Orientation
Performance Evaluation and Goal Setting
Phase #1

Talk About Flexibility
Human Resources
Summer, 2011
New Evaluation Period

Performance Evaluation & Bonus Timelines

**Prior Process – two phase approach**

- **Performance Evaluation Period**
  6/1 – 5/31

- **Increase Effective**
  9/1

- **Performance Bonus Review Period**
  10/1 – 9/30

- **Performance Bonus Payout**
  12/17

**New Process**

- **Performance Evaluation / Bonus Period**
  10/1 – 9/30

- **Performance Bonus Payout Dec/Jan Merit Increase January**

**Benefits**

- Matches lab evaluation/planning cycle
- Align individual goals with lab agenda
- Easier to strategize
- Salary setting & bonus: same process

Talk about Flexibility
2011 Evaluation Period

Performance Evaluation & Bonus Timelines

Transition year evaluation period:
June 1, 2010 – September 30, 2011

- Non-Merit Increase Effective
  9/1

- Performance Evaluation / Bonus Period
  10/1 – 9/30

- Performance Bonus Payout Dec/Jan

Talk about Flexibility
Objective: Improved Performance
Evaluations and Process

• Key Elements
  – Goal Setting
  – Evaluating results to stated goals
  – Effectively measures performance
  – Evaluating how work is achieved
    • Conformance with SLAC Values
  – Facilitating performance/development dialogue

• Key Principles
  – All management and relevant professional personnel must set objectives that are aligned to the Lab’s goals.
  – Bonuses awarded based upon the achievement of objectives that are aligned to the Lab’s goals/Mission.
  – Merit increase linked to overall job performance/competencies
Focus Group: Invitees and Participants

Patrick Bong    Derrick Britt    Travis Brooks
Elizabeth Caplun    Stephanie Carlson    Enzo Carrone
Bill Choate    Nancy Crow    Larry Dardzinski
Scott DeBarger    Laurie Escudero    Karen Fant John Fox
    Alan Fry    Henry Gray    Sacha Hanigan
Harvey Lynch    Nancy Matlin    Olaf Muller    Robert Pierson
    Carl Rago    Mark Reichanadter    Ben Scott
Sami Tantawi    Frank Topper    Bill Wisniewski
    Larry Young    Bill White

Talk about Flexibility
Focus Group Recommendations: Flexibility

- Terminate hosted system: not flexible enough
- Competencies: 7 essential; 6 leadership / professional; 5 scientific achievement
- Adjustment option for competencies (0.5, 1, 2.0) and each form section (essential plus leadership/professional, scientific competencies, and goals)
- The Adjusted Competency Ratings are then normalized by dividing the aggregate score by the total of the adjustments
- Revised rating scale - 7 point
- Goals required for supervisors and above; goals weight = 100%

Talk about Flexibility
Performance Evaluation Milestones

April-August
- Review competencies and FY11 goals with employees: validate, adjust, document what success looks like (goals; behaviors)

September
- Non-merit wage increase effective
- Orientation sessions for performance evaluation form
- Solicit employee and matrixed supervisor/functional lead feedback
- Begin writing evaluations

October
- Complete evaluations
- Establish goals for FY12

November
- Upper manager review and normalization
- Set fiscal performance bonus awards
- Begin evaluation meetings with employees

December
- Bonus payout

January
- Complete evaluation meetings
Orientation Simulation: Phase #1 Tool

- Link to form
- Fill out form: section weightings, competency adjustments, goals
  - Employee fills out goals, supervisor adjusts, then discuss or
  - Supervisor fills out, then talks to employee or
  - Fill out and discuss together

Talk about Flexibility