



Critical Dates and Expected Outputs for NSPS Interim Performance Assessments

Critical Dates

Expected Outputs

May 1, 2009

Employees should have entered their interim self-assessment in the Performance Appraisal Application (PAA 3.0) by this date. A self-assessment is an employee's narrative description of accomplishments related to the job objectives and associated contributing factors identified on the employee's performance plan. In the newly released PAA 3.0, employees and raters are asked to address accomplishments relative and specific to each job objective.

When writing employee self-assessments make sure to answer these key questions:

- ✦ *What are my most significant outputs or results relative to the job objective?*
- ✦ *What circumstances or obstacles made the accomplishment more significant?*
- ✦ *Does the assessment highlight how the organization is better off because of the achievement or contribution by describing the tangible benefit (i.e., a cost savings to the organization or a solution that enabled employees to better perform their jobs)?*
- ✦ *Have I cited instances where my actions or conduct exemplified assigned contributing factors?*

May 15, 2009

Rating officials should have entered employee interim assessments in PAA 3.0 by this date. Rating officials should also have conducted interim feedback sessions with their employees. In conjunction with completion of employee assessments, rating officials should review assigned job objectives. The review ensures that approved objectives are aligned to the mission of the organization and that expected results contribute toward organizational performance. Job objectives should also be achievable and measurable.

When describing employee performance rating officials should:

- ✦ *Use wording that reflects, but are not exact copies of relevant and associated performance indicators, contributing factor benchmarks and strategic goals,*
- ✦ *Use specific examples to highlight how a result or behavior impacted the team or work unit,*
- ✦ *Remain open to employees input, ideas and concerns about potential barriers and unknowns,*
- ✦ *Focus on results using specific examples anticipate how the other person will receive the message.*

July 2, 2009

NSPS covered employees must be assigned to approved performance plans not later than this date to ensure that they will receive a rating and associated pay-for-performance rewards. Job objectives may be altered if there is a material change in mission, budget or business needs. If objectives are changed they must describe results that are measurable and achievable before the end of the rating cycle.