

# Employee Response Options to Performance Appraisals<sup>1</sup>

## Possible option paths (dependent upon timeframes):

- (1) Supplemental Comments only
- (2) Informal Reconsideration Request → Supplemental Comments
- (3) Informal Reconsideration Request → Formal Reconsideration Request
- (4) Formal Reconsideration Request only

While supplemental comments may address practically any part of the performance appraisal, the reconsideration request must address the rating of a critical element(s) that, if changed, would change the overall summary rating.

SUPPLEMENTAL COMMENTS	RECONSIDERATION PROCESS	
	Informal Reconsideration	Formal Reconsideration
Within <b>30 calendar days</b> of receiving/signing <sup>2</sup> the appraisal, employee may submit written comments to the rating official.	Within <b>7 calendar days</b> of receiving/signing <sup>2</sup> the appraisal, employee must discuss dissatisfaction with supervisor or choose to go directly to formal consideration process.	Within <b>7 calendar days</b> of receiving/signing <sup>2</sup> the appraisal <b>or</b> receiving decision of informal reconsideration request, employee may submit a request for formal reconsideration to the Human Resources office. (See Handbook for required information to be included in request.)
Rating official will forward comments to the Human Resources office.	Within <b>7 calendar days</b> of discussion, supervisor must give employee verbal or written decision.	Within <b>14 calendar days</b> of receipt, the HR office will review the request and forward it to the reconsideration official <sup>3</sup> (if deemed appropriate for the process).
Comments will be attached to performance appraisal and filed in Employee Performance Folder (EPF).	Employee can choose to go to formal reconsideration or to exit the reconsideration process and submit supplemental comments (if still within 30 calendar days of receiving/signing performance appraisal).	Within <b>20 calendar days</b> of receipt, the reconsideration official must give employee written decision.
May not occur simultaneously with reconsideration process.		The reconsideration official's written decision and the employee's written request will be attached to the performance appraisal and filed in the EPF.

<sup>1</sup> Consult the Performance Appraisal Handbook (pp. 15-17) at <http://www.doi.gov/hrm/guidance/370dm430hndbk.pdf> for additional details on these processes.

<sup>2</sup> If the employee refuses to sign the performance appraisal until day(s) after being given the performance appraisal, this timeframe will still begin the day that s/he was given the appraisal, not the day s/he signed it. Also, the employee's signature indicates that (1) the performance appraisal rating has been discussed with the rating official and (2) the performance has been received; it **does not** indicate agreement.

<sup>3</sup> The reviewing official in the performance appraisal process is the reconsideration official in the formal reconsideration process.