Dear BioSciences Colleagues:

Berkeley Lab's 2020 annual performance review process will be launched next 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 FY20 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 FY21 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 1, 2020, 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 recognizes this year was significant in light of PSPS (FAll 2019) and COVID-19 (March 17th through June 30th). We expect there will be adjustments for performance goals. 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 and will be available on the PMP google site and the Lab's Human Resources website.

Deadline	Task to be completed
6/22/20	Employees complete and submit written self assessment
7/14/20	Supervisor completes written reviews
7/27/20 - 8/5/20	Division management review period
8/14/20 – 8/28/20	Employees and supervisors have performance appraisal discussions and review/confirm goals.
8/28/20	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*. 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*. 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	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
Biosciences Operations Area (BS)	Alex Degg, adegg@lbl.gov	Eltra Green, eegreen@lbl.gov
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Molecular Biophysics & Integrated Bioimaging (MB)	Tina Clarke, jlclarke@lbl.gov	Ashley Dawn, AshleyDawn@lbl.gov

PMP Learning Module Opportunities -
HR Division will be providing PMP Training please look for more information on Elements.

Performance Review Form Changes - PMP

●**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.