**SUMMARY OF APPRAISAL PROCESS AND TIMETABLE**

September 30, 2012 Ending Appraisal Cycle

Northern Plains Area

**SUMMARY OF PROCESS**

* All appraisal documents must be forwarded through supervisory channels to the Administrative Officer (AO) who must review and ensure the Area instructions have been followed and the packages are complete before submitting to Lynda Jensen (WBSC Human Resources Assistant).
* Employees prepare their 2-page summary of accomplishments addressing all of their performance elements. For CDs, RLs, and SYs, a “Detail by Author” report should be run in ARIS using the range of dates 10/01/11:09/30/12. Enclosed are instructions for generating the report.
* Supervisors should annotate the document that the employees prepared to indicate their evaluation of the accomplishments, either within the document or as a separate page. The Supervisor’s documentation and employee’s 2-page summary of accomplishments should not exceed a total of three pages.

**TIMETABLE**

All due dates are subject to change, dependent on Agency appraisal guidance which has not yet been received. If NPA due dates need to be changed, we will notify you as soon as we receive Agency guidance.

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| **Due by no later than…** | **Action Needed** |
| Sep 30, 2012 | Cutoff date for publications to be submitted to journal and ARIS database updated to be included in the documentation for current performance appraisals.  |
| Oct 5, 2012 | Center Directors/Research Leaders and others directly supervised and rated by the Area Director have been asked to forward the following items **to Olga Lee:** * 2-page summary of accomplishments
* Detail by Author Report (10/01/2011:09/30/2012)
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| Oct 11, 2012 | Where the Area Director is the Reviewing Official and for all Category-1 and Category-4 SY appraisals, the Administrative Officer forwards the following items **to Lynda Jensen**: * Proposed award (AD-287-2), if any
* Appraisal (AD-435P) with your proposed rating
* 2-page summary of accomplishments and supervisor’s annotation/justification
* Original performance plan on which the rating is based
* Detail by Author Report (10/01/2011:09/30/2012)
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| Oct 18-26, 2012 | Area Director will conduct appraisal reviews with those he directly supervises. The Area Director reviews the material provided, consults with the supervisor if necessary, annotates and dates the AD-435P, discusses with the Center Director or Research Leader during their appraisal review. |
| Oct 31, 2012 | Lynda Jensen returns the location packages to the Administrative Officer via overnight mail. |
| Nov 1 – 20, 2012 | Supervisors conduct appraisal reviews with employees. |
| Nov 21, 2012 | The AOreviews all appraisal and award documents for accuracy, **retains copies**, and returns the complete location appraisal package **to Lynda Jensen** with the annotated Employee Listing**.** Location Appraisal Packages must include the following items and be in the following order (top to bottom) and clipped together (**no staples**):* Performance Appraisal Period Employee Listing annotated with date appraisal/rating completed or reason employee performance appraisal is not attached. Missing employee names being rated should be added.
* Completed and signed Original AD-287-2 award form, if applicable.
* Original signed AD-435P Performance Appraisal form.
* Written justification is required, in addition to the accomplishment write-up describing the employee’s contributions to support a performance based award – Cash, Time-off, Outstanding, or QSI.
* Writtenjustification for Unacceptable rating, if applicable.
* Original Performance Plan on which rating was based.

**NOTE***:* * Keep copies of the above performance appraisal documents for your records.
* Make sure a copy of completed AD-435P for September 30, 2012 ending rating is given to the supervisor and the employee. Supervisor and employee should already have a file copy of their 2012 Performance Plans. The Area will not be returning copies or maintaining file copies except for those employees directly supervised by the Area Director.
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| Dec 3, 2012 | The Area Office forwards the complete Area appraisal package to HRD for processing. |
| Dec 4-31, 2012 | Lynda Jensen completes award packets and sends to Administrative Officer for location distribution. |