

Mid-Year Performance Management for Rating Officials

Rating Officials should ensure that the appropriate Employee Performance Appraisal Plan (EPAP) form is used; the 2007 edition of the form DI-3100 for non-supervisory employees and DI-3100S for supervisory employees.

Rating Officials should ensure that the criterion in each critical element is:

1. Strategically Aligned - This helps employees understand how their job helps the organization accomplish its mission. Examples of strategic alignment include GPRA goals, Strategic goals and Mission goals.
2. Results Focused - Describing performance in terms of results helps employees understand the impact of the criteria on which they are rated.
3. Credible Measures - This clarifies exactly what level of performance is required in terms of quality, quantity, timeliness, and cost-effectiveness.

During the progress review, Rating Officials are to evaluate an employee's performance against the critical elements in the employee's EPAP.

The discussion should cover feedback on current performance, any changes in critical elements, training needs and/or development of an Individual Development Plan.

Rating Officials should discuss and cite performance deficiencies with the employee. The discussion should include strategies for improving performance, if deficiencies have occurred. If the performance is below "Fully Successful," Rating Officials should document this progress review and all others in writing during this discussion. If an employee is performing below the "Fully Successful" level, Rating Officials are also urged to contact their servicing Human Resources Office for advice and assistance in performance based actions.

At the completion of the progress review, the Rating Official and employee should sign and date Part B of the EPAP to certify that the employee's performance was discussed. If the employee refuses to sign the EPAP, the Rating Official should date and notate that the employee received the progress review but refused to sign. Rating Officials are also urged to maintain records of the dates progress reviews were conducted in order to ensure full compliance with applicable regulations.