

Dear Biosciences Colleagues:

Berkeley Lab's 2019 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 professional development during this performance year. You and your supervisor will also be developing and confirming your goals for next year.

This is the final step in completing the FY19 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 FY20 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 3, 2019, 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.

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 from your respective divisions and will be available on the google site and the Lab's Human Resources website.

| Deadline | Task to be completed |
|------------------------------|---|
| 6/21/19 | Employees complete and submit written self-assessment. |
| 7/12/19 | Supervisor completes written reviews. |
| 7/15/19 – 8/13/19 | Division management review period. |
| 8/14/19 – 9/5/19 | Employee and supervisor review/confirm goals and have performance discussion. |
| 9/6/19 | Final day for employees and supervisors to complete discussion and 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 the 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. As in years past, the Division will use a Google-based platform for accessing and routing the annual performance 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](#):

| <p align="center">For Employees and Postdoctoral Scholars</p> | <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. • Self-Assessment Workshop for Employees (<i>see below</i>) • Performance Discussion Workshop for Employees (<i>see below</i>) | |
|--|---|--|
| <p align="center">For Supervisors</p> | <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. • Performance Review Process & Writing, and Discussion Workshop for Supervisors (<i>see below</i>) | |
| <p align="center">For One-up Reviewers</p> | <ul style="list-style-type: none"> • Tip sheet for reviewing and providing comments to an employee's review form. | |
| <p>Division</p> | <p>HR Contact Information</p> | <p>Division Process Owners</p> |
| <p>Biosciences Operations Area (BS)</p> | <p>Alex Degg, adegg@lbl.gov</p> | <p>Eltra Green, eegreen@lbl.gov</p> |
| <p>Biological Systems & Engineering (BE)</p> | <p>Alex Degg, adegg@lbl.gov</p> | <p>Leah Sloan, lfsloan@lbl.gov</p> |
| <p>Environmental Genomics & Systems Biology (EB)</p> | <p>Sandy Roth, slroth@lbl.gov</p> | <p>Eltra Green, eegreen@lbl.gov</p> |
| <p>Joint Genome Institute (JG)</p> | <p>Tina Clarke jlclarke@lbl.gov</p> | <p>Deborah Wendt, dwendt@lbl.gov</p> |
| <p>Molecular Biophysics & Integrated Bioimaging (MB)</p> | <p>Sandy Roth, slroth@lbl.gov</p> | <p>Louise Benvenue, lbenvenue@lbl.gov</p> |

Workshop Opportunities

You are invited to join one of the following workshops offered by the Biosciences HR Team. Please sign up [HERE](#) before 2 pm on 6/4/2019.

Self-Assessment Workshop for Employees

Provides an overview on the annual performance review process with an emphasis on developing your self-assessment and preparing for your review conversation with your supervisor. *Highly recommended for new employees!*

June 5, 2019, 11:30 am – 12:30 pm

[JGI Room 100-149A \(2800 Mitchell Dr #100, Walnut Creek\)](#)

Performance Review Process & Writing, and Discussion Workshop for Supervisors

Provides an overview of the annual performance review process with an emphasis on effective review writing and goal setting techniques. Additionally provides an experiential training with tips and techniques for maximizing your performance conversation with your direct reports. Gain practical strategies for delivering effective feedback and handling conversation challenges.

Highly recommended for new supervisors or those needing a refresher!

June 26, 2019, 11:30 am – 12:30 pm

[Aquatic Park Room 141 \(717 Potter St, Berkeley\)](#)

Performance Discussion Workshop for Employees

An experiential training with tips and techniques for maximizing your performance discussion with your supervisor. Gain practical strategies for communicating effectively with your supervisor.

August 13, 2019, 11:30 am – 12:30 pm

[Emery Station Room 4132 \(5885 Hollis St. Emeryville\)](#)

Led by the Biosciences HR Team: Alex Degg (BSAO, BSE), Tina Clarke (JGI) and Sandy Roth (EB, MB).