

ENERGY TECHNOLOGIES AREA

2017 Performance Management Process (PMP)

May 5, 2017

Dear ETA Colleagues,

This memorandum initiates our 2017 annual performance review process. All career and term employees hired before April 1, 2017 are eligible for performance reviews (this would include any reclassifications into Career/Term appointments).

Most non-represented scientific, technical, professional and other staff will participate in the Lab's Performance Management Process (PMP). All represented staff (primarily Research Associates and Administrative Assistants) will be reviewed using the performance review and development (PRD) process and forms. Please note that those living outside of California are non-represented and therefore their reviews will default to the PMP form. Beginning this year, LBNL Postdoctoral Scholars will also receive a performance review.

The performance management process is intended to:

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

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

- The **employee self-assessment** which is used to highlight accomplishments. (Note: *employee self-assessments are mandatory for non-represented employees and optional for represented employees.*)
- The **performance review** with a focus on evaluative comments.
- Overall **performance ratings** to assess performance relative to position expectations and relative to the performance of others in 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 to be scheduled and held by supervisors promptly after the evaluation is written. A performance Conversation Resource Guide is available online.

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.)

Your performance review forms are accessible on the PMP web-based platform (pmp.lbl.gov). Following this email notification, you will receive another email with instructions for accessing your self-assessment form. If you do not receive the self-assessment form access instructions by Monday, May 8, please contact Laura Wong at lwong@lbl.gov.

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

- Drafting and delivering performance reviews – *contact Leticia Ericson, Ext. 7649*
- Automated performance review forms and routing – *contact Laura Wong, Ext. 4435, in the ETA Area Office*

We all share the responsibility to foster excellent performance focused on discovery, innovation and operational efficiencies that contribute toward our Area's 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,
Ramamoorthy Ramesh
Mary Sidney

KEY DATES

- | | |
|----------------|--|
| May 5 | Annual Performance Management Process (PMP) general guidance provided. <ul style="list-style-type: none">• ETA Performance Review website activated (pmp.lbl.gov)• Employees receive automatic email link to self-assessment and website |
| May 10 | Brown bag discussion: Tips for Completing Your Self-Assessment.
<i>12:00-1:00pm, Building 70A-3377</i> |
| May 11 | Brown bag discussion: Tips for Completing Your Self-Assessment.
<i>12:00-1:00pm, Building 90-3122</i> |
| Ongoing | Training sessions or coaching on preparation of self-assessments, performance review preparation and performance review conversations are available upon request.
<i>Contact Leticia Ericson, Sr. HR Division Partner, Ext. 7649.</i> |
| June 12 | Employee Self-Assessments Due (Mandatory for non-represented staff; optional for represented) |
| July 13 | Supervisor Reviews Due. |