

INFORMATION SHEET

APPRAISAL DESIGN

This fact sheet provides a snapshot of information on the design of performance appraisal programs for Federal government agencies. It also serves as a supplement to the Appraisal Design document located at <http://www.opm.gov/perform/AppraisalDesignDocument02-12.pdf>. An appraisal program establishes specific criteria and procedure for applying the appraisal process to a set of individual employees within the parameters set by the appraisal system.

KEY COMPONENTS IN APPRAISAL DESIGN

Appraisal programs must specify:

- employee coverage;
- the effective date of the program;
- the specific length of the program's appraisal period for which a rating of record will be prepared;
- the specific pattern of summary levels that the program will use (i.e., which one of the patterns A through H specified in Governmentwide regulation);
- the performance levels at which critical, non-critical, and additional (if used) performance elements may be appraised;
- methods for appraising each critical, non-critical, and additional (if used) performance elements during the appraisal period;
- the program's permissible range or one specific length of time for the minimum period that must be completed before a performance rating can be given

In addition, appraisal programs must address the following:

- how employee performance plans will be established and communicated;
- how employees will be evaluated during and at the end of the appraisal period;
- how it will be determined whether employee performance warrants recognition and reward;
- how employees whose performance is determined to be unacceptable will be assisted;
- how appropriate actions will be taken in situations where, after an opportunity to improve, an employee's performance continues to be unacceptable; and
- the criteria and procedures for addressing employee performance of employees who are on detail, who are transferred, and, as needed, for other special circumstances.

Only one appraisal program can cover an employee. Any variation in employee coverage, the pattern of summary levels, or the length of the appraisal period would require establishing a separate program(s). Otherwise, variation on the other items listed above may occur within one program, depending on the flexibility or uniformity desired

by the program designers. For further information or questions please refer to the Appraisal Design document ([link](#)) or contact OPM at perform-mgmt@opm.gov.