## FY 2021 Performance Appraisal Due Dates and Responsibilities

This message provides a synopsis of key due dates and responsibilities for closing out the FY 2021 performance appraisals.

The Department will provide detailed instructions for both supervisors and employees on completing their FY 2021 EPAPs using DOI Talent.

# Performance Appraisal: Close Out FY 2021

## FY 2021 Appraisal Period: October 1, 2020 - September 30, 2021

## Due: October 4, 2021

**Responsibility:** Step 5 – Employee provides year-end input and accomplishments

**Description:**The employee has the opportunity in **Step 5** to provide input on their accomplishments for the performance period prior to the rating official completing the year. Please remind your employees of this due date.

## Due: October 18, 2021

**Responsibility:** Step 6 – Summary Rating Determination

**Description:** The rating official will complete their part of **Step 6** to assign a Summary Rating Determination for each critical element. Once this has been completed, the reviewing official will receive an email notifying them to complete their part of **Step 6**. To move appraisals to the next step, the reviewing official must complete this step for all appraisals.

## Due: October 25, 2021

**Responsibility:** Step 7 – Part D Summary Rating

**Description:** After the reviewing official has approved the rating assigned to the employee on the performance plan, the rating official must review and complete **Step 7**.

## Due: November 1, 2021

**Responsibility:** Step 8 – Summary Rating – Present FY 2021 performance rating and EPAP to employee

**Description:** Present final performance ratings to employees who have been under standards for at least 90 calendar days as of September 30, 2021.

For any employee, who, as of September 30, 2021, has not been under a signed performance plan and under the same supervisor for a minimum of 90 days, extend their performance appraisal cycle to allow 90 calendar days under the plan and supervisor. After that time, the employee will be eligible for an annual performance appraisal.

# Highlights and Reminders

* The Performance Appraisal Period coincides with the fiscal year – October 1 to September 30.
* If an employee has not been on standards at least 90 days by September 30, the performance appraisal must be extended until the minimum 90-day period has been completed (no later than December 30).
* In preparing performance appraisal ratings, supervisors must first rate each critical element individually, and then determine the Numerical Summary Rating using the formula on the front page of the EPAP (the paperless EPAP system will automatically determine the summary rating). A narrative summary must be written for each element assigned a rating of Outstanding or Unacceptable.

# FY 2021 Performance Awards

We will provide further guidance on processing performance awards. Do not initiate performance awards for the FY 2021 rating period until this further guidance is issued. Do not discuss potential awards with employees.

## Resources for FY 2021 EPAP Close Out

The Human Resources Operations Division has gathered useful supervisory resources for EPAPs, including the Departmental policy and handbook, the performance appraisal checklist, the current EPAP forms, and more. Access all of this information by following the links provided below.

[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)

[Supervisor’s Toolkit - Performance and Conduct page](https://ibc.doi.gov/HRD/performance-conduct)

## Questions?

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