



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Employee Services

November 26, 2019

MEMORANDUM FOR: Human Resource Directors

FROM: MARK D. REINHOLD, ASSOCIATE DIRECTOR, EMPLOYEE SERVICES

Subject: Revised Performance Appraisal Assessment Tool for the Evaluation of Programs that Cover General Schedule, Prevailing Rate, and Other Employees

The U.S. Office of Personnel Management (OPM) is committed to providing Federal agencies tools to support results-focused, engaged, high-performing employees. Additionally, the President's Management Agenda includes a cross agency priority goal for Developing a Workforce for the 21st Century and identifies the strategic management of the workforce, including through the improvement of employee performance management and engagement, as a key area of focus. To assist agencies in designing, applying and implementing performance appraisal systems and programs that maximize employee performance, we have developed a revised Performance Appraisal Assessment Tool (PAAT). The PAAT was updated to help agencies efficiently evaluate the effectiveness of their performance appraisal programs while verifying that the program is operating in accordance with OPM performance management regulations.

The PAAT is a voluntary self-assessment tool available to agencies to evaluate appraisal programs that cover General Schedule, Prevailing Rate, and other employees in compliance with 5 CFR 430.209(d). By completing the tool, agencies are able to identify programmatic strengths and weaknesses, and develop strategies and plans necessary to support effective performance management within the agency.

The revised PAAT features the following:

- A focus on criteria and indicators of effective performance management, including a greater emphasis on the delivery of informal and formal performance feedback, and supervisory accountability for the performance management of subordinate employees and the protection of whistleblowers
- A streamlined questionnaire covering general program information; program design; and program implementation, application and evaluation
- A revised assessment derivation that provides clear direction to agencies enabling them to continue effective practices; consider and incorporate, as appropriate, recommended improvements; or make required changes.

The PAAT and instructions for completing the PAAT are located in the Resources tab on the Non-SES/SL/ST Performance Management Portal (link: <https://community.max.gov/pages/viewpage.action?pageId=982451214>). If you have questions regarding the revised PAAT, please contact OPM Executive Resources and Performance Management, at (202) 606-2720, or performance-management@opm.gov.

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, Small Agency Council, and Council of the Inspectors General on Integrity and Efficiency