



NEW BEGINNINGS

What you need to know about New Beginnings

Who: Most civilian employees in the Department of Defense

What: A new performance appraisal system

When: The first rollout began April 1, 2016, and will continue in phases through the end of 2018

Why: Congress ordered DoD to collaborate with labor unions in order to create "a new performance appraisal system that is fair, credible, and transparent."

What do the changes mean for you?

Employees will be appraised under a 3-tiered evaluation system:

1 = Unsuccessful, 3 = Fully Successful, 5 = Outstanding

You and your supervisor will meet to develop a **written performance plan** that details your job duties and your goals for the year ahead

Performance goals should be written to meet the **SMART criteria**: Specific, Measurable, Achievable, Relevant, and Timely

You and your supervisor must **meet at least three times** during the year to discuss progress toward meeting your performance goals

Your supervisor must tell you right away if your work needs improvement and explain what you must do to **improve your performance**

You will be able to **provide input through a self-assessment** using the online MyPerformance system

Any issues you have related to your performance cycle process should be raised through the **administrative or negotiated grievance process**

Your AFGE Local can help you understand your rights as we transition into the new system!

Local #: _____ Email: _____
Phone: _____ Website: _____

www.AFGE.org/NewBeginnings

