

Guidelines for AO's, RMS staffs and Managers: Reviewing Performance Plans for Alignment

Use these guidelines as you are looking at performance plans to determine if they can be certified as ALIGNED:

- Look at the main 1 or 2 work elements
- The key is to have organizational goals to align to, and be able to say what they are. Organizational goals can be agency strategic objectives, documented business plans or work plans, customer services standards, or documented work processes, at any lower organizational level.
- If you look at an element, and can say, "This element supports this specific organizational goal," then the element is ALIGNED.
- BEST PRACTICE: Put a specific and explicit statement of alignment in the element description if you can, e.g., *"This element supports the accomplishment of AMS Strategic Objective 1.10 ... "*
- BEST PRACTICE: Align the person to organizational goals at the lowest organizational level you can, otherwise to an agency strategic objective
- It is up to the manager to ensure that the goals of the unit are aligned with higher level goals
- Put "results" somewhere in the element title if it fits, e.g. "INSPECTION AND GRADING RESULTS"
- BEST PRACTICE: Put "Results and Measures: ..." in the standards section if you can. Include a specific statement that the employee is responsible for some kind of RESULTS, e.g., "The employee is responsible for accurate inspection and grading results."
- Say "In the judgment of the supervisor..." for qualitative measures if it fits
- Say "In almost all cases..." for qualitative measures if it fits

Many employees may already be well aligned and includes results and measures... the goal and requirement is that by **June 30, 2006: 100% of employees are aligned!**

