# FY 2022 Performance Progress Review Due Dates and Responsibilities

**Progress Review FY 2022 Deadlines**

**Step 3: May 13, 2022 - Step 4: May 18, 2022**

According to the Department’s performance management policy, all rating officials must complete at least one formal progress review each appraisal period, approximately midway through the rating cycle, for each of their employees.

Progress Review – Formal discussion between the rating official and the employee to review the employee’s progress and communicate performance on critical elements as compared to the established performance standards; to make any recommended revisions to the performance plan; and to consider/identify any developmental needs or performance improvement required.

## DOI TALENT EPAP- Part B: Progress Review

**Step 3: Employee Input on Accomplishments and Rating Official Progress Review**

Deadline: May 13, 2022 – Employee completes first, then rating official.

 Employee: The employee has the opportunity to provide input on their accomplishments for consideration during the mid-year progress review. They may also upload additional documentation. Providing input is optional, but Step 3 still must be completed.

 Rating Official: The rating official must review and discuss the employee’s performance progress and factor in the input and accomplishments if provided by the employee. IBC bargaining unit employee must receive written feedback on their progress review.

**Step 4: Progress Review Acknowledgements**

Deadline: May 18, 2022 – Employee completes first, then rating official.

 Employee: The employee must review the progress review entry made by the rating official and certify that the rating official discussed the rating performance with them.

 Rating Official: The rating official must certify and acknowledge that the employee’s performance was discussed with the employee during the progress review.

## FY 2022 Rating Period:

October 1, 2021 - September 30, 2022

Performance plans must be established and signed by the rating official and provided to the employee within 45 days of the beginning of the appraisal period. The beginning of the appraisal period is an employee’s entrance on duty, the assignment of an employee to a detail or temporary promotion scheduled to exceed 120 days, the assignment of an employee to a new position, or the assignment of an employee to a new or different rating official.

Minimum Appraisal Period – The length of time, 90 calendar days, that the employee must be performing in a position supervised by the rating official and under an approved performance plan in order to be eligible for an interim or annual appraisal.

## Interim Appraisals

If your position changes or your supervisor changes after your paperless performance plan has been activated for a minimum of 90 days, an [Interim Appraisal may apply](https://doitalent.ibc.doi.gov/course/view.php?id=13269).

Interim Appraisal – A performance appraisal that is issued in specific, limited circumstances prior to the end of the appraisal period to an employee who has been under a performance plan for at least 90 days. The Appraisal “To” date in the Interim EPAP must be changed at Step 6.

If an interim appraisal applies, a secondary plan MUST be generated when the Interim Appraisal is closed. The secondary plan must have an updated “from” date.

Each Interim or final appraisal must have a progress review at the mid-point of that performance plan.

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## Resources

* [DOI Performance Handbook](https://www.doi.gov/sites/doi.gov/files/uploads/doi_performance_management_handbook_370_dm_430_hb_2018-10-01_final.pdf)
* DOI Talent [Job Aids](https://doitalent.ibc.doi.gov/course/view.php?id=13269)
* Paperless Performance Plans [FAQs](https://doimspp.sharepoint.com/sites/DOITalent/SitePages/DOI-Talent.aspx)

**NOTE -** Recommended Browser: Use Chrome when accessing DOI Talent.

## Questions

* If you have questions, please contact your [HR (Employee Relations) Specialist](https://ibc.doi.gov/HRD/hr-services-contacts).