



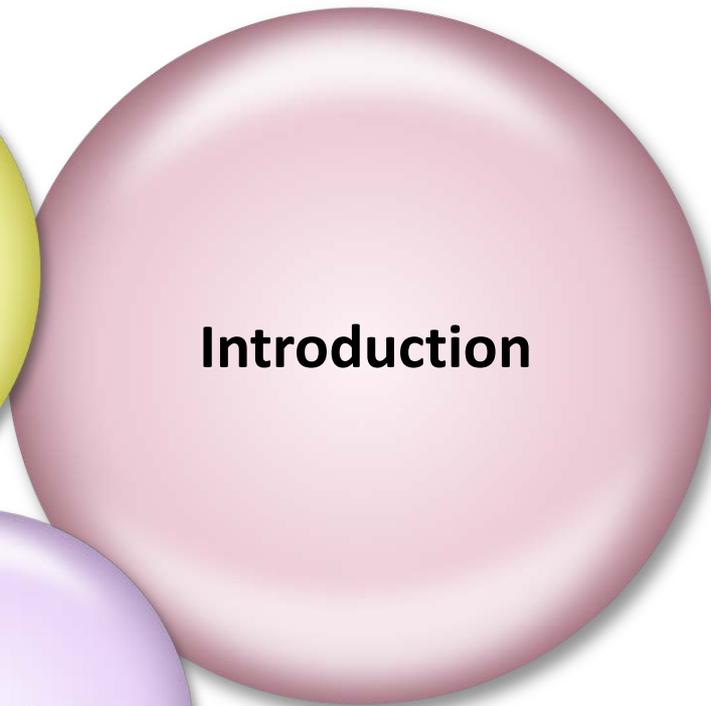
**Single Assessment Option
for
Supervisors**

