Army DCIPS Midpoint Review Process Overview

Revised February 2013

DEFENSE CIVILIAN INTELLIGENCE
PERSONNEL SYSTEM

Midpoint Process Timeline

March	April	May	June	June

15 - 30 Day Range

Midpoint Performance Management Process

Employee Begins Self-Assessment

Mar 15

Apr 15

30-60 Day Range

Apr 1

Employee Submits Self-Assessment

Rating Official Completes Review

Reviewing Official Completes Review

Rating Official Conducts Performance Conversation with Employees

May 30

May 30

Key

Generally Not Earlier Than Date

Generally Not Later Than Date

Final Due Date

Days = Calendar Days

Midpoint Process

- Participants:
  - Army DCIPS community

- Purpose:
  - Status check of employee's performance against performance objectives and elements
  - Open dialogue between supervisors and employees

- Process:
  - Employees complete a self-report of accomplishments in the PAA tool
  - Supervisors write a narrative of the employee's performance in the PAA tool
  - Supervisors and employees meet to discuss performance and make necessary changes to performance objectives and IDPs

Self-Report of Accomplishments
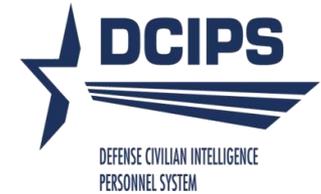
- Narrative description of your accomplishments against performance objectives and performance elements

- Consists of two parts:
  - Tracking your accomplishments throughout the year
  - Writing up your accomplishments at the midpoint and end of the performance cycle

- Completing the self-report of accomplishments takes only a few minutes when you track your accomplishments regularly

Tracking Your Accomplishments
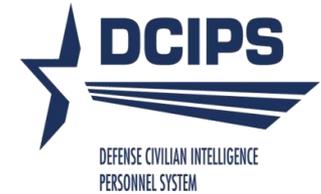
- Review your performance plan
- Talk with your supervisor
  - Clarify performance expectations
  - Clarify expectations for the Self-Report of Accomplishments
- Determine where you will track your accomplishments
- List performance objectives and performance elements with space below each. As you accomplish something significant, note it under the corresponding objective or element
- Note challenges that you faced and how you fared
- Get in the habit of regularly (weekly or biweekly) documenting your accomplishments

If you haven't been tracking your accomplishments, you can start now and it will help you at the end of the performance cycle

Tracking Your Accomplishments
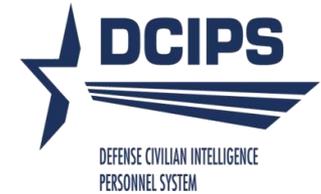
Tracking Methods

- Use the "My Journal" tab in the PAA Tool
- Utilize the DCIPS Employee Performance Journal located on the Army DCIPS website
- Keep a journal of work accomplishments at your desk
- Use the Calendar or Note functions in Microsoft® Outlook®

Available Resources

- *Employee Self-Report of Accomplishments Overview* dated July 2012 located on the Army DCIPS website
- USD(I) provided *iSuccess* training

        http://dcips.dtic.mil/iSuccess/

Writing the Self-Report of Accomplishments
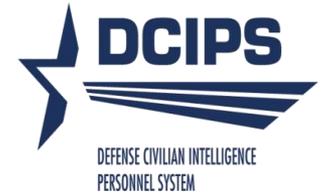
- Compile notes taken throughout the year

- Compile any feedback or supporting documentation that you have collected

- Write a narrative for <u>each</u> performance objective and <u>each</u> performance element
    - Restate your understanding of objectives and elements
    - Stick to the facts
    - Make the connection between what you did and how it has impacted your organization
    - Include any instances where you went above and beyond
    - Consider using the STAR method

Self-Report of Accomplishments
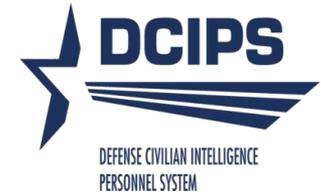
S **Situation**. What was the situation I faced?

T **Task.** What was the overall task in that situation?

A **Action**. What specific action did I take?

R **Result.** What result did my action produce?

