

INSTRUCTIONS ON THE PERFORMANCE MANAGEMENT SYSTEM PROCESS

PERFORMANCE PLANS

The Performance Plan outlines annual performance expectations and goals for the employee's position for the appraisal period of October 1 through September 30 of each year. It should be flexible to accommodate changing program objectives and work requirements. Any significant changes in organizational goals occurring throughout the year that may significantly impact an employee's performance plan should be duly noted. The employee must be informed within 30 days of revising the plan and given an opportunity to discuss the revisions to assure they can be met.

Supervisors must ensure all performance plans are entered into EmpowHR by close of business (COB) on the last duty day of the second week in **October**. All Second Level Reviewers must ensure they approve all plans by COB on the last duty day of the third week in **October**. Employees must review and concur by COB on the last duty day of the last week in **October**. Human Resources will provide supervisors with two completion status reports. One report should be due within two weeks and the other within one week of employee's deadline for concurring with the plan. Failure to comply with these instructions may result in the issuance of an official letter of warning.

PROGRESS REVIEWS

Monitoring performance includes conducting periodic Progress Reviews and providing ongoing feedback. Monitoring and documenting employees' work efforts is critical to managing and evaluating performance. Supervisors are encouraged to provide performance feedback regularly to their employees throughout the performance year and to promote an environment that encourages performance discussions. The monitoring process includes conducting at least one formal Progress Review during each appraisal period at approximately midway through the rating cycle to discuss the employee's current level of performance.

Supervisors must enter Progress Reviews in EmpowHR by COB on the last duty day of the second week in April. Employees must review and concur with the Progress Review by COB on the last duty day of the third week in April. Human Resources will provide supervisors with two completion status reports. The first report is due within two weeks and the other within one week prior to employee's deadline of concurring with the review. Failure to comply with these instructions may result in the issuance of an official letter of warning.

SUMMARY RATINGS

The fiscal year Summary Ratings account for performance during the period of October 1 through September 30. The Summary Rating for each employee's Performance Plan will be completed no later than October 30 of the following fiscal year. The supervisor will arrange a meeting with each employee to discuss ratings for each Performance Plan Element and Standard. In preparation for this meeting, employees should develop accomplishments relative to the Elements and Standards for the supervisor to review. It is good business practice for both parties to prepare accordingly for these meetings.

Supervisors must ensure all Summary Ratings are entered into EmpowHR by COB on the last duty day of the second week in October. All Second Level Reviewers must ensure they concur with ratings by COB on the last duty day of the third week in October.

Employees must review and concur by COB on the last duty day of the last week in October. Once all signatures are in place, supervisors must print the AD-435, Summary Rating sheet, and forward to Human Resources no later than COB on the last business day in October. Human Resources will provide supervisors with two completion status reports. One report will be due within 2 weeks and the other within 1 week prior to employee's deadline of concurring with the rating. Failure to comply with these instructions may result in the issuance of an official letter of warning.

PERFORMANCE AWARD:

In order to budget for the FY awards, Human Resources will request that supervisors submit proposed ratings for their employees approximately 45 days prior to the end of the rating period, including any other awards they may be considering, i.e. spot, extra effort. This is just a recommendation and subject to change by the Second Level Reviewer, and possibly by the supervisor, if some unforeseen performance issues or additional accomplishment(s) arise after the submission and up to the end date of the rating period. A proposed rating spreadsheet will be provided to all supervisors which will be due by COB on the last duty day of the second week in August. Supervisors will notate on the spreadsheet the category and number of proposed ratings and any spot and/or extra effort awards. Proposed outstanding awards should have the employee name listed in order for management to determine if the award will be a QSI or monetary.

Award guidance, including award amounts will be provided to employees once Summary Ratings are approved by the Second Level Reviewer.

Contact. If you have any questions or concerns, please contact Stephanie Landry, Human Resource Specialist at 207-990-9502 or email Stephanie.landry@me.usda.gov.