

U.S. Department of State
MERIT BASED COMPENSATION (MBC)
EMPLOYEE PERFORMANCE REPORT (EPR) FOR LOCALLY EMPLOYED STAFF
INSTRUCTIONS FOR COMPLETION

Section 1: Employee Data

Name

Employee's last name, first name, and middle initial.

Position Title and Grade

Employee's official position title and grade.

Performance Period

List the beginning and end dates of the time period covered by the EPR.

Performance Review or Interim Report

Select Performance Review for a report covering the entire rating cycle. Select Interim for a report covering a time period of less than one full performance year but at least 120 consecutive calendar days. For a period of less than 120 consecutive calendar days in the rating cycle, the Rating Supervisor has the option to use the JF-50D to submit performance notes in section 8 or complete an unscored EPR.

Reason if Interim Report

List the reason for the Interim Report (e.g., Termination/RIF, Section/Agency Reorganization, Change of Rating Supervisor, TDY).

Post/Agency

Post and agency of employment.

Date of Position Description

Date of the most recent Position Description (PD); i.e., the date the position was most recently classified.

Position Description Accurate

The Rating Supervisor certifies whether the PD is an accurate reflection of the major components of assigned work. If the PD is inaccurate, a new PD should be written and submitted to HR within the first 30 days of the performance period.

Rating, Reviewing and Pool Supervisor Name

First and last names and middle initials of Rating, Reviewing, and Pool Supervisors. The Pool Supervisor is the USDH who is the accountable supervisor for the performance pool (i.e., senior ranking USDH for the agency or section to which employees of the performance pool belong or their USDH designee). When the performance pool is limited in size, the Pool Supervisor may also be Rating and/or Reviewing Supervisor. The Pool Supervisor provides a higher level review and ensures consistency and fairness in performance ratings across sections or organizations.

Title and Grade

Section 2: End of Probationary Period Certification (if applicable)

The Rating Supervisor documents dates of probationary period and, at the end of the probationary period, certifies successful or unsuccessful completion by making a recommendation on continued employment. Performance notes may be entered in section 8, and the probationary period certification, including section 8 of the EPR, is submitted to HR. If it is anticipated that the Employee will not be deemed suitable for continued employment at the end of the probationary period, the Rating Supervisor should contact HR as soon as possible and not wait until the end of the probationary period. As consistent with local law, the probationary period may be extended once if the Rating Supervisor needs to further evaluate the Employee's ability to perform the job. The Rating Supervisor documents why the extension is necessary and its duration in section 8. The "to" date in section 2 reflects the end of the probationary period (with extension, as applicable).

Section 3: Annual Work Plan and Development Plan Discussion and Certification

At the beginning of the performance period, the Rating Supervisor communicates performance expectations to the Employee, answers the Employee's questions, and affirms that the Employee understands expectations. The Rating Supervisor determines contents of Annual Work Plan (AWP) and Development Plan. By signing section 3, Rating Supervisor and Employee certify that they understand and acknowledge AWP and Development Plan, as outlined in sections 7 and 10 of the EPR. If the Employee refuses to sign section 3, AWP and Development Plan are still in effect. Sections 1 through 7 of the EPR are submitted to HR.

Section 4: Mid-Year Discussion and Certification

In addition to on-going feedback, Rating Supervisor and Employee must have one discussion of performance approximately half-way through the performance period, as certified in section 4. The Employee's progress towards achieving the AWP's performance criteria is discussed, and the Employee is given the opportunity to comment on accomplishments and challenges. Mid-year discussion performance notes must be included in section 8.

Section 5: Total Performance Score (TPS)

Total score from section 7 of JF-50D. If less than 100, a Performance Improvement Plan (PIP) (Form JF-50B) must be completed.

Section 6: End of Performance Period Certification

By signing section 6, Rating Supervisor and Employee confirm they discussed the contents of the EPR at the end of the performance period. The Reviewing Supervisor and Pool Supervisor sign to certify their review of the Rating Supervisor's ratings and narratives. The Pool Supervisor's signature also denotes his/her approval of all Ratings and Supervisor Narratives as well as the Total Performance Score (TPS). The scored EPR and TPS are only disclosed to the Employee after they have been approved by the Pool Supervisor. Employee comments, if provided, should be reviewed by all Supervisors, but are not subject to Pool Supervisor approval.