Performance Conversation
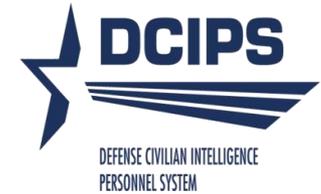
- **What is it?**
  - A performance dialogue between supervisors and employees focusing on achievements to date, performance objectives, IDPs and management resources
  - The goal of the performance appraisal discussion is to gain _understanding_ – not agreement – on the assessment, the factors used in making it, and the standards the rater expects the individual to meet

- **No numerical ratings are assigned during the midpoint process**

Performance Conversation
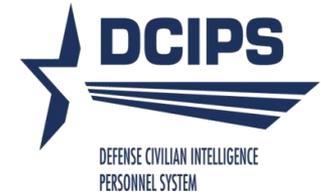
- Employees and Rating Officials use the following scale to rate employees on the performance objectives and elements:

Exceeds Objective

Meets Objective

Needs Improvement

Not Yet Started

No Longer Applicable

Performance Conversation
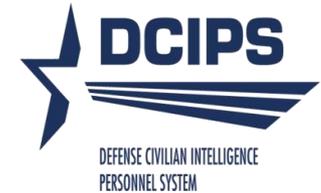
- Preparing for the midpoint review conversation
  - Review your performance plan, both performance objectives and performance elements
  - Review progress against your IDP
  - Collect any feedback you have received
  - Update your Self-Report and share it with your supervisor
  - Develop questions for your supervisor

- The midpoint review provides an excellent opportunity to confirm the accuracy of the performance plan and make course corrections as necessary

- Web Based Training: Conducting Constructive Feedback Conversations

  http://dcips.dtic.mil/training.html

Conversation Framework
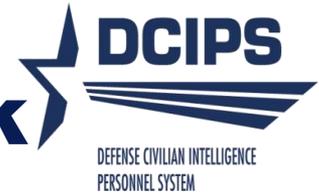
Do's	Don't
▪ Review (and bring) appropriate documentation	▪ Let emotions get out of control
▪ Prepare, share, and stick with an agenda	▪ Expect the other person to do all the talking
▪ Establish ground rules for the meeting (e.g., fact and observable-behavior focus)	▪ Ask questions that the other person is not able (or not allowed) to answer
▪ Notify attendee(s) of time, location, and purpose	▪ Turn the conversation into a win-lose debate
▪ Listen actively, ask clarifying questions	
▪ Strive for positive, mutual outcomes	

Conversation Tips
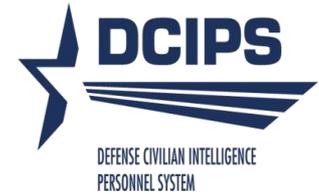
Rating Official	Employee
▪ Prepare to discuss strengths and developmental opportunities ▪ Anticipate any probable objections and practice responses ▪ Acknowledge employee concerns ▪ Remain calm, professional, and objective ▪ Avoid any subjective conclusions	▪ Ask clarifying questions ▪ Ask for developmental opportunities ▪ Remain calm, professional, and objective ▪ Request a follow up meeting, if needed

What to do if...
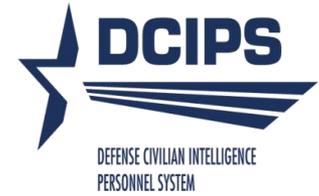
If employee…	Supervisor should…
Refuses to complete the self assessment	▪ Convey importance and value of the self assessment in the process
Reacts defensively to your feedback	▪ Listen to the employee's perspectives ▪ Refer to concrete examples that clarify your position ▪ Focus on shared goals and steps for improvement that benefit both of you ▪ Request a list of accomplishments and reschedule meeting so you can prepare
Becomes emotional	▪ Remain calm and avoid reacting to the situation ▪ Allow the employee time to gain composure ▪ Reiterate that this session is an opportunity for discussion ▪ Suggest a later time/date for continuing the discussion
Becomes agitated or aggressive	▪ Remain calm ▪ Instruct employee to leave and reschedule when calm ▪ If you feel threatened, leave and contact security

Performance Management Resources
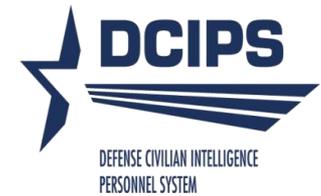
- **Writing SMART Performance Objectives**
  - DCIPS Performance Management Handbook *(on Army DCIPS website)*
    - Refer to the IC Performance Standards in the Appendix
  - DCIPS Performance Management Job Aids *(included on Army DCIPS website)*

- **Writing Self-Report of Accomplishments**
  - DCIPS Performance Management Handbook *(included on Army DCIPS website)*
  - Employee Self-Report of Accomplishments Overview *(included Army DCIPS website)*

- **DCIPS Training:** http://dcips.dtic.mil/training.html

Conclusion
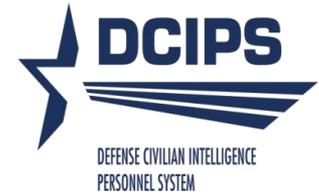
- If you haven't already done so, start tracking your accomplishments for your Employee Self-Report

- Keep the lines of communication open with your supervisor and discuss performance expectations, self-report expectations, and your progress to date

- Spend time NOW preparing for your midpoint review