Dear Biosciences Colleagues:

Berkeley Lab's 2021 annual performance review process will launch on June 1 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 professional development during this performance year. You will also work with your supervisor to develop and confirm your goals for next year.

This is the final step in completing the FY21 performance year where everyone takes a moment to reflect on and discuss their respective strengths, contributions, progress, areas for development, and expectations. It is also when we take the time to set goals for FY22 and look forward to new opportunities.

It is up to each of us, both individually as well as with our supervisor to make this a meaningful process and dialogue. To get started, on June 1st, you will receive an email with instructions for easy access to the Google automation tool and a link to the form that includes sections for you to assess and write about your accomplishments. Biosciences Management and HR recognize this year was unusual in light of COVID-19. We expect that some performance goals will require adjustment. As managers and LBL stewards, we will make efforts to ensure the performance management process prioritizes fairness, equity, and compassion.

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

Deadline	Task to be completed
6/22/21	Employees complete and submit written self-assessment
7/14/21	Supervisor completes written reviews
7/27/21 – 8/5/21	Division management review period
8/16/21 – 9/1/21	Employees and supervisors have performance appraisal discussions and review/confirm goals.
9/1/21	Final day for employees and supervisors to complete discussion and signing of written annual performance review in HelloSign.

Process Details and Updates

- Employee *performance ratings*. As of FY20, non-represented employee rating scales have been modified to replace "Valuable" rating with "Solid Performer".
- *Postdoctoral scholar progress reviews*. A form has been designed for the postdoctoral scholars that will not include a rating scale.
- *Automation*. As in years past, the Division will use a Google-based platform for accessing and routing the annual performance review form.
- *Electronic Signature*. The electronic signature function HelloSign will be used to enter employee/postdoctoral scholar and supervisor signatures after the written review has been discussed.
- New Employees: An employee, with the exception of postdocs, hired January 1, 2021 or later will complete a probationary review in lieu of the full annual performance review.
- *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	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 • Self-assessment workshop for employees *(see below)* • Performance discussion workshop for employees *(see below)*
For Supervisors	• 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 • Performance review process & writing, and discussion workshop for supervisors *(see below)*
For One-up Reviewers	• Tip sheet for reviewing and providing comments to an employee's review form

Division	HR Contact Information	Division Process Owners
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PMP Learning Module Opportunities
The HR Division will be providing PMP training. Please use this link to review and register for any of the PMP learning modules.

2021 Performance Review Form Changes

●Solid Performance Rating - The Lab has changed the "Valuable" rating to "Solid Performance." Definition: *Consistently performed at a solid level for all job responsibilities and goals. Achieved expected results, was dependable and accountable, and may have performed at an excellent level at times. Or, was new to the job and still learning, but met essential expectations.*

●IDEA Section - The "Diversity & Inclusion" section has been updated to align with our "Inclusion, Diversity, Equity and Accountability (IDEA)" campaign and asks employees and supervisors to comment on an employee's contributions to the spirit of IDEA. Employees should reflect on the impact on the Lab and growth they experienced working on IDEA activities or efforts. For more information, please see the Sample IDEA Goals and Accomplishments.

●Supervisor's Performance Summary Section - The section asking supervisors to summarize the employee's performance over the last year has been moved to the end of the form. The objective is to give supervisors an opportunity to internalize the entirety of an employee's accomplishments before providing their analysis of the performance.

Note: If you will be submitting your PMP remotely, you will need to be connected to a Virtual Private Network (VPN). The instructions for setting up Cisco AnyConnect can be found here. Once connected, visit pmp.lbl.gov and you should be able to work on and submit your review.