

SES, SL AND ST PERFORMANCE CLOSEOUT FOR FY-2014



FY 2014 SES, SL AND ST PERFORMANCE

- Ratings are due in the Office of Human Resources, Executive Resources Division, Rm. 4346, Main Interior Building on **Wednesday, November 19, 2014**
- 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>



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- Executives and professionals describe their specific accomplishments to address each performance element.
- Record these accomplishments on 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 their rating official who will assign rating levels for each element and provide a justification for the ratings assigned. 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 SES/SL/ST performance appraisals and make recommendations to the Executive Resources Board (ERB) on rating levels and recognition.
- PRBs will convene in early December.



FY 2014 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 2014, which is generally paid in FY 2015.
- 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 ratings and performance recognition (in consultation with the appropriate Assistant Secretary).
- PRBs review ratings and recognition 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.
- The ERB is designated by the Secretary to make final decisions on SES and SL/ST ratings and recognition.
- 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

Michelle Oxyer

202-208-6943

Room 4346 MIB

Michelle_Oxyer@ios.doi.gov

