

Workforce Performance Management: Process & Supporting Documentation

For Library of Congress General Schedule Employees

Clarify

Document

Monitor

Monitor

Performance Plan

- Includes 3-5 Major Areas of Responsibility based on up-to-date PD and actually-assigned responsibilities and duties
- Establishes SMART Goals (specific, measurable, attainable, relevant, time-bound)
- Inputs include the LC 2008-2013 Strategic Plan, Service/Support Unit Strategic Plans, AP3 targets and unit priorities
- Provides a clear understanding of how performance will be measured and expected results

Mid-Year Review

- Provides dedicated time to share feedback on performance and progress toward achieving required results
- Provides opportunity to adjust performance to meet or exceed expectations prior to annual appraisal
- Provides chance to adjust targets, unit priorities, and expected results

Performance Appraisal

- Considers employee accomplishments
- Provides a Rating of Record based on how well performance goals are met
- Provides opportunity to award & recognize levels of performance
- Provides a chance to roll discussion points into next appraisal period's performance plan and IDP

Individual Development Plan

- Used to develop required/desired competencies and skills
- Establishes action plan to enhance performance in the current position
- Establishes action plan to develop a competitive edge in future career moves and/or to enhance personal effectiveness

Beginning of Cycle

Middle of Cycle

End of Cycle

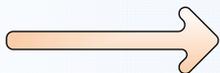
Due no later than 30 days after the beginning of the appraisal period

Due no later than 210 days after the beginning of the appraisal period

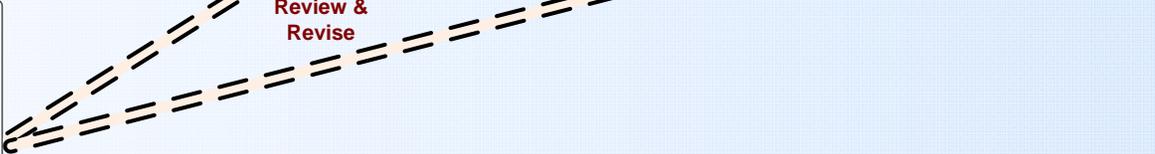
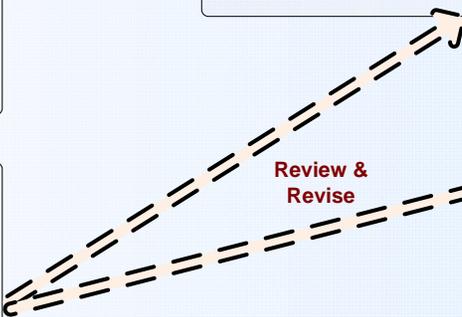
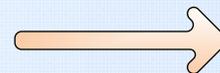
Due no later than 30 days after the end of the appraisal period

Develop

Coach



Provide/Seek Feedback



Review & Revise