Spring 2017

Intelligence at the Speed of Mission Command



Welcome



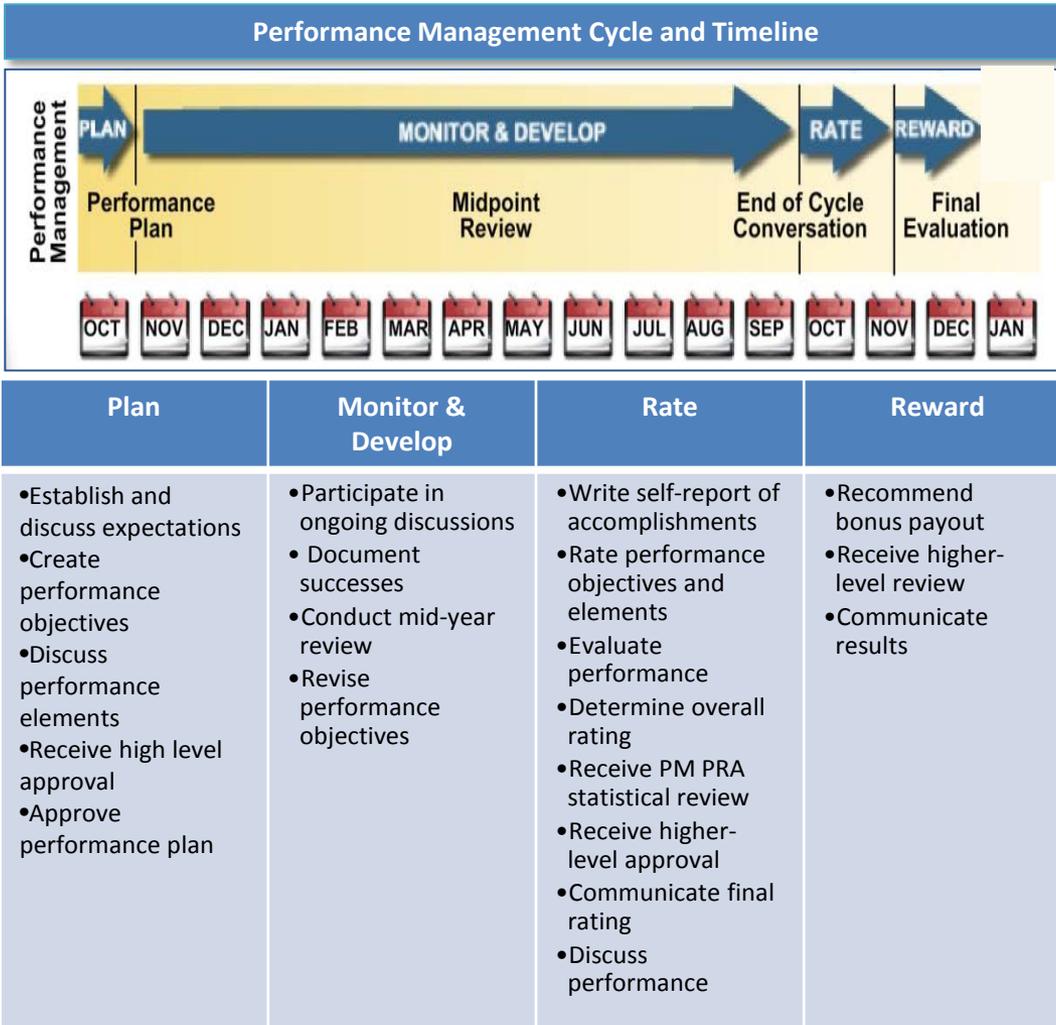
Introduction



Logistics



- Explain the change from the individual assessment to single assessment option.
- Provide an overview and explain the benefits of the single assessment.
- Describe the required agency-wide format for the single assessment.



Key Event	Completion Due Date
Performance Objectives/ IDP	10/31/16
Midpoint Review	4/30/17
Performance Evaluations	11/15/17



Implementing the Single Assessment Option

- The “**Single Assessment Option**” Performance Evaluation in the PAA tool is a feature that allows employees to simplify their self-assessment narrative into one single block, rather than responding to each Performance Objective and Performance Element individually. The Single Assessment Option is designed to streamline the administrative portion of the performance management processes for both employees and Rating Officials.
- Instead of having separate self-assessment fields for each corresponding objective and element, employees will now have one field with a 6,000 character limit for a consolidated self-report of accomplishments. Supervisors and managers will have a 6,000 character limit within which to respond and provide recommendations for the rating. Objectives and elements will continue to be rated individually by the rating official.





EMPLOYEE VIEW

Performance Plan | Midpoint Review | **Performance Evaluation** | Reports/Forms | Mock Pay Pool Info

Performance Objective Assessments | Performance Element Assessments | Performance Evaluation | Approvals & Acknowledgments

Performance Objective Assessments

Select "Show My Journal" to refer to or copy and paste any self-assessment information [Need Help?](#)

Performance Objectives

Performance Objectives

Details	Order	ObjectiveTitle	Status
<input type="checkbox"/> Show	1	HRIS Statistical/Analytical Reports and HR IT Tools	Objective Approved
<input type="checkbox"/> Show	2	DCPDS Maintenance and Pay Pool Administration	Objective Approved
<input type="checkbox"/> Show	3	Needs Analysis and Community Support	Objective Approved

Show My Journal

Employee Self Assessment

Limited to 6,000 characters - Employees will enter their self- assessment into this single block; Linking accomplishments to EACH Objective and Element

(Limit to 6000 characters)

Rating Official Assessment

Spell Check Counter 0



EMPLOYEE VIEW

Performance Plan | Midpoint Review | **Performance Evaluation** | Reports/Forms | Mock Pay Pool Info

Performance Objective Assessments | **Performance Element Assessments** | Performance Evaluation | Approvals & Acknowledgments

Performance Element Assessments

Performance Elements

Show All Details Hide All Details		
Details	Order	Performance Element
+ Show	1	Accountability for Results
+ Show	2	Communication
+ Show	3	Critical Thinking
+ Show	4	Engagement and Collaboration
+ Show	5	Personal Leadership and Integrity
+ Show	6	Technical Expertise

The Performance Element tab is ONLY used to reference the definition of each element. There is no separate assessment for the Performance Element. All writing occurs under the Performance Objective Assessments tab.



RATING OFFICIAL VIEW

Performance Plan | Midpoint Review | **Performance Evaluation** | Reports/Forms | Manage Guest Participants

Performance Objective Assessments | Performance Evaluation Rating | Approvals & Acknowledgments

Performance Objective Assessments

Appraisal Type: Annual Appraisal - DCIPS
Appraisal Period End Date: 30-Sep-2013
Appraisal Period Start Date: 01-Oct-2012
Appraisal Effective Date:

Performance Objectives

Show All Details Hide All Details	Order	Objective Title	Status	Rating
Show	1	Fleet Support/Research – Floating Production Systems (FPSs) and Mobile Offshore	Objective Approved	▼
Show	2	Fleet Support/Research – Global Offshore Infrastructure (Gas/Oil)	Objective Approved	▼
Show	3	Support/Analysis – Global Offshore Environment/Infrastructure/Division Support	Objective Approved	▼

Enter All Ratings in one Location

Employee Self Assessment

Employee enters their self report of accomplishments for all performance objectives and performance elements in this block.

