SUPERVISOR'S EPAP CHECKLIST

PREPARE THE RATINGS	
	Gather EPAPs for all of your employees (DI-3100 for non-supervisors; DI-3100S for supervisors). Be sure to include any interim appraisals from employees' previous supervisors during the rating period. ***NOTE: All signatures & dates in Parts A & B should already be completed***
	Ensure that signature dates in Part A support that the employee has been on standards for at least 90 days. ***NOTE: If the employee has not been on standards for at least 90 days as of September 30th, you may need to extend the rating period. Please contact your HR Specialist (ER/LR) for assistance.***
	Solicit feedback from your employees regarding their accomplishments in each of the critical elements.
	Using the feedback & your own information concerning your employees' accomplishments, complete Parts C, D & E of each employee's EPAP: _____ Assign numerical ratings (whole numbers) to each critical element OR indicate "not rated" (NR) if the employee was not rated on a particular element. _____ Write a narrative summary for any critical elements rated Exceptional, Minimally Successful, or Unsatisfactory. _____ Ensure that the ratings you assign in Part C match with those you've marked in Part E. _____ Follow the instructions in Part C to determine the overall Summary Rating, & mark the Summary Rating in Part D. _____ Follow the instructions in Part D to ensure that the Summary Rating is compatible with ratings for each individual critical element (i.e., for a rating of Superior, no critical element can be rated lower than Fully Successful. _____ Ensure that the numeric Summary Rating is computed & the average is calculated correctly. _____ If applicable, ensure any interim rating has been considered proportional to its share of the rating period.
PERFORMANCE BASED AWARDS	
	Determine if a performance-based award will be given to the employee. • An employee receiving an Exceptional (Level 5) rating is eligible for a quality step increase (QSI), performance-based cash award up to 5% of basic pay, and/or a time-off award • An employee receiving a Superior (Level 4) rating is eligible for a performance-based cash award up to 3% of basic pay, and/or a time-off award
	If a performance-based award will be given, complete the bottom of page 1 underneath Part D of the EPAP to indicate QSI, cash award ($ Gross Amount or % of basic pay), and/or Time-off award ***NOTE: Time-off awards are limited to 40 hours per event or 80 hours per calendar year.*** ***NOTE: Do not complete a DI-451 for performance-based awards. Please complete the bottom of page 1 underneath Part D***
	If the award being given is a QSI, obtain approval from the Center Director. Center Director may note their approval by signing & dating at the bottom of the EPAP under Part D.
FINALIZING THE RATINGS	
	If the summary rating you assigned in Part D is Exceptional, Minimally Successful, or Unsatisfactory obtain the signature & date of the Reviewing Official (Division Chief) PRIOR to your discussion with the employee.
	If the summary rating you assigned in Part D is Minimally Successful or Unsatisfactory, you must notify the HR Specialist (ER/LR) **PRIOR** to your discussion with the employee.
	Meet with each employee to discuss the ratings you have assigned, & have the employee sign & date in Part D. **IMPORTANT: The Department requires that this be completed no later than October 31st unless you have received prior approval from HR to extend the rating period as noted above.**
	If an employee refuses to sign the appraisal, note "Employee refused to sign" & the date in Part D. ***NOTE: The employee's signature on the EPAP only signifies receipt of the rating & not agreement.***
	Provide the employee with a copy of the complete, signed appraisal and retain a copy for your records.
	Forward the original EPAP with all signatures to Human Resources **NO LATER THAN NOVEMBER 10TH.**