The Employee's signature does not necessarily constitute agreement with ratings. If the Employee fails or refuses to sign, the EPR will be processed with other EPRs in the Employee's performance pool. The Employee has the option to appeal and/or grieve. (Contact post HR Office in case of questions.)

Section 7: Performance Review

Annual Work Plan (AWP) - Established at the beginning of the performance period by the Rating Supervisor in conjunction with the Employee. Consists of a minimum of six and a maximum of twenty performance criteria, including: Continuing Responsibilities, Specific Objectives, Competencies, and Universal Job Elements.

Continuing Responsibilities - MANDATORY: Main aspects of the position that are regularly accomplished/performed by the Employee. May be taken directly from the Position Description (PD) or modified after a discussion between Rating Supervisor and Employee.

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INSTRUCTIONS FOR COMPLETION (CONTINUED)

Section 7: Performance Review (Continued)

Specific Objectives and Competencies - Optional: Temporary aspects of the position such as isolated work assignments or short-term goals, usually associated with a time frame or another measurement that should be completed during the performance period.

Universal Job Elements - MANDATORY: Aspects of every position. Wording may not be changed and all three elements must be rated, with the following exceptions: Other Duties as Assigned does not apply to USAID PSCs, and Supervision is only rated if the Employee is a supervisor.

Percentage - Degree of Importance: At the beginning of the performance period, the Rating Supervisor in conjunction with the Employee assigns a percentage weight (whole numbers only) to the performance criteria, subject to a minimum of 5% and a maximum of 20% each. The total percentage must equal 100. Performance criteria are assigned a weight based on their importance during the performance period, not the amount of time spent on them.

If necessary, AWP and/or percentages may be revised during the performance period, in which case Rating Supervisor and Employee complete and sign a new AWP, listing affected criterion as well as reason for and date of change in section 8, and submit EPR pages containing updated sections 3, 7, and 8 to HR.

Narratives Justifying Each Criterion's Rating - At the end of the performance period, the Rating Supervisor provides justifications in support of each performance criterion's rating. All ratings (0, 1, 2, 3) require written justifications. The Rating Supervisor should focus on specific examples of the Employee's excellence, challenges, and development areas for each performance criterion.

Rating - At the end of the performance period, the Employee is rated based on the performance criteria that comprise the AWP. The Rating Supervisor rates each performance criterion using a numerical scale of 0-3. Rating definitions are as follows:

0 Ineffective Performance - Criterion not accomplished or unacceptably performed despite the Employee having the time, opportunity, and resources.

1 Effective Performance - Criterion accomplished in a fully effective manner and as required. There was consistency in meeting all required tasks in terms of quality and level of output.

2 Highly Effective Performance - Criterion accomplished in a highly effective manner while consistently adding value in terms of quality and level of output. Employee is regularly going above and beyond.

3 Highest Possible Level of Performance - Criterion accomplished to the highest quality possible or best performance feasible. Performance sets the standard for others to follow. Employee influenced change or improved processes.

Key Performance Indicators (KPIs) may be used by Rating Supervisor and Employee to discuss appropriate rating levels and steps needed to raise performance to the next level.

Number of Points Earned, Total Percentage, and Total Performance Score are not data entry fields and automatically calculated.

Section 8: Performance Notes

The Rating Supervisor must include performance related comments as part of the Mid-Year Discussion here and may also use this section for other performance notes during the performance period. Probationary period extension and AWP revisions (as applicable) are also documented here.

Section 9: End of Performance Period Narrative

At the end of the performance period, the Rating Supervisor provides a summary statement about overall performance, as a supporting commentary on major aspects of the Employee's performance. Reviewing and Pool Supervisors may also use this section for their comments, if desired, clearly identifying the comment's author.

