Leadership/Management:

Required Critical Element and Performance Standards

(5-Level Performance Management System)

Selecting Officials

Major Activities:

- Resources are managed to accomplish the Department’s Strategic Goals and [Insert “office” name] objectives. [Insert “office” name] priorities are communicated to staff.
- Employees are coached to realize their potential (e.g., using individual development plans or training programs) and employee performance is managed through development of performance plans, continuous feedback on performance, performance appraisals, and resolution of performance deficiencies. Recognition programs (i.e., monetary, non-monetary, or honor awards) are routinely utilized to acknowledge employee performance.
- Employment actions such as selections and promotions are managed, and are consistent with Merit System Principles, equal opportunity and diversity principles, and do not violate Prohibited Personnel Practices.
- Recruitment, retention, and developmental strategies are applied in hiring and retaining qualified employees.
- Office complies with legal and reporting obligations, the Privacy Act, and other applicable statutes, including the requirements of governmental and other suppliers of data to the [Insert “office” name] to ensure the confidentiality of Personally Identifiable Information (PII).

Criteria for Evaluation:

- Staff and resources are used effectively to complete assignments and meet the responsibilities of the Office.
- Employee performance plans are aligned with Agency/bureau organizational goals and include results-oriented critical elements and measurable standards for each critical element.
- Employee grievances and allegations of discrimination receive a timely response with the goal of resolution at the lowest organizational level.
- Employees are advised of the availability of developmental opportunities at a minimum, annually.
- Performance management system benchmarks are complied with (i.e., Performance plans are in place by November 30; Mid-year progress reviews are conducted by April 30; and Performance appraisals and ratings are completed by October 31).
- The Performance Management Tracking System is maintained and usually kept current to facilitate the bureau’s completion of the Department’s CD-431 reporting deadlines.
- Qualified employees are recruited, hired, retained and successfully transitioned into the Federal service in line with Agency/bureau organizational goals, budget considerations, staffing needs, and established timeframes and deadlines (selections made by hiring officials within 14 days) outlined in the Agency/bureau’s recruitment and hiring plan.