



United States
**Office of
Personnel Management**

Washington, DC 20415-0001

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In Reply Refer To:

Your Reference:

MEMORANDUM FOR DIRECTORS OF PERSONNEL

FROM: HENRY ROMERO
ASSOCIATE DIRECTOR FOR WORKFORCE
COMPENSATION AND PERFORMANCE

A handwritten signature in black ink that reads "Henry Romero".

SUBJECT: Performance Management Clearinghouse

I am pleased to announce establishment of the Performance Management Clearinghouse, a new resource available at the Performance Management Technical Assistance Center on the Office of Personnel Management web site. The Clearinghouse will have descriptions of performance management practices that have worked well for your colleagues in other agencies. We are establishing it to address the many questions we get from our customers about other agencies' experiences in the design and administration of performance management practices. The Clearinghouse will make it easier for agencies to network with each other about planning, developing, monitoring, rating, and recognizing employee performance.

For the Clearinghouse to work well, we need to hear from agencies about their successful performance management practices. These practices could include an entire appraisal or awards program, a process for giving feedback to employees, a measurement process that links employee and organizational performance, or an effective award unique to your organization. They need not be complex or established on a large scale. They simply need to be approaches that have worked well. We invite submissions from any part of your organization. You may submit the information electronically, by fax, or by mail. The Clearinghouse will have an electronic submission form. I have attached a copy of the form to this memorandum. If you do not use the attached form, please be sure your submissions include the information listed on it. We will contact the headquarters human resources office for your approval before we post any submission.

You can access the Clearinghouse at <http://www.opm.gov/perform>. We encourage you to take advantage of this resource. You can use the Clearinghouse to spotlight your successful performance management practices and to gather similar information and lessons learned from other agencies. If you have questions about the Clearinghouse, please contact the Performance Management and Incentive Awards Division staff by phone at 202-606-2720, or by email at perform-mgmt@opm.gov.

Attachment

Form for Submitting Information for the Performance Management Clearinghouse

OPM created this Performance Management Clearinghouse to help agencies share information about their programs, processes, and practices, both formal and informal, for planning, monitoring, developing, rating, and rewarding individual, team, and organizational performance. If you have a successful performance management practice that you would like to share with other Federal organizations, please complete and submit this form. Note: we intend to post with the submission the name and phone number of a contact from the servicing human resources office or other appropriate contact, which means they may receive inquiries from other interested parties.

What type of program, process, or practice are you submitting?	<input type="checkbox"/> appraisal program, general <input type="checkbox"/> awards program, general <input type="checkbox"/> feedback processes <input type="checkbox"/> measurement techniques <input type="checkbox"/> setting goals <input type="checkbox"/> team performance management <input type="checkbox"/> aligning employee performance with organizational goals <input type="checkbox"/> group awards <input type="checkbox"/> group incentive plans (e.g., gainsharing/goalsharing) <input type="checkbox"/> balanced measures <input type="checkbox"/> writing elements and standards <input type="checkbox"/> unique awards <input type="checkbox"/> communication processes <input type="checkbox"/> other _____
What is the name of the organization using this program, process, or practice?	Agency: Organization: Address: City, State, and Zip:
What is your name and how can we contact you?	Name: Phone: Email address:
What is the name and phone number for a contact in the servicing human resources office?	Name: Phone: Email (optional):
Who does this program, process, or practice cover?	Employees covered: Approximate number of employees covered: General type of work employees accomplish:
What is the title or name of the program, process, or practice?	Name:
How long has it been in place?	Years:
Why was it implemented?	Reason:

What are the results?	Results:
Describe the program, process, or practice.	Description:
Have you evaluated its effectiveness?	Formal evaluation process: Informal evaluation process:
What feature(s) of the program, process, or practice works especially well?	What worked:
What lessons have you learned?	Lessons learned:
Any other comments?	Comments: