

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.

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- ❑ 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.