

EMPLOYEE INPUT AND APPRAISAL COMPARISON FACT SHEET

Employee input and the performance appraisal both capture the employee’s performance against the performance elements. Employees are encouraged to complete employee input as part of the progress and end of cycle reviews. Rating officials are required to complete performance appraisals as part of the progress and end of cycle reviews. The rating official’s performance appraisal should be more than merely a concurrence with what the employee submitted in the employee input. Although the approach to writing employee inputs and performance appraisals is similar, it is important to understand the differences between the two documents. This table highlights the differences.

EMPLOYEE INPUT	APPRAISAL
• Written by employee about self	• Written by rating official about employee
• Provides opportunity to advocate for self	• Provides opportunity to advocate on behalf of the employee for awards or recognition
• Written in first person (I...)	• Written in third person (Mr. Smith...)
• Documents performance	• Documents and assesses performance
• States opinion on performance level	• Recommends ratings
• References performance elements	• References employee input, if completed, and performance elements
• Provides opportunity for employee to state accomplishments and impact	• Provides employees meaningful, constructive, and candid feedback
• Explains growth in skills, work quality, behavior	• Documents observed growth in skills, work quality, behavior
• Focuses on strong performance	• Addresses poor and strong performance
• Demonstrates link between performance expectations, conduct, and organizational mission and goals	• Emphasizes organizational impact of performance and conduct
• Makes supportable distinctions in performance above Valued Performer level (if applicable)	• Makes meaningful distinctions in performance and provides supporting documentation of the recommended rating (if applicable)
• Includes accolades, compliments, etc., from others (if applicable)	• Includes observations made by other managers/supervisors, customers, or peers