e.g., “developed new reporting process that cut development time by 10%”).
  - List team actions (e.g., “member of safety investigation team that completed complex mishap analysis resulting in significant lessons learned”).
  - Document results claimed (including “quantities”).
  - Qualitative OK where appropriate.
  - Helps to have developed personal “goals” for the year, and have supervisor buy-in for those goals.
- See next slide for written input guidelines.
Pay Demo Performance Evaluation: Guidance to Employees

- Provide written input at both mid-term and final evaluations.

- OCAO Requirements: Written input will:
  - Be no longer than 2 pages. Quality is better than length.
  - Be in bulleted format.
  - Have accomplishments/results listed by critical element.
  - Use 12 point font.

- Do not under-state your accomplishments.
  - Toot your own horn!

- But...do not over-state your accomplishments.
  - Be prepared to “show” your documented accomplishments.