Rating Official Assessment

Limited to 6,000 characters – Rating Official has single block in which to assess the employee's Performance Objectives and Performance Elements

Spell Check | Counter | 0



RATING OFFICIAL VIEW

Rating officials will rate each Performance Element individually under the 'Performance Element Assessments' tab. All Writing occurs under the Performance Objective Assessments tab.

Show Employee Details

Performance Plan | Midpoint Review | **Performance Evaluation** | Reports/Forms | Manage Guest Participants | Mock Pay Pool Info

Performance Objective Assessments | **Performance Element Assessments** | Performance Evaluation Rating | Reviewing Official Comments | Approvals & Acknowledgments

Performance Element Assessments

Need Help?

Appraisal Type: **Annual Appraisal - DCIPS**
Appraisal Period End Date: **30-Sep-2016**

Appraisal Period Start Date: **01-Oct-2015**
Appraisal Effective Date

Performance Elements



Show All Details | Hide All Details

Details	Order	Performance Element	Rating
<input type="checkbox"/>	1	Accountability for Results	<input type="checkbox"/>
<input type="checkbox"/>	2	Communication	<input type="checkbox"/>
<input type="checkbox"/>	3	Critical Thinking	<input type="checkbox"/>
<input type="checkbox"/>	4	Engagement and Collaboration	<input type="checkbox"/>
<input type="checkbox"/>	5	Personal Leadership and Integrity	<input type="checkbox"/>
<input type="checkbox"/>	6	Technical Expertise	<input type="checkbox"/>

Rating dropdown menu showing options 1 through 5. The number 5 is currently selected and highlighted in blue. A tooltip labeled "Performance Element Rating" is visible next to the dropdown.

Save and Return to Top of Page

Privacy Statement



Employees must:

- Link their accomplishments to each objective and element. The Rating Official must be able to clearly identify how each accomplishment relates to the approved objectives and elements (at right)
- Provide sufficient detail to clearly convey their performance and contributions. This will help guide the Rating Official to determine the rating for each objective and element
- Specifically cite examples and provide a thorough description within their self-report of accomplishments.

Performance Elements			
All employees	Accountability for Results		All employees
	Communication		
	Critical Thinking		
	Engagement and Collaboration		
Non-supervisors	Personal Leadership and Integrity	Leadership	Supervisors and Managers
	Technical Expertise	Managerial Proficiency	



Rating Officials must:

- Prepare a brief narrative evaluation of the employee's accomplishments for each objective and element with appropriate consideration of the employee's self-report of accomplishments. The effects of the employee's accomplishments on the organizational goals and objectives should also be addressed.
- Assign an individual numerical rating to each objective and element.

Additional information:

- The PAA "**midpoint performance review**" design will continue to require the employee and rating official to address each objective and element individually even though the single assessment option for the performance evaluation is implemented.
- The employee and rating official character limitation for their narrative assessments will be reduced from approximately 18,000 to 6,000 characters.



Combined Narrative: Individual objectives with integrated performance elements discussed in the objective narrative.

Obj 1: Insert Narrative and include associated Performance Elements

Obj 2: Insert Narrative and include associated Performance Elements

Obj 3: Insert Narrative and include associated Performance Elements



Objective # must be referenced



Obj 1: Throughout the rating cycle I produced weekly examination documentation to include Technical Reports and data entry projects. My reports demonstrated my ability to write concisely and edit technical documents to ensure clarity of message and include the appropriate supporting evidence. My work supported DoD directives and standards and incorporated customer feedback. My work successfully satisfied the requirements of this objective. In an effort to meet timelines for technical reports and action items, I created an internal reports database that was used across the organization to ensure tasks were completed within required timelines. I was able to utilize my expertise from the Access Database class that I attended to create this database contributing towards **accountability for results** and **technical expertise** elements.

Accomplishments

Identify the element(s) that best describes how the objective was accomplished

**All objectives must be individually addressed.
All six elements must be referenced collectively.**



Objective # must be referenced



Insert the applicable Performance Objective Rating Descriptor



Obj 1: (Employee name) achieved the expected results on the assigned objective.

“The rating official assessment should cite examples and take appropriate consideration of the employee’s self-report. The assessment should reference and reinforce the performance elements highlighting the accomplishments consistent with the IC standards.”

The assessment should also highlight additional accomplishments the employee may not have addressed within their self-report.

If performance is Successful, Level 3, these words are not appropriate within an assessment: outstanding, excellent, exceptional, superb performance, huge impact, tremendous performance, grand achievement, flawless, impressive

If performance is above Successful, Level 3, cites examples, accomplishments and the impact to the overall DSS mission.

All objectives must be individually assessed.



