

**EMPLOYEE INPUT – DO’S AND DON’TS**

**Effective Employee Input**

Use this list to help you write more effective employee inputs.

**Accomplishments, results, and impact:**

Focus on results instead of tasks. Describe the impact on the organization’s mission and goals.

**Performance Levels:**

Include wording that describes the level at which you (or the employee) performed on each performance element.

**Behavioral Factors:**

Describe how you (or your employee) exhibited the behaviors associated with the selected measure(s) for the performance element.

**Challenges and added value:**

Describe how you overcame issues and dealt with special circumstances. Include wording that describes how you added value to your organization.

**Key Questions**

Effective employee input should answer these key questions:

- What did I achieve?
- How well did I do it?
- How did it help my organization?
- What critical behaviors did I exhibit?
- What special circumstances made my accomplishment even more significant?

| Do   | DON'T  |
|--|--|
| <ul style="list-style-type: none"> <li>• Set aside uninterrupted time to reflect and write.</li> </ul>   | <ul style="list-style-type: none"> <li>• Rush through writing at the last minute.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Review the appropriate performance element and position description before you start writing.</li> </ul>  | <ul style="list-style-type: none"> <li>• Write employee input that is unlinked to your performance element.</li> </ul>               |
| <ul style="list-style-type: none"> <li>• Review documentation of accomplishments and determine which are the most significant in terms of contribution to mission and organizational goals.</li> </ul> | <ul style="list-style-type: none"> <li>• Rely on your memory to recall all accomplishments within the performance period.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Use active verbs to describe actions and accomplishments. (see <i>Action Verb Tip Sheet</i>)</li> </ul>   | <ul style="list-style-type: none"> <li>• List tasks performed.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Be specific and concise.</li> </ul>   | <ul style="list-style-type: none"> <li>• Be flowery and wordy.</li> </ul>  |



## Labor and Employee Relations Division

### EMPLOYEE INPUT – DO'S AND DON'TS

| Do   | DON'T  |
|--|--|
| <ul style="list-style-type: none"> <li>State the level of performance at the beginning of the narrative, i.e., "I met the expectations established for this performance element" or "The employee exceeded expectations on this performance element."</li> </ul> | <ul style="list-style-type: none"> <li>Leave your rating official or pay pool panel members wondering how you felt you (or your employee) performed against the performance elements.</li> </ul> |
| <ul style="list-style-type: none"> <li>Spell out acronyms and explain terms that may be unfamiliar</li> </ul>  | <ul style="list-style-type: none"> <li>Use acronyms or terms which may not be familiar.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Focus on accomplishments only within the current performance period.</li> </ul>   | <ul style="list-style-type: none"> <li>Cite accomplishments from past performance periods.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Note challenges faced and how they were overcome.</li> </ul>  | <ul style="list-style-type: none"> <li>Assume the rating official/approving official will infer the challenges.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Cite instances where actions or conduct exemplified the behaviors identified the performance element.</li> </ul>  | <ul style="list-style-type: none"> <li>Ignore positive behavioral factors.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Reference the language of the performance element that describe the appropriate behaviors for the occupation and grade; and provide examples of how they were met.</li> </ul>   | <ul style="list-style-type: none"> <li>Copy the exact wording from the performance element.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Describe the individual contributions to team goals.</li> </ul>   | <ul style="list-style-type: none"> <li>Ascribe credit for team accomplishments solely to the individual.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Describe any instances where performance was above "Fully Successful."</li> </ul>   | <ul style="list-style-type: none"> <li>Attribute high performance without substantiating it.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Provide specifics on measurable or qualitative results and the relation to the organization's goals.</li> </ul>   | <ul style="list-style-type: none"> <li>Leave the reviewer wondering why the accomplishments were important.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Explain accomplishments in such a way that someone unfamiliar with the work would understand the accomplishments.</li> </ul>  | <ul style="list-style-type: none"> <li>Assume the reviewer is aware of individual accomplishments.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Use spelling and grammar check and re-read writing.</li> </ul>  | <ul style="list-style-type: none"> <li>Assume grammar and spellings do not matter.</li> </ul>  |