**Performance Management and Progress Reviews**

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.

Rating officials must complete employees’ progress reviews in DOI Talent, as indicated by the DOI Talent system notification (Subject: Time to Do Progress Reviews in DOI Talent), dated March 17, 2021. Please contact your servicing HR (Employee Relations) Specialist for assistance if you have employees who are not in the DOI Talent Performance Management system.

As are approach the midway point of the rating cycle, rating officials should review this entire message to ensure they are up-to-date on the following topics:

* Due Date
* Constructive Feedback
* Aligning with AFGE
* Aligning with Current Performance Expectations
* Performance Below Fully Successful
* Resources

In order to begin the progress reviews in DOI Talent, Appraisal Steps 1 and 2 must be completed before you can start Step 3, Employee Input on Accomplishments and Rating of Official Progress Review, and Step 4, Part B Progress Review Acknowledgements.

## Due Date: May 31, 2021 (in general)

The rating official determines when the progress review is completed. Depending on when the employee was placed on performance standards, the progress review may be later than May 31.

For example, an employee who was placed on performance standards in March would have their progress review around June, which is approximately midway through the rating cycle, which ends on September 30.

## Constructive Feedback

In order to start the progress review, employees must complete Step 3, Employee Input on Accomplishments and Rating of Official Progress Review. In this step, employees are given the opportunity to provide feedback on their year-to-date accomplishments.

You will then review the employee’s input and provide meaningful feedback that is specific, relevant and complete. After meeting with the employee to discuss their performance progress thus far, you may choose to write a narrative summary of the discussion in your portion of Step 3.

Below are some tips to help with your progress review discussion:

Specific:

* Address the individual employee’s performance
* Address the current rating cycle

Relevant:

* Communicate performance accurately in relation to critical elements and performance standards

Complete:

* Include all areas needing improvement
* Include specific performance improvement actions

Both you and your employees will need to complete Step 4, Part B Progress Review Acknowledgements. Please note that your employees will have access to the written narrative from Step 3.

## Aligning with AFGE

Employees who are in the bargaining unit represented by the American Federation of Government Employees (AFGE) must receive a formal written progress review.

Note: This can be accomplished by writing a narrative summary in the supervisor’s portion of Step 3.

## Aligning with Current Performance Expectations

As you are reviewing your employee’s performance plan in preparation for the progress review, ensure the plan is properly aligned with current performance expectations.

Does the plan:

* Align with the work unit’s priorities?
* Focus on measurable and understandable results? (Measurable standards include quality, quantity, timeliness and cost-effectiveness.)
* Adapt to updated technology and work processes or performance expectations?
* Distinguish levels of performance?
* Provide standards that are consistent for employees performing similar duties?

Generally, changes to EPAPs are done at the beginning of each year. However, after review of the questions above and the current EPAPs, if you determine that the current plans require modification during the current rating period, please consult with your [servicing HR (Employee Relations) Specialist](https://ibc.doi.gov/HRD/hrod-org-chart-and-contacts).

## Performance Below Fully Successful

A rating official may decide at any point during the rating period that an employee’s performance is at the Unacceptable level. If your employee’s performance is at the Unacceptable level, please contact your servicing HR (Employee Relations) Specialist as soon as possible for guidance on how to appropriately address this issue with the employee.

In cases where employee performance falls below the Fully Successful level, the employee is not eligible for a within grade increase. In these cases, you must contact your [servicing HR (Employee Relations) Specialist](https://ibc.doi.gov/HRD/hrod-org-chart-and-contacts) as soon as possible for guidance.

## Resources

[IBC HR Operations Servicing Assignments](https://ibc.doi.gov/HRD/hrod-org-chart-and-contacts)

DOI Policy and Guidance:

* [370 DM 430, Performance Management System](https://www.doi.gov/sites/doi.gov/files/elips/documents/370_dm_430_-_performance_management_system.pdf)
* [DOI Performance Management 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:

* [Step 3: Employee Input on Accomplishments and Rating Official Progress Review - Employee Job Aid](https://doitalent.ibc.doi.gov/pluginfile.php/203394/mod_resource/content/2/Step_3.1_Employee_Input_on_Accomplishments_Employee_508.pdf)
* [Step 3: Employee Input on Accomplishments and Rating Official Progress Review – Rating Official Job Aid](https://doitalent.ibc.doi.gov/pluginfile.php/203413/mod_resource/content/2/Step_3.2_Employee_Input_on_Accomplishments_and_Rating_Official_Progress_Review_Rating%20Official_508.pdf)
* [Step 4: Progress Review Acknowledgement - Employee Job Aid](https://doitalent.ibc.doi.gov/pluginfile.php/203395/mod_resource/content/3/Step_4.1_Progress_Review_Acknowledgements_Employee_508.pdf)
* [Step 4: Progress Review Acknowledgements - Rating Official Job Aid](https://doitalent.ibc.doi.gov/pluginfile.php/203420/mod_resource/content/1/Step_4.2_Progress_Review_Acknowledgements_Rating_Official_508.pdf)