

Element Ratings

For most of us when we receive our annual appraisals, one of the first things we look for are the number of "E's" or *Excellence's* as element ratings. In the Base System, the elements are known as *Responsibilities*; in the Senior System, *Objectives*. The next thing we usually do is to calculate the number of *E's* and *S's*, crossing our fingers we don't come across any *NI's* or *F's*. We just want to make sure our supervisor has not erred in the calculation and rated us incorrectly. But, how many of us really know what those "E's", *S's*, *NI's* or *F's* mean? I took a small poll and found the answers very interesting. Needless to say, it has led to this article.

Base System Checked Responsibility rating

RATEE'S NAME (Last First Middle Initial) JOHNSON, RAYMOND A.	SOCIAL SECURITY NUMBER 021-54-1892	THRU DATE 921130
D. RESPONSIBILITIES		Specific bullet examples of other than "SUCCESS," are mandatory. Specific bullet examples of "SUCCESS" are optional but encouraged
1. TECHNICAL COMPETENCY <small>Technical knowledge of activities Doing work right/on time Sound judgement</small>		<input type="checkbox"/> Expert knowledge of MARKS helped Section pass June Files Inspection with no "needs improvement." <input type="checkbox"/> First to automate; train subordinates. <input type="checkbox"/> Always disposed of records within 2 weeks from cutoff
EXCELLENCE SUCCESS NEEDS FAILS <small>(Exceeds std) (Meets std) IMPROVEMENT</small> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

Senior System Annotated Objective ratings

<p>D. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES/INDIVIDUAL PERFORMANCE STANDARDS</p> <ul style="list-style-type: none"> o E Prepare/present briefing on direct procurement contracting at Jan 91 Worldwide Symposium of Traffic Management Specialties. <i>get report</i> o S Develop automated tracking system for status/results of contractor default actions. o E Lead/supervise personnel <ul style="list-style-type: none"> - Timely counsel subordinates and evaluate performance. <i>11/2 all appraisals completed in 30 days</i> - Place weak performer in Opportunity to Improve Period-NLT 30 Sep 91. <i>removal effected March 92</i> - Complete Training Needs Survey NLT Oct 91. o S Support EEO/Affirmative Action <ul style="list-style-type: none"> - Complete Branch Affirmative Employment Plan Annex NLT 30 Nov 91. - Convert two GS-11 vacant positions to Upward Mobility, GS-5 to GS-11. <i>only 1 converted</i> - Nominate two subordinates to (1) serve on FWP Committee and (2) be an EEO Counselor. <i>Charlie Adams Sheila Craps</i> <p><i>Expend awards budget - \$8,000.</i></p> <p><i>Apply for AMSC - selected to attend Fall 92</i></p> <p><i>Find new warehouse location to replace the 3 in Guam & Puerto Rico that are unseizable.</i></p>
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In case you do not know or not sure, the definition of *Excellence*, *Success*, *Needs Improvement* and *Fails* element ratings are given below. By the way, forget about the met; not met—that was the previous system.

- **Excellence (E)** Consistently exceeds level described by standards and documented expectations; frequently produces more and/or better than expected.
- **Success (S)** Usually performs at the level described by the standards and documented expectations. Quality/quantity of accomplishments are generally at expected levels. Strengths clearly outweigh weaknesses.
- **Needs Improvement (NI)** Sometimes performs at level described by standards and documented expectations. However, fails enough so that weaknesses slightly outweigh strengths.
- **Fails (F)** Frequently fails to perform at levels described by standards and documented expectations. Rarely achieves expected results. Weaknesses clearly outweigh strengths.