

**United States Department Of The Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
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EMS TRANSMISSION

Instruction Memorandum No. HR-99-031

Expires 9/30/99

To: BC, HR, NI, and RS Center Directors
NPIT Lead and WO Field BIA Liaison Officer

From: Director, National Human Resources Management Center

Subject: Progress Reviews for the Employee Performance Plan and Results Report

DD: 3/31/99

6/30/99

As required by the Departmental Manual, supervisors are required to conduct two progress reviews for each employee between the initial annual planning session and the end of the rating period. These reviews should be completed prior to March 31, 1999 and June 30, 1999.

Managers and supervisors are reminded that the Employee Performance Plan and Results Report is an agreement between the employee and his/her immediate supervisor on the performance requirements of the position. Managers and supervisors are also reminded that ratings are confidential and are not to be discussed with other employees or other supervisors outside the immediate organization.

The progress review is an opportunity for the supervisor and employee to communicate about performance issues. The supervisor should reiterate expectations and provide the employee a clear assessment of the employee's performance during the course of the rating period. Supervisors may facilitate the documentation of performance by asking their employees to submit a list of accomplishments for the time period. This listing can be combined with the supervisor's notes to facilitate a productive review and to bring the supervisor's documentation up to date. Although the supervisor does not assign a rating during the progress reviews, employees should be informed whether or not they are meeting the performance expectations for each of the critical results. The progress review must be documented by having the employee

and supervisor initial and date Part II of Form DI-2002, Employee Performance Plan and Results Report.

If an employee is not meeting one or more of the assigned critical results, supervisors should contact Patty Elliott at 236-6667 for additional information and assistance. In addition, managers and supervisors are encouraged to initiate discussions regarding the Individual Development Plan (IDP) with interested employees during the reviews.

Please provide copies of this Instruction Memorandum to your supervisors and administrators.

Signed
Linda D. Sedbrook
Director
Specialist

Authenticated
Patty Elliott
Employee Relations

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