**Preliminary Considerations**

* Ensure that the supervisor has chosen the correct PEP form to use for the employee.
* Ensure that the supervisor is completing the PEP process during the appropriate unified rating period (June or December).

**Descriptive Information**

* Employee and Supervisor’s names are correctly entered
* Beginning Date – January for EODs from 1/1 t0 6/30, July for EODs from 7/1 to 12/30
* Fiscal Year – Enter the Fiscal Year we will be in on the end date of the PEP cycle
* Employee Status – Ensure that if the employee fits within any of the listed employment categories, the correct category is checked.
* Ensure that the employee’s Position Description (MS-22) is up to date and reviewed with the employee during their End/Beginning-Cycle meeting, and that changes have been made if required.
* Ensure that the correct box is checked for whether the Position Description (MS-22) accurately reflects the current and anticipated duties and responsibilities for the upcoming review period.
	+ If “No” is checked, ensure that the date on which the MS-22 was modified is included.

**Mid-Cycle PEP**

* If the employee’s performance during the rating period is Unsatisfactory, either overall or in any individual Performance Standard or Behavioral Element, the supervisor shall use the PEP instrument and do a complete performance evaluation.
* If the supervisor elects to give an employee a memorandum in lieu of a complete mid-cycle performance evaluation, the memorandum shall state specifically whether the employee is being rated overall “Outstanding” or “Satisfactory.”

**General Rating Criteria**

* Verify that the employee has been rated both on the employee’s *Performance of Job Duties* **and** on the *Behavioral Elements*.
* All individual ratings are entered in whole numbers reflecting the appropriate rating (Unsatisfactory=1; Satisfactory=2; Outstanding=3)
* No individual assigned ratings consist of decimal numbers (that is, ratings such as 2.5, or 1.7 are not acceptable)
* The ratings are entered in the proper column for the applicable rating period (that is, if it is a Mid-Cycle PEP the ratings are entered into the left-hand column of the two rating columns, labeled “Mid-Cycle Rating,” and if it is an End-of-Cycle PEP the ratings are entered into the right-hand column of the two rating columns, labeled “End Cycle Rating.”)
* Any individual Performance Standard or Behavioral Element that receives a rating of Unsatisfactory (1) or Outstanding (3) shall be specifically identified and addressed in the Supervisor’s Comments with a satisfactory explanation of why such a rating is warranted for each affected Performance Standard or Behavioral Element.
* If the employee is not being rated on a particular Performance Standard or Behavioral Element for that rating period:
	+ the space in the rating column for that Performance Standard is left blank, and;
	+ an explanation of why that Performance Standard or Behavioral Element is not being rated is included in the Supervisor’s Comments.

**Performance of Job Duties**

* For each Performance Standard listed in Part IV of the employee’s Position Description (MS-22), a short, descriptive title shall be entered on a separate line under the Performance of Job Duties section of the PEP instrument. THE LINES IN THIS SECTION SHOULD NOT BE LEFT BLANK.
* If a rating has been entered on the “Overall Work Quality” line:
	+ It is either Satisfactory (2) or Outstanding (3), and **is not** Unsatisfactory (1).
	+ No other ratings have been entered for any individual Performance Standards.
* If the Overall Work Quality line is not used, a rating is entered for each of the Performance Standards.

**Behavioral Elements**

* A rating is entered for each of the Behavioral Elements
* The Behavioral Element ratings meet the General Rating Criteria.

**Overall Rating, Tasks, Recommendations, Comments, Signatures**

* Ensure that the overall score appears in the correct *Mid-Cycle Rating* or *End Cycle Rating* chart. If the rating is missing, verify that the individual ratings were entered in the correct column ((Mid-Cycle or End-of-Cycle).
* Overall scores in the Mid-Cycle Rating or End-Cycle Rating charts may include decimal places because these represent an average of the assigned ratings.
* *Tasks to be Achieved* box
	+ any specific tasks the employee will be required to perform in the next rating period in addition to or outside of the normal duties of the position, these should be listed here.
	+ If there are none, then “None” should be written in the box.
* *Training Recommendations* box
	+ enter any recommendations for training to enhance the employee’s skills.
* *Supervisor’s Comments* box
	+ may be used to provide additional comments on the employee’s performance.
	+ any individual ratings of Unsatisfactory (1) or Outstanding (3) must be noted in this box, with a satisfactory explanation of why such a rating is warranted for that particular Performance Standard or Behavioral Element.
* *Employee’s Comments* box
	+ the employee may include comments on the evaluation in this box.
	+ “See attached” may be entered and the employee’s comments in a separate document may be attached.
* Signatures and dates
	+ if the employee fits within any of the employee status categories listed above the employee’s signature (i.e., special appointment, management service, executive service, political special appointment) , the correct category is checked. It should match the service category that is checked in the *Employee Status* box at the top of the first page of the instrument.
	+ the supervisor and employee have signed and dated the appropriate signature line for either a Mid-Cycle or End-of-Cycle performance review.

**Agency Tracking and Review of Completed Performance Reviews**

* Overall ratings shall be accurately entered into Workday as presented.
	+ Mid-Cycle memo ratings of Outstanding or Satisfactory shall be entered as 3 or 2 respectively, with no decimal places.
	+ Overall ratings from the Mid Cycle Rating box or End Cycle Rating box on the PEP instrument shall be entered as presented, and not rounded up to a whole number (e.g.: 2.97 is not rounded up to 3; 1.92 is not rounded up to 2).