

PERFORMANCE APPRAISALS --- READ RESEARCH REMIND

READ -- Article 36 of the Collective Bargaining Agreement – Page 98

Lots of Information

Updated to Reflect Cases and Experience

Explains what the requirements intend to accomplish

Supersedes NPS and DOI Policy issued after 2017

Most supervisors haven't received specific training on the CBA

READ: -- Benchmarks

General Applicability --Every Rating Level has one.

Echo the Language of the benchmarks in your accomplishments

Exceptional/Outstanding Examples

Move Program Ahead

Do work of several people

Do work better or sooner

READ – Customized Rating Factors/Performance Indicators

Echo the language of the rating factors in your accomplishments

RESEARCH – Think Broadly

Work Diary, Calendars, etc.

Government shut down

Written Words of Praise – Internal or External

Star Awards, etc.

Witnesses, Customers, Team Members, etc.

Rotating Supervisors. -- Article 36, Section 7 Page 103 -- Interim appraisals

Mid-year or Other Meeting Notes on Performance

Changing Circumstances

Sudden Projects

Adjustments; you should seek credit for what you have done but you can't be held responsible for problems that you don't know are going to be evaluated on.

REMIND --

You will remember better than your supervisor

You should do the writing of your accomplishments

Take Charge of Your Fate

Building a Record for a Third Party

You can get material added to the official record despite any limits that your supervisor might set.

TIMELINESS/APPEALS

90 Days to Fairly Evaluate

30 Days from End of Performance Period to Complete Appraisal

To the Extent Possible, 10 Calendar Days to Appeal. Sleep On It, Then Act

CONTACT UNION

If there are problems, contact a Union Official – Dave Gadsby, Chief Steward -- in a timely fashion.