

2016 Berkeley Lab (LBNL) Performance Review Announcement – May 2, 2016

Dear Biosciences Staff:

Our 2016 LBNL annual performance review process has officially launched. This process provides a valuable opportunity to talk with your supervisor about your goals and how they relate to our broader Biosciences and Laboratory goals, and to reflect on your performance and development.

- All career and term employees eligible to receive a Performance Review for FY 2015-16 will receive an email on May 2nd from pmp.lbl.gov with instructions for accessing the Google site. Please bookmark this site for easy access.

The key deadlines and information for this year's performance review process are listed below. This process is a shared responsibility; therefore, it is critical that we meet the deadlines and ensure all written performance reviews are completed, signed, and delivered to HR by the **September 6, 2016** deadline.

Note that these are hard deadlines that must be met.

June 6, 2016	Employee self-assessments are due.
July 20, 2016	Supervisors written performance reviews are completed.
August 4, 2016	Division management completes the review process.
August 8-12, 2016	Supervisors will be notified to begin conversations with staff.
August 30, 2016	Performance discussions completed.
September 6, 2016	Final day to deliver signed performance reviews to HR.

Forms -- We will continue to use the PMP form (a combined form that includes the self-assessment and performance review for all non-represented staff) and the PRD form (for union represented staff).

Performance Ratings -- All performance reviews will include an annual rating. The rating scales are the same as last year.

Performance and Development Training/Resources -- For assistance writing self-assessments or performance reviews and conducting performance review conversations, contact BioHR@lbl.gov. Resources are available here: [HR Performance Management Website](#)

Electronic Signatures—New This Year -- This year an electronic signature process using HelloSign is an added feature.

Thank you for your participation and support in this important process.

Jay Keasling