Section 10: Development Plan

Completed in conjunction with the AWP to identify areas for the Employee's professional development. The first column lists knowledge, skills, and abilities (KSAs) necessary to achieve AWP goals that the Employee will develop in during the performance period. The remaining columns outline the development activities planned during the performance period to help the Employee develop in the identified areas and meet the goals of the AWP, with dates when each activity is scheduled to take place. Development activities include formal training courses as well as individual development efforts, such as on-the job training, work shadowing, and self-guided reading.

Section 11: Employee Comments

The Employee may use this section to comment on performance, including voicing agreement/disagreement with Rating Supervisor's comments or justifications. Employee comments will be viewed by Rating, Reviewing, and Pool Supervisors, as well as HR.



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Section 1: Employee Data			
Name <i>(Last, First, MI.)</i>		Position Title	Grade
Performance Period From <i>(mm-dd-yyyy)</i> To <i>(mm-dd-yyyy)</i>			
Select one <input type="checkbox"/> Performance Review <input type="checkbox"/> Interim Report		If Interim Report, provide reason.	
Post/Agency	Date of Position Description <i>(mm-dd-yyyy)</i>	Is Position Description accurate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Rating Supervisor Name		Title	Grade
Reviewing Supervisor Name		Title	Grade
Pool Supervisor Name		Title	Grade
Section 2: End of Probationary Period Certification (if applicable)			
Probationary Period From <i>(mm-dd-yyyy)</i> To <i>(mm-dd-yyyy)</i>		Probationary Period - Is Employee recommended for continued employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Rating Supervisor Signature		Date <i>(mm-dd-yyyy)</i>	
Section 3: Annual Work Plan and Development Plan Discussion and Certification			
Rating Supervisor and Employee acknowledge Annual Work Plan (AWP) and Development Plan. (Development activities depend upon funding and workload.)			
Rating Supervisor Signature		Date <i>(mm-dd-yyyy)</i>	
Employee Signature		Date <i>(mm-dd-yyyy)</i>	
Section 4: Mid-Year Discussion and Certification			
A discussion was held on <i>(mm-dd-yyyy)</i> . Performance notes MUST be included in Section 8.			
Rating Supervisor Signature		Date <i>(mm-dd-yyyy)</i>	
Employee Signature		Date <i>(mm-dd-yyyy)</i>	
Section 5: Total Performance Score (TPS)			
Total Performance Score from Section 7. (If under 100, a PIP is required and employee is ineligible for MBC reward for period covered by EPR.)			
Section 6: End of Performance Period Certification			
Rating Supervisor and Employee confirm they discussed EPR contents at end of performance period. Reviewing Supervisor certifies review and Pool Supervisor approval of ratings, narratives, and TPS. Employee's signature does not necessarily constitute agreement with ratings.			
Rating Supervisor Signature		Date <i>(mm-dd-yyyy)</i>	
Reviewing Supervisor Signature		Date <i>(mm-dd-yyyy)</i>	
Pool Supervisor Signature		Date <i>(mm-dd-yyyy)</i>	
Employee Signature		Date <i>(mm-dd-yyyy)</i>	

Section 7: Performance Review					
Name (Last, First, MI.)		Position Title		Grade	
Performance Period					
From (mm-dd-yyyy)		To (mm-dd-yyyy)			
Continuing Responsibilities, Specific Objectives, and Competencies	Annual Work Plan & Narratives Justifying Each Criterion's Rating Annual Work Plan consists of Minimum of 6 and Maximum of 20 Performance Criteria, including: Continuing Responsibilities (mandatory), Specific Objectives, Competencies, and Universal Job Elements (mandatory). All Ratings (0, 1, 2, 3) require written justification.		Percentage Degree of Importance assigned to Performance Criteria: Min. 5%; Max. 20%	Rating 0-3	Number of Points Earned (% x Rating)
	Criterion				
	Rating Justification				
	Criterion				
	Rating Justification				
	Criterion				
	Rating Justification				
	Criterion				
	Rating Justification				
	Continued on next page				

Section 7: Performance Review (continued)

Name (Last, First, MI.)

