

2018 Performance Management Process (PMP)

May 15, 2018

Dear ETA Colleagues,

This memorandum is to provide you advance notice that the Lab's 2018 Performance Management Process will begin on June 1, 2018, 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 15, 2018, and the format is expected to be similar to what was used last year.

All career and term employees hired/reclassified on or before April 1, 2018 are eligible for performance reviews. 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. Like last year, Lab Postdoctoral Scholars will also receive a performance review.

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
- Identify career development opportunities for you

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 *Didem Panfalone, HR Division partner, Ext. 5279, or DidemPanfalone@lbl.gov*
- Automated performance review forms and routing – contact *Diane Douglas in the ETA Area Office, Ext. 6872, or DCDouglas@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,
Ramamoorthy Ramesh
Jerri Carmo

KEY DATES

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| June 1 | 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 24 | Brown bag discussion: Tips for Completing Your Self-Assessment
<i>12:00 – 1:00pm</i>
<i>Building 90 - 1099</i> |
| June 5 | Brown bag discussion: Tips for Completing Your Self-Assessment
<i>12:00 – 1:00pm</i>
<i>Building 90-4133</i> |
| Ongoing | Training sessions or coaching on preparation of self-assessments, performance review preparation and performance review conversations are available upon request
<i>Contact] Didem PanfaloneHR Division Partner, Ext. 5279</i> |
| June 15 | Employee Self-Assessments Due |
| July 9 | Supervisor Reviews Due |