

PERFORMANCE MANAGEMENT EXECUTIVE CHECKLIST

October/November:

- Write self-assessment for previous appraisal cycle.
- Meet with Rating Official for Initial Summary Rating of previous cycle.
- Acknowledge receipt of finalized plan within 30 days of start of current cycle.

December/January:

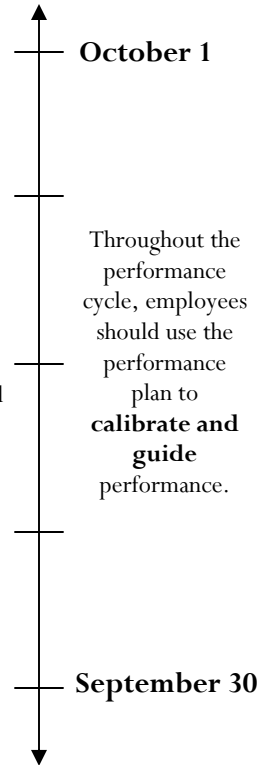
- Receive final rating and, if applicable, a performance based reward from previous cycle.

April:

- Meet with supervisor for Mid-Year Progress Review of current plan.

August/September:

- Complete Performance Management training.
- Develop plan, in consultation with Rating Official, for next cycle.



PERFORMANCE MANAGEMENT PHASES AND SIGNIFICANT ACTIONS

Plan:

- ✓ Align plan to organization goals and negotiating performance expectations with Rating Official.
- ✓ Write Performance Plan.

Monitor:

- ✓ Engage in on-going dialogue with Rating Official regarding performance.
- ✓ Seek feedback from peers, supervisors, and subordinates.
- ✓ Calibrate performance with Performance Plan.

Rate:

- ✓ Write self-assessment of results and outcomes achieved during the cycle.
- ✓ Participate fully in performance discussions and be open to feedback.

Reward:

- ✓ Understand how performance payout was derived and ask questions, if necessary.