

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

47-17

9/12/17

FSIS STANDARDIZED PERFORMANCE EVALUATION MODEL

I. PURPOSE

This notice provides instructions regarding the Agency's standardized performance evaluation model that supervisors are to use for the annual performance ratings of all FSIS employees.

II. BACKGROUND

A. FSIS implemented the standardized performance evaluation model for non-bargaining unit employees at the start of Fiscal Year (FY) 2015. The model was established to streamline and reduce the number of performance elements, establish new standard language, and to create a standardized performance evaluation system that is to be used across all program areas.

B. Effective FY 2017, all Bargaining Unit Employees (BUEs) were integrated into the standardized performance evaluation model.

III. STANDARDIZED PERFORMANCE EVALUATION PLAN MODEL

A. Performance elements are assigned by category: "Administrative/Regulatory Program," "Scientific," or "Supervisory" and based on job title and series. Employees and supervisors may view a comprehensive listing of job titles, series, and supervisory status on the Office of Human Resources [Intranet site](#) to ensure the appropriate set of elements are assigned to their subordinate employees. The standardized performance evaluation model consists of critical and non-critical elements and standards to be used agency wide for all FSIS employees.

1. **Mission Results** (*Mandatory critical element for all employees, weighted 4 points*). This element measures the achievement of program strategic goals and initiatives within the primary functional areas of responsibility and the employee's contributions to the overall accomplishment of FSIS strategic goals and objectives. The supervisor is to set specific measures for the employee for this element.
2. **Supervision** (*Mandatory critical element for supervisory employees, weighted 4 points*). This element measures the achievement of program strategic goals and initiatives within the primary functional areas of supervision and accountability. This element measures the supervisory employee's contributions to the overall accomplishment of FSIS strategic goals and objectives.
3. **Equal Opportunity and Civil Rights** (*Mandatory critical element for supervisory employees, weighted 2 points*). This element measures the employee's ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization through both personal leadership and appropriate managerial action. It also measures whether or not the employee performs in a nondiscriminatory manner that

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Field Employees

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demonstrates behaviors that conform with civil rights (CR) and Equal Employment Opportunity (EEO) laws, regulations, and policies, including fairness, cooperation, and respect towards employees and customers.

4. **Communication** (*Mandatory critical element for non-supervisory employees, weighted 2 points*). This element measures the employee's ability to establish and nurture effective oral and written communication with colleagues, constituents, customers, and stakeholders both internal and external to USDA. It also measures the extent to which the employee performs his or her duties in a manner which consistently demonstrates commitment and adherence to civil rights/equal employment opportunity (CR/EEO) laws, regulations, and policy.
5. **Research and Analytical Thinking** (*Optional critical element for non-supervisory "Administrative" employees. Mandatory critical element for "Scientific" employees, weighted 2 points.*) This element measures an individual's ability to perform relevant and thorough research, while involving skillful analysis and critical thought to decide on the best possible outcome.
6. **Fostering Customer Service, Collaboration, and Partnerships** (*Mandatory element for all employees. The Office Assistant Administrator or designee determines whether it is critical or non-critical, weighted 2 points (critical), 1 point (non-critical).*) This element measures the employee's ability to deliver high levels of customer service to internal and external customers, and measures the employee's effectiveness in partnerships and collaborative efforts towards the achievement of the organizational missions and goals.

B. Supervisors cannot change performance standards language at the "Meets" and "Exceeds Fully Successful" level, except:

1. If an employee has a collateral duty assignment, additional measures can be added to the "Fostering Customer Service, Collaboration, and Partnerships element; or
2. If an employee has Contracting Officer's Representative (COR) responsibilities, additional measures can be added to the Mission Results element.

C. Supervisors can create an addendum to the performance elements in order to provide additional examples of how employees can exceed a performance element within their job position/series.

D. Supplemental performance management guidance can be found on *InsideFSIS* at [PerformanceManagementResources](#). Guidance provided includes examples of COR and Collateral Duty measures, Supervisory Performance Element Addendum, Performance Management Handbook, and a variety of supervisory and non-supervisory performance management tools.

E. All Bargaining Unit positions are categorized under the "Administrative/Regulatory Program" series, which includes the Mission Results; Communication; and Fostering Customer Service, Collaboration, and Partnerships performance elements. All BUEs are exempt from the customer service component of the "Fostering Customer Service, Collaboration, and Partnerships" performance element.

IV. QUESTIONS

Refer questions regarding this notice to the OHR Performance Management Branch (PMB) at PerformanceManagement@fsis.usda.gov.



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