



SFA Human Resources Performance Appraisal Process & System (ASP) December 15, 2000

Performance Appraisal Process & System (ASP):

Performance Development Process Description Document

The Performance Development Process Description Document describes all procedural aspects of the Performance Development Process in accordance with the Code of Federal Regulations. This document equates to the Department of Education's "Personnel Manual Instruction" document and is based on current federal codes and regulations. This document includes feedback from the Office of General Council, Department of Education's Human Resources Group and Office of Management.

Performance Development System (ASP)

The Perform.com ASP Solution facilitates the Performance Development Process. The Perform.com site has been configured to meet SFA's performance management needs. The Phase I roll-out of the site is comprised of three main tabs: Home, IDP, and Comments.

- π The Home tab introduces the SFA user to the site and contains hypertext links to documents that will assist SFA employees to create their Skill Profile or navigate successfully through the Performance Development Process.
- π The Individual Development Plan (IDP) tab documents employee's goals, approaches, and goal/approach progress status.
- π The Comments tab enables SFA employees to select their Development Coaches, and using this Comments tab, Supervisors and Development coaches will be able to provide continuous, constructive, and reinforcing comments to colleagues and subordinates throughout the performance year.

