

Dear Biosciences Community,

It's PMP Season! Berkeley Lab's 2022 annual performance review process will launch on **June 1, 2022**, for eligible Career/Term employees and Postdoctoral Scholars. This process is the final step in completing the FY22 performance year where everyone takes a moment to reflect on and discuss their respective strengths, contributions, progress, areas for development, and expectations. It 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 this year. You will also work with your supervisor to develop and confirm your goals for FY23 and identify potential 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.

You will receive an email with instructions for easy access to the PMP Google automation tool and a link to the PMP form for you to assess and write about your accomplishments. As managers and LBNL stewards, we will make efforts to ensure the performance management process prioritizes fairness, equity, and compassion.

Below are this year's important deadlines and process details.

Deadline	Tasks to be Completed
6/22/22	Employees complete and submit written self-assessment
7/14/22	Supervisor completes written reviews
7/25/22 - 7/29/2022	Division management review period
8/15/22 – 8/31/22	Employees and supervisors have performance appraisal discussions and review/confirm goals.
8/31/2022	Final day for employees and supervisors to complete discussion and signing of written annual performance review in HelloSign.

**PMP Tips:**

- *New Employees.* With the exception of Postdocs, Term/Career employees hired on January 1, 2022, or later will complete a probationary review in lieu of the full annual performance review (PMP/PRD).
- Please see the Lab's PMP google site and the [Lab's Human Resources website](#) for resources and upcoming training information.
- *Postdoctoral scholar progress reviews.* Postdoctoral Scholar's reviews 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.
- *IDEA Section.* The “Diversity & Inclusion” section is aligned with the Lab’s Inclusion, Diversity, Equity, and Accountability (IDEA) campaign. It 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 the growth they experienced working on IDEA activities or efforts. Please see [Sample IDEA Goals and Accomplishments](#) for more information.
- *Supervisor’s Performance Summary Section.* Supervisors should summarize the employee’s performance over the last year. The objective is to give supervisors an opportunity to internalize the entirety of an employee’s accomplishments before providing their analysis of the performance.
- *PMP Learning Module Opportunities.* The HR Division will be providing PMP Training. Please use this [link](#) to review and register for any and all of the PMP learning modules.
- *VPN.* If you are submitting your PMP remotely, you will need to be connected to a Virtual Private Network (VPN). Once connected, visit [pmp.lbl.gov](http://pmp.lbl.gov) and you should be able to work on and submit your review.

<p><b>For Term/Career Employees &amp; Postdoctoral Scholars</b></p>	<ul style="list-style-type: none"> <li>• Guidance sheet to support drafting of Self Assessment.</li> <li>• Google Docs tip sheet to support completion of Self Assessment in Google Doc tool.</li> <li>• Tip Sheet for HelloSign electronic signature.</li> <li>• Self-Assessment Workshop for Employees (<i>see below</i>)</li> <li>• Performance Discussion Workshop for Employees (<i>see below</i>)</li> </ul>
<p><b>For Supervisors</b></p>	<ul style="list-style-type: none"> <li>• Google Docs tip sheet for drafting of Annual Performance Review form in Google Doc tool.</li> <li>• Tip Sheet for HelloSign electronic signature.</li> <li>• Tip Sheet for drafting annual performance goals.</li> <li>• Examples of completed annual performance review forms for different levels of employees and different ratings.</li> <li>• For additional needs with drafting and delivering performance reviews, contact your HR Division Partner.</li> <li>• Performance Review Process &amp; Writing, and Discussion Workshop for Supervisors (<i>see below</i>)</li> </ul>
<p><b>For One-up Reviewers</b></p>	<ul style="list-style-type: none"> <li>• Tip sheet for reviewing and providing comments to an employee’s review form.</li> </ul>

Below are your HR contacts and Division Process Owners for the PMP should you have any questions.

Division	HR Contact Information	Division Process Owners
Biosciences Operations Area (BS)	Alex Degg, <a href="mailto:adegg@lbl.gov">adegg@lbl.gov</a>	Eltra Green, <a href="mailto:Eegreen@lbl.gov">Eegreen@lbl.gov</a>
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