

**Attachment 1.**  
**ESD PERFORMANCE REVIEW PROCESS & CALENDAR 2008**

Below is an overview of the Lab's and the Division's calendar for completing the annual performance review process. This also includes some step-by-step instructions of exercising the performance review. Supervisors will be using **eRoom** (a Web-based collaborative workspace, accessible from any computer, that enables distributed teams to work together more efficiently) to facilitate the PRD process. Please review your personal calendar and if necessary accelerate the due date for any actions described below. Please try to coordinate with your employee(s), supervisor(s), or Department(s).

JUNE	
June 17	Employee - PRD Process Training by Human Resources. 1-2 p.m., 90-2063
June 20	Supervisor - PRD Process/eRoom Training by Human Resources. 1:30 – 2:30 p.m., 90-1099
June 24	Supervisor - PRD Process/eRoom Training by Human Resources. 3:30 – 4:30 p.m., 90-1099
June 20	Each Department Head will receive an E-mail with a list of all his/her staff. Department Head should communicate this list to supervisors as it applies. Supervisors should already begin requesting feedback for each employee.
JULY	
By July 3 (or earlier)	Employee: 1. Complete ASPR (S&E staff only) and Employee Self Assessment Worksheet and send them to your supervisor via his/her eRoom email address (see attached list). 2. Also complete necessary tasks discussed on ESD Website Performance Evaluations ( <a href="http://www-esd.lbl.gov/workplace_resources/performance_review_process.html">http://www-esd.lbl.gov/workplace_resources/performance_review_process.html</a> )
July 7-18 (or earlier)	Supervisor: 1. Complete PRD review write-up. 2. Each employee will have an employee folder in eRoom. File documents in the appropriate folder. When completed, each folder should have a PRD, ASPR and/or Worksheet, and revised Position Description (if necessary).
July 21–Aug 1 (or earlier)	Department Heads will review and normalize performance reviews and will reroute to supervisors for revision if needed. When completed route employee folders (containing PRDs, ASPR and/or Worksheet, PD, and Division required documents) to HR by August 1, 2008. Please do not piece mail your reviews to HR. If at all possible, route the majority of your reviews at one time.
AUGUST	

August 4-15	HR will review performance reviews.
Week of Aug. 18	Department Heads and Division Director meet to discuss performance reviews.
August 25 (or earlier)	<p>Department Heads return all employee folders to supervisors. Those needing corrections should be revised. Hold PRDs for S&amp;E employees that do not need corrections. These should be returned to supervisors after Division Director &amp; Dr. Chu discussion.</p> <p><u>Supervisors:</u></p> <p>1. For non S&amp;E employees.</p> <p>a. No Corrections—(i)complete PRD discussions with employees (ii) <u>sign and date</u> the PRD and make copies for you and employee (iii) return signed original PRD folder to your Department Head.</p> <p>b. Corrections: (i) complete revisions in eRoom, make hard copy of corrected PRD, follow 1.a. above.</p> <p>2. For S&amp;E employees: Make corrections in eRoom, print corrected copy, and return PRD folder to Department Head. Note: Discussions with S&amp;Es will take place <b>AFTER</b> Division Director and Dr. Chu discussion.</p>
August 31	Department Heads <u>sign</u> non S&E PRDs and deliver signed original PRD folders to Susan McAllister.
<b>SEPTEMBER</b>	
September TBD	Division Director meeting with Lab Director
September TBD	<p>Department Heads return S&amp;E PRD folders to supervisors.</p> <p><u>Supervisors:</u></p> <p>(i) complete discussions (ii) <u>sign and date</u> the PRD and make copies for you and employee (iii) return signed original PRD package to your Department Head.</p>
September 30	Department Heads <u>sign</u> PRDs and return all signed S&E PRD folders to Susan McAllister

#### PERFORMANCE REVIEW PROCESS and EROOM TRAINING

A PRD Process/eRoom training session will be held by Susan McAllister of ESD Human Resources. If you are unable to attend the scheduled meeting but have questions, please contact Susan McAllister (x5683) or Nina Del Cid (x4577) for guidance and/or consultation.

All employees are strongly encouraged to attend the Employee PRD Process training session (especially new employees).