

ITA Performance Management System Fact Sheet

Coverage	General Schedule Employees (including Schedule C political appointees)
Form	CD-430 , Performance Management Record
Appraisal Cycle(s)	October 1 - September 30
Number of Rating Levels	5
Name of Rating Levels	Level 5 (Highest), Level 4, Level 3, Level 2 and Level 1 (Unacceptable). Click here to view Key Level Distinctions
Minimum Appraisal Period	120 days
Performance Plans	Established and approved within 60 days of beginning of the appraisal cycle (November 30) or within 60 days of the starting date of the new employee.
Mandatory Performance Elements	Customer Service for all employees; Leadership for Supervisory employees; Property Management for Property Management Officers, Property Accountability Officers, and Property Custodians.
Elements	All elements are critical.
Number of Critical Elements	Minimum of three, maximum of five. Click here to view the Department's Performance Plan Reference Library, sample templates of Critical Elements.
Cascading Organizational Goals	DOC goals and Bureau goals. Use these documents to cascade
Weighting	All elements are weighted; no element weighted less than 15 percent. Note: The following weights apply to the Property Management element: Property Management Officer: 25%; Property Accountability Officer: 20%; and Property Custodian: 15%
Progress Review	One mandatory progress review at midpoint of cycle. Additional reviews optional.
Fractional Scores	Ratings are only assigned as whole numbers.
Generic Performance Standards	Applicable to all performance elements. Generic Performance Standard: Defined.
Written Documentation for Summary Rating	Overall narrative only. Rating official may elect to write justifications for individual element ratings. An element rated below Level 3 requires a written justification.
Eligibility for a Rating	Employees are ratable if they occupy a covered position on the last day of the appraisal cycle and have served the minimum appraisal period (120 days).
Pre-Appraisal/Final Appraisal Meeting	Rating officials are required to conduct a pre-appraisal meeting if requested by employee. Pre-Appraisal meetings defined. Rating officials must conduct final appraisal meeting.
Service Credit for Reduction in Force (RIF)	Level 5 - 20 years; Level 4 - 16 years; Level 3 - 12 years; Level 2 - 0 years; Level 1 - 0 years
Reconsideration of Rating	Employee may request from their supervisor, informal or formal reconsideration of his or her rating. Click here to read the reconsideration process.
Summary Rating	Final review conducted and performance plan signed by employee and supervisor by October 30.
Performance Award Allocation	Link % of performance award to the Summary Rating on the page of the Performance Plan. Performance Awards are also budget driven. Click here to read the Awards Delegation of Authority.