

Dear Biosciences Employees:

Berkeley Lab's 2018 annual performance review process will be launched this week for all eligible career and term employees and postdoctoral scholars. This process is your opportunity to provide written input on your top accomplishments and to have a conversation with your supervisor about your performance and development progress during this performance year. You and your supervisor will also be confirming your goals for the next performance year.

This is the one time of year where we are all taking a moment to reflect on and discuss our respective contributions, progress, strengths, areas for development, and expectations.

It is up to each of us individually and with our supervisor to make this a meaningful process and dialogue. To get started, sometime in the first week in June, you will receive an email from your Division Process Owner with instructions for easy access to the Google automation tool and a link to the form that includes sections for you to write about and assess your accomplishments.

For your information, below are this year's division deadlines and further process details. Additional information regarding the process, resources, and training will be forthcoming from your respective divisions and will be available on the Google site and the Lab's Human Resources website.

Berkeley Lab Deadlines (Please refer to your Division's Performance Review announcement, which may have different Deadline Dates specifically for self assessment & supervisor written reviews.)

Deadline	Task to be completed
6/22/18	Employees complete and submit written self assessment
7/16/18	Supervisor completes written reviews
7/17/18 – 8/13/18	Division management review period
8/16/18 – 9/5/18	Employee and supervisor review/confirm goals and have performance discussion.
9/5/18	Final day for employees and supervisor to complete signing of written annual performance review in Hellosign

Process Details

- Employee performance ratings. To ensure consistent measures are being used to evaluate performance across the Laboratory, rating scales are the same as last year, depending on employee's designation and form. All employees receiving a review will receive an annual performance rating.
- Postdoctoral scholar progress reviews. A form has been designed for the postdoctoral scholars that will not include a rating scale.
- Automation. Like the past few years, the Division will use a Google-based platform for accessing and routing the annual performance review form.
 - o Employees and postdoctoral scholars will receive an email from the Division Process Owner sometime in first week in June with instructions for accessing the Google tool and a link to their particular review form.
- Electronic Signature. Like last year, the electronic signature function, HelloSign, will be used to enter employee/postdoctoral scholar and supervisor signatures after the written review has been discussed.
- Resources. For tips and more detailed guidance if needed, the following resources are available on the [Human Resources Performance Management Website](#):

For Employees and Postdoctoral Scholars	<ul style="list-style-type: none"> · Guidance sheet to support drafting of Self Assessment. · Google Docs tip sheet to support completion of Self Assessment in Google Doc tool. · Tip Sheet for HelloSign electronic signature.

For Supervisors	<ul style="list-style-type: none"> · Google Docs tip sheet for drafting of Annual Performance Review form in Google Doc tool. · Tip Sheet for HelloSign electronic signature. · Tip Sheet for drafting annual performance goals. · Examples of completed annual performance review forms for different levels of employees and different ratings · For additional needs with drafting and delivering performance reviews, contact your HR Division Partner. 	
For One-up Reviewers	<ul style="list-style-type: none"> · Tip sheet for reviewing and providing comments to an employee's review form. 	
Division	HR Contact Information	Division Process Owners
Biosciences Operations Areas (BS)	Tina Clarke jlclarke@lbl.gov Sytha Chan, sythachan@lbl.gov	Eltra Green, eegreen@lbl.gov
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