

OTE 83-5524

11 APR 1983

MEMORANDUM FOR: Career Management Officer, DDA

FROM:

[Redacted]

Director of Training and Education

SUBJECT:

Review of Comparative Evaluation Descriptors

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1. The Office of Training and Education(OTE) has reviewed the Comparative Evaluation Descriptors and agrees that there is a need for a study of the current system. Our primary concern is that the Category III descriptor is too broad, containing both employees doing very well and those who are performing at a less than satisfactory level but not poorly enough to place in Category IV.

2. This office suggests that consideration be given to a five tier comparative evaluation system. The first two and the bottom categories could remain as they are in the existing system. The remaining categories should be one for those employees who are performing well and have probably reached their potential and another for those who, although their performance is not at the bottom category level, are in need of management attention because of performance concerns. In OTE's opinion, this division of the existing Category III would provide a more meaningful evaluation, more positive reactions from employees receiving a "valuable contribution" descriptor, and better indicators for counseling employees whose performance is not up to the standard expected.

3. If there are any questions, please contact [Redacted] on extension [Redacted]

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