

## **Tips for Performance Appraisals**

1. Names, dates and signatures in Section B1 must be signed by both the Rating Official and the Senior Leader
2. Derivation Forms must be signed by both the Rating Official and the Senior Leader
3. For alignment, it is imperative to show specific goals after *each* Performance Standard (e.g. Agency Goal #4) in the Performance Element “Contribution to Mission Accomplishment”
  - a. While the focus is on the “Mission Accomplishment” Element, it is extremely desirable to link as many Performance Standards as possible to specific strategic goals in the other Performance Elements
4. In the required Performance Element for supervisors, “Leadership/Supervision,” please ensure the following statements (or a close variation) are included:
  - a. **Accountability:** Subordinate employee Performance Plans are aligned with organizational goals, appraised rigorously (or realistically) against clear, measurable standards of performance
  - AND-**
  - b. **Diversity:** Achieves results in promoting equal employment opportunity, affirmative action, and diversity in the performance of responsibilities
  - AND-**
  - c. **Balance - Employee:** Proactively seeks and listens to employees and objectively considers other’s ideas and opinions, even when they conflict with one’s own
  - OR-**
  - d. **Balance - Employee:** A statement that addresses two-way communication between the executive and employee; active solicitation of employee feedback; use of employee feedback to inform decisions
5. In the Performance Element “Customer Care,” please ensure the following statement (or a close variation) is included:
  - a. **Balance - Customer:** Ensures a free flow of information and communication with customers (up, down, across and within the organization) encouraging the open expression of ideas and seeks opinions, responding appropriately Seek input from audience; checks understanding; presents message in different ways to enhance understanding
  - OR-**
  - b. **Balance - Customer:** A statement that addresses two-way communication between the executive and customer; active solicitation of customer feedback; use of customer feedback to inform decisions