Position Title	
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Grade

Rating Period From (mm-dd-yyyy) To (mm-dd-yyyy)

From (*mm-dd-yyyy*)

To (mm-dd-yyyy)

Annual Work Plan & Narratives Justifying Each Criterion's Rating		Percentage	Rating	Number of Points
Annual Work Plan consists of Minimum of 6 and Maximum of 20 Performance Criteria, including: Continuing Responsibilities (mandatory), Specific Objectives, Competencies, and Universal Job Elements (mandatory). All Ratings (0, 1, 2, 3) require written justification.		Degree of Importance assigned to Performance Criteria: Min. 5%; Max. 20%	0-3	Earned (% x Rating)
Continuing Responsibilities, Specific Objectives, and Competencies	Criterion			
	Rating Justification			
	Criterion			
	Rating Justification			
	Criterion			
	Rating Justification			
Additional space is available on continuation pages at end of the form.				
Universal Job Elements	Interpersonal Skills (Teamwork, Customer Service, and Communication)			
	Rating Justification			
	Other Duties as Assigned (does not apply to USAID PSCs)			
	Rating Justification			
	Supervision (if applicable)			
	Rating Justification			
Total Percentage			Total Performance Score	

Section 8: Performance Notes

For performance related comments during performance period. Performance notes MUST be included as part of Mid-Year Discussion.

Section 9: End of Performance Period Narrative

Summary statement about overall performance.

Section 10: Development Plan

Development activities include formal training courses and individual development efforts (e.g., classroom or on-line coursework, on-the-job training, work shadowing, and self-guided reading).

Development Area	Development Activity	Start Date	End Date

Section 11: Employee Comments

Optional but recommended.

Section 7: Performance Review - Continuation Page 1

Name (Last, First, MI.)	Position Title	Grade
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Performance Period	From (mm-dd-yyyy)	To (mm-dd-yyyy)
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Continuing Responsibilities, Specific Objectives, and Competencies	Annual Work Plan	Percentage	Rating	Number of Points
	Annual Work Plan consists of Minimum of 6 and Maximum of 20 Performance Criteria, including: Continuing Responsibilities (mandatory), Specific Objectives, Competencies, and Universal Job Elements (mandatory). All Ratings (0, 1, 2, 3) require written justification.	Degree of Importance assigned to Performance Criteria: Min. 5%; Max. 20%	0-3	Earned (% x Rating)
	Criterion			
	Rating Justification			
	Criterion			
	Rating Justification			
	Criterion			
	Rating Justification			
	Criterion			
	Rating Justification			
Continued on next page				

Section 7: Performance Review - Continuation Page 2

Name (Last, First, MI.)

Position Title

Grade

Performance Period

From (mm-dd-yyyy)

To (mm-dd-yyyy)

Continuing Responsibilities, Specific Objectives, and Competencies

Annual Work Plan

Annual Work Plan consists of Minimum of 6 and Maximum of 20 Performance Criteria, including: Continuing Responsibilities (mandatory), Specific Objectives, Competencies, and Universal Job Elements (mandatory).
All Ratings (0, 1, 2, 3) require written justification.

Percentage

Degree of Importance assigned to Performance Criteria:
Min. 5%; Max. 20%

**Rating
0-3****Number of
Points
Earned**

(% x Rating)

Criterion

Rating Justification

Criterion

Rating Justification

Criterion

Rating Justification

Criterion

Rating Justification

Continued on next page

Section 7: Performance Review - Continuation Page 3

Name (Last, First, MI.)	Position Title	Grade
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Performance Period	From (mm-dd-yyyy)	To (mm-dd-yyyy)
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	Annual Work Plan Annual Work Plan consists of Minimum of 6 and Maximum of 20 Performance Criteria, including: Continuing Responsibilities (mandatory), Specific Objectives, Competencies, and Universal Job Elements (mandatory). All Ratings (0, 1, 2, 3) require written justification.	Percentage Degree of Importance assigned to Performance Criteria: Min. 5%; Max. 20%	Rating 0-3	Number of Points Earned (% x Rating)
Continuing Responsibilities, Specific Objectives, and Competencies	Criterion			
	Rating Justification			
	Criterion			
	Rating Justification			
	Criterion			
	Rating Justification			
	Criterion			
	Rating Justification			