



All employees who are not represented by a union and their supervisors should complete this form.

Instructions:

Employee: Insert your name in the footer below and complete the "Employee" self-assessment sections (tan color) to document your most notable accomplishments and impact in this performance year. **Use of bullet points is strongly encouraged.** If certain sections are not applicable to you, leave them blank. For additional information, see the Guidance sheet available on the Performance Management website (click on "Performance Management" in the A-Z Index).

Supervisor: Complete the "Supervisor" sections (blue color) and provide a rating in the "Overall Rating" section. Provide evaluative comments on the employee's overall performance, most notable accomplishments and impact, and areas for development and improvement, if any. **Use of bullet points is strongly encouraged.** For additional information, see the Guidance sheet available on the Performance Management website.

Name:	Melissa XXX	Division/Dept:	XXX
Employee ID:	XXXXXXXX	Job code:	XXX
Job title:	Project Manager I	Date prepared:	July 10, 2017
Supervisor:	George XXX		
Period covered from:	July 1, 2016	Period covered to:	June 30, 2017

For Performance Year Being Reviewed	
1a. Employee Goals	
Employee: List the goals you needed to accomplish in this performance year, including:	
<ul style="list-style-type: none"> • Performance goals: position expectations and goals • Job development goals: skills or development needed in order to achieve performance goals • Career development goals: broader goals for your long-term learning and growth (optional) 	
1b. Employee Goals	
Supervisor: Indicate whether you agree with the goals listed for this performance year. Provide input or list additional goals as needed.	
I agree with Melissa's list of goals.	
2a. Performance Summary	
Employee: Describe your most significant accomplishments and impact in relation to your performance goals. Also describe improvements you made on any performance issues that you and your supervisor discussed this year.	

Employee ---- Melissa XXX

2b. Performance Summary

Supervisor: Evaluate the employee’s performance, top achievements, and areas for development including:

- Overall statement on the employee’s performance this year, particularly in relation to goals.
- Four to six most significant accomplishments and impact.
- Improvements made on any performance issues that you and the employee discussed this year, and the most critical areas to focus on for the coming year.

Melissa made a valuable contribution in two areas: delivering assigned work on time and coordinating closely with team members and other departments. She was dependable in gathering information for ongoing studies and projects, and in coordinating details between the team and groups from other departments, which can get complicated given the diversity of people and needs. She also demonstrated flexibility by performing others’ urgent duties when they were out of the office. Melissa represented our group competently when coordinating projects with other departments.

However, although Melissa completed offsite, day-long project planning and team communication courses this year, she continues to need improvement in these areas. Specifically:

- She needs to drive the planning process instead of waiting for me to assign tasks. She and I frequently end up meeting weekly to discuss details of her plans and next steps. I am continually helping her think through routine planning details, such as on the project plan for XX and the audit response plan for YY.
- She needs to make sure important information is communicated to the team. On project XX, she neglected to tell the team about the delay in receiving critical guidelines from DOE, did not follow up on two ideas from a brainstorming session, and was not proactive in clarifying several deadlines. This resulted in a lot of last-minute scrambling to meet the deadlines.
- Since these skills are essential for successful project management, I would like to see her demonstrate more initiative and independence in displaying them and more evidence that she is applying what she is learning about them, both on the job and in courses. Both skills were discussed with her several times throughout the year as various incidents occurred.

<p>3a. Areas of Strength Employee: List several of your most valuable strengths.</p>	<p>4a. Areas for Development (or Improvement) Employee: List several areas where you need further development.</p>
<p>3b. Areas of Strength Supervisor: Indicate whether you agree and add your own perspective.</p>	<p>4b. Areas for Development (or Improvement) Supervisor: Indicate whether you agree and add your own perspective.</p>
<ul style="list-style-type: none"> • Reliable; focused on meeting deadlines and accomplishing tasks when requested. • Collaborative; gets along well with others. 	<ul style="list-style-type: none"> • Improve planning skills related to project management, as well as team communication skills. • Work more independently needing less oversight from me.

Employee ---- Melissa XXX

5a. Safety

Employee: Describe your efforts this year to enable a positive safety culture at work and to protect yourself, team, division, Laboratory and public. Include accomplishments related to identification, evaluation, control, prevention, and/or mitigation of potential hazards. Also indicate if you participated in any of the Laboratory’s opportunities to improve safety (e.g., Division/Laboratory Safety Committee, “safety minute” presentations in meetings, ergonomic advocate program, fire extinguisher use and/or first aid training, employee volunteer responder programs such as Building Emergency Team (BET) and Community Emergency Response Team (CERT)).

5b. Safety

Supervisor: Indicate whether you agree and whether the employee has met your expectations for safety. Add comments if necessary.

I agree with Melissa’s description of the safety programs she has taken and her attitude that safety is important.

6a. Diversity and Inclusion

Employee: Describe how you contributed to and/or participated in diversity and inclusion activities in your Division or for the Laboratory. Some examples may be (but are not limited to): ensured staff/everyone in meeting had opportunity to share his/her perspective; solicited diverse perspectives on issue from staff/others; attended a job fair, diversity conference or event; participated in a diversity council, focus group, implicit bias training, selection committee, Employee Resource Group; etc.

6b. Diversity and Inclusion

Supervisor: Indicate whether you agree and/or provide evaluative comments.