- The evaluation is an opportunity to highlight the employee's most significant work achievements and contribution made through the self-assessment and rater assessment.
- The single assessment forces brevity and consolidation – Get to the point!
- Avoid narratives that merely come across as activity lists (WAR reports) or as recipes of process steps.
- Tell the story about what compelled the action, how the action was conceived, how the action was progressed, and ultimately why it mattered that the action was done at all.



Context (circumstances) and Impact (influence) and Importance (why it matters)

- With limited space (6K characters) it is imperative to concisely highlight accomplishments and link them to the performance objectives and elements in assessment narratives.
-
- Remember, “successful” performance does not require substantive support. Performance above or below “successful” does. That’s where *Context* and *Impact* matter.
- The “SAR” model: **Situation, Action, Result** may help to use this format to structure assessments.
- The next set of slides depicts a sample assessment written for the “Single Assessment.” It’s meant to give a visual example as a point of reference.



Throughout the rating cycle employee will produce quality examination documentation to include Technical Report, data entry, examination report, & any required supporting documents/email. **This is measured against such things as the ability to recognize actionable information; vetting information; supporting evidence; clarity & precision of message & presentation; concise writing for content & impact; and technical editing. This objective is further measured in accordance with DoD standards and organizational goals.**

S M **A R** T implied

SPECIFIC, MEASURABLE, ACHIEVEABLE, RELEVANT, TIME-BOUND



NOTE: Includes a simple statement about meeting requirements. Cites the creation of a database and application of new skills to assist in completing job functions. From the performance objective, this shows taking action to achieve meaningful results in support of organizational goals and objectives and participation in professional development activities to expand professional knowledge. No elaboration on impact, context, or why any of it matters.

Obj 1: I was able to utilize my expertise from the Access Database class to create a database that was used across the organization to ensure tasks were completed within required timelines. This contributed towards accountability for results and technical expertise elements.

Proposed Rating: 3



NOTE: Opens with level of achievement supported by statements showing the application of training competency to compensate for staffing shortage to maintain decision-making ops tempo within the Directorate and taking ownership of outcomes under challenging circumstances. Providing context, impact, and why it mattered.

Obj 1: My ability to recognize and vet supporting information to determine gaps in the analysis led me to incorporate substantive evidence in my analysis to further clarify my position. This led to better decision making capability. In an effort to meet timelines for technical reports and action items, I leveraged my expertise from the Access Database class that I attended to create an internal reports database that was utilized Directorate-wide to ensure tasks were prioritized and completed within required timelines. This enabled me or anyone to generate status reports for leadership update on the completion of all actions, compensating for being understaffed while providing real-time, up-to-date information for decision making needs. My work contributed towards the accountability for results and technical expertise elements.

Proposed Rating: 4



NOTE: Includes a simple statement about meeting requirements and indicator language pulled from the IC Performance Standards without examples.

Obj 1: Mr. Smith achieved expected results on the assigned objective. He self-edited and evaluated reports for clarity of message. He took responsibility for his actions and sought resolution. He prioritized his work to complete assignments in a timely and effective manner, and with minimal guidance, applied professional knowledge, tradecraft, and subject matter expertise to perform assigned work activities satisfying the accountability for results and technical expertise elements.

Proposed Rating: 3



NOTE: Uses impact statements showing why the weekly report mattered. Proactive identification RE: need and development of the database and its benefit promoting the decision making process and securing leadership approval of recommendations speaks to surpassing expected objective results and mastery of key behaviors associated with the named elements.

Obj 1: Mr. Smith surpassed expected results in a substantial manner on the objective. His weekly reports demonstrated his ability to vet information to determine gaps in the analysis and incorporate supporting evidence. This was crucial since we we're down three staff members and the more "reliable" and "valid" the analysis the less manpower it took to make necessary program decisions. He took the initiative and created an internal database to track and prioritize tasks, significantly increasing the capture of vital information. This innovation provided an efficient way to increase the capture of vital information and aid in the decision making process to determine what is actionable and provide the necessary substantiating support to inform and garner approval from leadership to move forward on recommendations. His work exceeded expectations for the objective and contributed to the accountability for results and technical expertise elements.

Proposed Rating: 4



- ❑ DoDI 1400.25, V2011, “DCIPS Performance Management”
- ❑ Army Policy Volume 2011, “DCIPS Performance Management”
- ❑ Guide to Writing Effective Performance Objectives, Self Accomplishments, and Evaluations
- ❑ How Do I...A Guide to Completing Key Actions in the DCIPS PAA
- ❑ DCIPS Training





Army DCIPS Website:

<http://www.dami.army.pentagon.mil/site/dcips/>



Questions related to this course to:

usarmy.pentagon.hqda-dcs-g-2.mbx.dcips@mail.mil



Command DCIPS Advisor

[Name placeholder] [Phone Number placeholder]