

NTEU's Guide to Monitoring Performance during the Appraisal Period for HHS/FDA

Don't let your end-of-year rating surprise you! Laws, regulations and the collective bargaining agreement require HHS/FDA to monitor employee performance on an ongoing basis. This guide explains those requirements.

Performance Monitoring

During the appraisal period, management must:

- Appraise your performance on each critical element (CE) against the performance standards
- You and your supervisor should discuss goals and work expectations. During this discussion, your supervisor must identify cascading goals for which you are also responsible. Be sure to ask your supervisor to do this.
 - Your supervisor should also clearly communicate expectations and metrics
 - These discussions may also include: your duties and responsibilities; organizational goals and objectives; the type of performance necessary to achieve each rating level; and, your goals for the future
- Conduct one or more progress reviews
 - A progress review means management communicating with you about how your performance on CEs compares against the performance standards
- Assist employees with marginal performance (above unacceptable)
- Assist employees whose performance at any time during the appraisal period is determined to be unacceptable

What if your supervisor gives verbal feedback or none at all?

Solicit your supervisor's thoughts on your performance in e-mail (so you have a paper trail). Consider sending your supervisor a polite e-mail to:

- ask if s/he liked your work on a particular project
- ask how your performance is stacking up so far this year. Consider explaining that you're working hard to get a good appraisal and want to see how you're doing.

To confirm verbal feedback in writing:

- send a polite e-mail to your supervisor discussing the comments.
 - For example: "Danielle: I wanted to say thank you for telling me you were pleased with my work on _____ project. I always appreciate feedback on my performance, especially when it's positive. Thanks! Bill"
- send an e-mail to yourself at your home e-mail account, documenting the feedback. Be as accurate as possible, without any embellishments. The e-mail will record the date and time and helps substantiate that the feedback occurred.

Be sure to:

- Explain any misunderstandings or circumstances that were out of your control (always in e-mail), if your supervisor makes negative comments.
- Save all e-mail correspondence about your performance, even if it's negative.
- Submit a self-assessment to your supervisor before s/he begins work on end-of-year ratings

Have questions? Contact your NTEU leader:

Name (Fillable field)

Phone (Fillable field)

Email (Fillable field)

Chapter (Fillable field)