

Performance Appraisal Handbook

Timeline for the Performance Appraisal System

5-Level Performance System

<p><i>Or as otherwise approved by the DOI Office of Human Resources</i></p>	<p>October 1 to September 30</p>	<p>Appraisal Period – The appraisal period coincides with the fiscal year, October 1 to September 30.</p>
<p><i>Or 30 days after the end of the Performance Appraisal Period</i></p>	<p>October 1 to 31</p>	<p>Complete the performance appraisal for prior fiscal year that ended on September 30.</p>
<p><i>Or 60 calendars from beginning of appraisal cycle</i></p>	<p>October 1 to November 30</p>	<p>Maximum time to finalize performance standards – Timeframe in which performance standards are finalized and approved. The maximum time a rating official has to put an employee under elements and standards, i.e., establish an Employee Performance Appraisal Plan (EPAP).</p>
	<p>90 Calendar Days</p>	<p>Minimum Appraisal Period – The length of time, 90 calendar days, that the employee must be performing under an approved EPAP in a given position in order to be eligible for an interim or annual rating.</p>
<p><i>Or approximately midway through Performance Appraisal period</i></p>	<p>March through May</p>	<p>Progress Review – Discussion with the employee <u>at least once</u> during the appraisal period to review the employee's progress and communicate performance as compared to the established standards; to make any recommended revisions to critical elements/performance standards; and to consider/identify any developmental needs or performance improvement required.</p>
	<p>As Required</p>	<p>Interim Appraisal – Required when an employee has worked under standards in the position for 90 days and if one or more of the following occurs: Employee changes position (i.e., reassignment, promotion, change to lower grade, transfer), completes a temporary assignment of 120 days or more (i.e., detail, temporary promotion, etc.), the rating official leaves a supervisory position, or to document a level of competence determination for within-grade increase purposes when the employee's most recent rating of record is not consistent with the level of competence determination.</p>