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MINNESOTA BULLETIN NO. 360-7-20

September 21, 2007

SUBJECT: PER –Performance Management - Fiscal Year (FY) 2007 Performance Appraisals and FY 2008 Performance Plans

Purpose. To provide guidance for the close out of the FY 2007 Performance Appraisals and the establishment of FY 2008 Performance Plans.

Expiration Date. December 31, 2007.

Action Required by: October 15, 2007, October 24, 2007, and October 31, 2007

The rating period for all employees is October 1, 2006 through September 30, 2007. To close out the 2007 Performance Appraisal Cycle, Rating Officials (supervisors) will need to complete the process in EmpowHR. Once the rating is initiated by supervisors in EmpowHR, it goes to the Reviewing Official (second-level supervisor) for concurrence.

Supervisors who are recommending an employee for an Outstanding Performance Rating must have the documentation submitted through proper channels and received by the State Conservationist (STC) no later than **October 15, 2007**.

Performance appraisals requiring the concurrence of the STC must be submitted through EmpowHR by **October 24, 2007**. All other performance appraisals must be completed by **October 31, 2007**. The attached “Summary Rating Process” PowerPoint file provides instructions for completing performance appraisals in EmpowHR. Pay close attention to the notes in the file, especially those in red that read “**Do not click save...**” **Ratings should not be communicated to employees before they are approved by the Reviewing Official.**

Documentation is required for Outstanding, Superior, Marginal, and Unacceptable ratings. Fully Successful ratings do not require documentation.

The Fiscal Year 2008 performance plan covers the appraisal period October 1, 2007 to September 30, 2008, and must be developed in EmpowHR between **October 1 and October 31, 2007**. Employees should be provided the opportunity to participate in the development of their performance standards. Also, during the time that the FY 2008 performance plans are being developed, employees and supervisors should revise an Employee Development Plan as necessary.

All performance standards must be aligned with the Natural Resources Conservation Service (NRCS) Strategic Plan (2005-2010) and the NRCS Business Plan for FY 2008. “Alignment”



and “Linkage” to specific NRCS Strategic Plan goals and NRCS Business Plan objectives must be included in each element. All performance elements must be measurable. Supervisors should read the attached SMART performance standards.

The element “**Mission Results**” is mandatory for all employees and must be identified as critical. The element “**Equal Opportunity and Civil Rights**” is mandatory for all supervisors and managers and must be identified as critical. The element “**Personal Contact –EEO/CR**” is mandatory for all non-supervisory employees and must be identified as critical. At least one element must be identified as non-critical on all performance plans. Each performance standard should only address what is expected for “Fully Successful” performance.

If you have questions concerning FY 2007 performance appraisals and/or establishment of FY 2008 performance plans, contact the Human Resource Officer, Gloria Larson.

/S/

WILLIAM HUNT
State Conservationist

Attachments (2)

1. “Summary Rating Process” PowerPoint file
2. NRCS Performance Planning

DIST: AO