

# COMPLETING SES, SL AND ST APPRAISALS FOR FY-2013



# FY 2013 SES, SL AND ST PERFORMANCE

- Ratings are due in OHR, Rm. 4346, Main Interior Building on **Monday, December 2, 2013**
- The SES “Toolbox” contains everything you need to complete an appraisal or develop a performance plan. Find it at:  
<http://www.doi.gov/pmb/hr/ses-toolbox.cfm>



# FY 2013 SES, SL AND ST PERFORMANCE

- Toolbox Contents
  - Link to forms for SES (DI-2011) and SL/ST (DI-2002)
  - Instructions on how to use those forms
  - Frequently asked questions document
  - Guidance to create performance commitments



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- Mandatory Department-wide Elements
  - All mandatory elements written at the “Fully Successful” level.
  - Reminder: SES Mandatory Department-wide Elements differ from SL/ST
- Position-specific Elements (maximum of 6)
  - Reminder: Elements are written at the “Fully Successful” level
- All elements have equal weight



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- Executives and professionals describe their specific accomplishments to address each performance element.
- Record these accomplishments on pages 6-11 of the appraisal form.
- Use action verbs to describe your accomplishments.
- Show results!
- You are limited to the space provided. The forms do not expand. Any additional pages will be returned to your Bureau HR specialists.



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- Executive or Professional provides the appraisal document, with accomplishments recorded, to his/her rating official who will assign rating levels for each element and provide a justification for the ratings s/he assigns. Definitions for each level are found on page 2 of the appraisal forms.
- Rating official completes page 2, Part IV, to determine the “Initial Summary Rating” using formula shown at the bottom of page 2 of the appraisal forms.
- Discussion with the executive/professional occurs and copy of “Initial Summary Rating” is provided to executive/professional.
- Any requests for a higher level review must be made within 10 working days of employee’s receipt of the appraisal.



# PERFORMANCE REVIEW BOARDS

- Performance Review Boards (PRB) review all senior performance appraisals and make recommendations to the Executive Resources Board (ERB) on rating levels and performance awards.
- PRBs will convene in early December.



# FY 2013 PERFORMANCE RECOGNITION ELIGIBILITY

- To date, the Department has not received official guidance from the Office of Management and Budget and the Office of Personnel Management regarding limitations on agency award performance spending for the rating year, FY 2013, which is generally paid in FY 2014.
- Therefore, we will not request recommendations for recognition from ratings officials at this time.
- A completed performance appraisal is required to assign a rating level and to recommend any performance recognition.



# RECORDING RECOMMENDATIONS

- Rating Official and/or Bureau Head are initial recommending officials for rating and performance recognition (in consultation with the appropriate Assistant Secretary).
- PRBs review ratings and recommendations made at the Bureau level. PRB Chairperson makes recommendation to 1) agree with or 2) record any suggested changes to the initial rating or recognition proposed.
- PRB Chair records panel recommendation for rating level on appraisal form.



# RECORDING RECOMMENDATIONS (CONTINUED)

- Bureau and PRB recommendations are provided to the Assistant Secretaries/equivalent officials.
- Assistant Secretaries/equivalent officials provide their recommendations to the ERB.
- Any Assistant Secretary/equivalent official who disagrees with the PRB recommendations and wishes to advocate for their executives with the ERB may request the opportunity to do so.



# RECORDING RECOMMENDATIONS (CONTINUED)

- Executive Resources Board is designated by the Secretary to make final decisions on SES and SL/ST pay-for-performance.
- Results will be communicated in writing to Assistant Secretaries and Bureau Heads.



# CONTACTS FOR QUESTIONS

Jonathan Mack

202-208-5590

Room 4346 MIB

[Jonathan\\_Mack@ios.doi.gov](mailto:Jonathan_Mack@ios.doi.gov)

Michelle Oxyer

202-208-6943

Room 4346 MIB

[Michelle\\_Oxyer@@ios.doi.gov](mailto:Michelle_Oxyer@@ios.doi.gov)

