

ENERGY TECHNOLOGIES AREA

2019 Performance Management Process (PMP)

May 22, 2019

Dear ETA Colleagues,

This memorandum is to give you advance notice that the 2019 annual performance review process will begin June 3, 2019, at which time you will receive a link to the PMP web based platform for accessing your self-assessment form. Self-assessments will be due 2 weeks later, on June 17, 2019, and the format is expected to be similar to what was used last year.

All career and term employees who were hired and reclassified on or before April 1, 2019 are eligible for performance reviews. Most non-represented staff (scientific, technical, professional) and postdoctoral scholars will participate in the Lab's Performance Management Process (PMP). Represented staff (primarily Research Associates and Administrative Assistants) will be reviewed using the Performance Review and Development (PRD) process and forms.

The performance management process is intended to:

- Help you review, set and achieve your performance goals
- Ensure your goals are consistent with those of your Group, Department, Division and the Laboratory
- Encourage and recognize your accomplishments and initiative
- Help you and your supervisor hold meaningful performance conversations
- Assist you to identify career development opportunities

Below are the key components of the performance management process. Each of these components is outlined in the LBNL combined employee self-assessment/supervisor performance review form, unless otherwise specified.

- The **employee self-assessment** is used to highlight accomplishments. *(Note: employee self-assessments are mandatory for non-represented employees and optional for represented employees.)*
- The **performance review** focuses on evaluative comments.
- Overall **performance ratings** assess performance relative to position expectations within the peer group (i.e., other ETA staff in the same job family/level). Performance ratings reflect the combined assessment of supervisors, department management and division management.
- Meaningful, substantive **performance conversations** with staff are to be scheduled and held by supervisors promptly after the evaluation is written. A performance "Conversation Resource Guide" is available in the online [Supervisor Toolkit](#).

To assist with writing and delivering effective performance reviews, ETA offers additional training and guidance opportunities for supervisors as requested. (Please see Key Dates and HR contacts below.)

To provide further assistance and address questions, resources are available in the following areas:

- [ETA Performance Management Process](#) website
- Drafting and delivering performance reviews – *contact Shannon Kotter, Senior HR Division partner, Ext. 7649, or SMKotter@lbl.gov*
- Automated performance review forms and routing – *contact Natasha Nelson in the ETA Area Office, Ext. 4448, or nnelson@lbl.gov*

We all share the responsibility to foster excellent performance, focused on discovery, innovation and operational efficiencies that contribute toward our Area and the Laboratory's missions. We look forward to participating in this process, and hope that you will find it helpful to your career development.

Best regards,
Ravi Prasher
Jerri Carmo

KEY 2019 DATES

- June 3** Annual Performance Management Process (PMP) general guidance provided
- ETA Performance Review website activated (pmp.lbl.gov)
 - Employees receive automatic email link to self-assessment and website
- June 5** Brown bag discussion: Tips for Completing Your Self-Assessment
12:00 – 1:00pm
Building 90-3122
- June 7** Brown bag discussion: Tips for Completing Your Self-Assessment
12:00 – 1:00pm
Building 90-4133
- Ongoing** Training sessions or coaching on preparation of self-assessments, performance review preparation and performance review conversations are available upon request
Contact: Shannon Kotter Senior HR Division Partner, Ext. 7649
- June 17** Employee Self-Assessments Due
- July 8** Supervisor Reviews Due