I agree with Melissa’s description of the Diversity and Inclusion programs she has participated in.

7a. Supervisory/Host Responsibility

Employee: If applicable, indicate the number of individuals you directly supervise or host in each category.

	Postdoctoral fellows and scientists
	Research associates and technicians, etc.
	Graduate students
	Affiliates (Guests)
	Supervisors
	Operations and administrative employees

7b. Supervisory/Host Performance

Employee: If applicable, summarize your performance as a supervisor. Include your efforts: to ensure that employee performance and conduct adhere to applicable requirements and policies, and to encourage employee development.

7c. Supervisory/Host Performance

Supervisor: If applicable, indicate whether you agree and/or provide evaluative comments.

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8a. Laboratory, Professional and Community Service Employee: Briefly describe your laboratory/university/professional/community service and/or committee work.				
8b. Laboratory, Professional and Community Service Supervisor: Indicate whether you agree and/or provide evaluative comments.				
I agree with Melissa's description of her participation in Laboratory community service.				
9a. Publications, Reports Employee: If applicable, list in order of significance, and cite only items not submitted on previous self-assessments <ul style="list-style-type: none"> Order of citation information: author(s), year, title, journal, DOI 				
<i>Journal Articles: Published, Accepted, or In Press (include DOI):</i>				
<i>Journal Articles: Submitted, In review, etc.:</i>				
<i>Other published works (e.g. book chapters, published reports, etc.):</i>				
9b. Publications, Reports Supervisor: If applicable, provide evaluative comments on the employee's accomplishments, and identify areas for improvement.				
10a. Invited Talks and Conferences Employee: If applicable, list invited talks and conferences in this performance year. <ul style="list-style-type: none"> Order of citation information: author(s), year, title, meeting/conference name, date(s) 				
<i>Invited, keynote or plenary presentation (at nationally/internationally recognized professional scientific meetings/forums, as a university distinguished seminar, etc.)</i>				
<i>Contributed oral or poster presentation at professional scientific meetings or forums</i>				
10b. Invited Talks and Conferences Supervisor: If applicable, provide evaluative comments.				
11a. Proposals Funded or Submitted, and Active Projects: Employee: If applicable, list proposals funded or submitted, and current projects which received funding during this review period. This includes projects where you have financial oversight, however may not be the PI (add more rows, if necessary).				
Type of Proposal	Sponsor	Annual Amount You Manage	Role in Project PI/Co-PI /Senior	Funded (F) or Submitted (S) or

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			Personnel	Ongoing (O)
11b. Proposals Funded or Submitted				
Supervisor: If applicable, provide evaluative comments on the impact of the funded proposals.				
12a. Knowledge and Technology Transfer				
Employee: If applicable, cite accomplishments in the following areas that have occurred during this review period. Cite only those not submitted on previous self assessment.				
<ul style="list-style-type: none"> Knowledge and/or technology transfer accomplishments, such as intellectual property, patents, software releases etc. Describe significance of top accomplishment/s. 				
12b. Knowledge and Technology Transfer				
Supervisor: If applicable, provide evaluative comments on the employee's accomplishments, and identify areas for improvement.				
13a. Awards and Honors				
Employee: If applicable, provide award name and brief description, including how selection was made.				
13b. Awards and Honors				
Supervisor: If applicable, provide evaluative comments on the importance of these accomplishments.				
For Next Performance Year				
14a. Employee Goals				
Employee:				
List your recommended goals for the next performance year, including:				
<ul style="list-style-type: none"> Performance goals: position expectations and goals Job development goals: skills or development needed in order to achieve performance goals Career development goals: broader goals for your long-term learning and growth (optional) 				
See Next Steps below for directions on how to submit at pmp.lbl.gov .				
14b. Employee Goals				
Supervisor: Indicate whether you agree with the goals listed, and/or add or revise goals as needed.				
Performance goals:				
The following goals have been set with Melissa in order to improve her performance to fully meet the expectations of the job:				
<ul style="list-style-type: none"> Complete BB project by October 31, with minimal supervisor guidance on establishing the work and 				

Employee ---- Melissa XXX

communication plan.

- Identify, coordinate and launch the new team initiative for phase II of Project YY by December 15, with minimal supervisor guidance.
- Draft for my review by November 15 a communication plan for phase II of Project YY, which includes ways to keep team members from various departments informed; carry through on the plan throughout the launch.
- Successfully launch and complete her assignments within Project XX, Project BB, and Phase II of Project YY by March.
- Participate in Division Audit Team to ensure all team improvement efforts within Project XX, Project BB, and Project YY are coordinated and completed by March.

Job development goals:

- Select and apply two to three techniques she learned in the project planning and team communication courses this year. Discuss progress with me each month.

Within the next month take a software skills course in Microsoft Project. Adapt this software to help plan and manage phase II of Project YY.

15. Laboratory, Division or Group Goals

Supervisor: List the broader institution and/or research goals the employee needs to support in the next performance year, if available and relevant to the employee's job.

See Next Steps below for directions on how to submit at pmp.lbl.gov.

Division goal:

- Comply with DOE change in Laboratory requirements.

Group goal:

Successfully launch and complete Project XX, Project BB, and Project YY to complete DOE compliance requirements by April deadline.

Employee ---- Melissa XXX