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## EMPLOYEE INPUT FACT SHEET

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### What is Employee Input?

Employee Input is your written description of your work accomplishments related to the performance elements identified in your performance plan. In the employee input, you discuss the results of your work, the behavior you demonstrated in accomplishing your work, and how your work contributed to your organization's goals and your Agency's mission. Writing employee input is a voluntary activity, but is highly recommended for your interim review and performance appraisal. Employee input serves as the basis for your manager's/supervisor's evaluation of your work. It is your opportunity to highlight your most significant work achievements using your own words and provides your manager/supervisor with a clear picture of how you perceive your own performance and contributions.

### Guidelines for Writing Employee Input

Employee input is your opportunity to list the facts about what you have done during the performance period. To write effective employee input, you should maintain an ongoing record or journal of major achievements throughout the performance period. Records might include written and verbal feedback you received from people within your department or from sources outside your department. Other examples include recognition or thanks from others, and notes to yourself about deadlines that you met or tasks that you successfully completed. By documenting major achievements against your job objectives as they occur, you have the information needed to complete the Employee Input when it is due. When writing employee input, the following guidelines may help:

**Restate elements.** Paraphrasing performance elements gives your manager/supervisor a clear picture of how well you understood performance expectations.

**Focus on achievements rather than tasks.** Emphasize the results you accomplished, not the steps you took to create the results. Focus on the service, product, or deliverable resulting from the performance element.

**Highlight your most significant achievements for the rating cycle.** Your employee input does not need to be lengthy. Use your achievements to demonstrate how you successfully completed your performance elements.

**Make the connection between what you did and how your work helped the organization.** Explain how the organization benefited from what you achieved or contributed by describing tangible benefits (i.e., a cost savings to the organization or a solution that enabled employees to better perform their jobs).

**Cite instances where your actions or conduct exemplified superior performance.** Highlight specific instances where your behavior made a positive difference in the outcome of a job objective and how you met or exceeded the performance elements.

**Describe any challenges you faced and how you overcame them.** Overcoming challenges is an important part of the overall performance rating. Challenges may be technical or interpersonal in nature. They may also involve the ability to succeed despite limited resources or difficult circumstances.

**Describe your accomplishments in terms of the performance element.** Without copying the text of the elements, describe how your work met or exceeded them.




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**Effective employee input answers the following questions**

- What did I achieve?
- How well did I do it?
- What behaviors did I exhibit?
- How did it help my organization?
- What special circumstances made my accomplishment even more significant?

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<p><b>Objective:</b> Your employee input clearly identifies at what level you felt you accomplished the performance element.</p>	<p><b>Situation:</b> Your employee input provides a little bit of context so readers understand why you were assigned this job objective and how it benefits the organization.</p>
<p><b>Results:</b> Your employee input describes how you accomplished the job objective at the stated level and references the appropriate Performance Indicators without copying the text of the descriptors exactly.</p>	<p><b>Challenges:</b> Your employee input describes any unusual circumstances you may have faced when working on this performance element.</p>
<p><b>Contribution:</b> Your employee input describes the critical behaviors you exhibited relative to the selected performance element.</p>	<p><b>Results:</b> Your employee input describes your actual results, including how they benefited the organization.</p>
<p><b>Added Value:</b> Your employee input describes the value of your accomplishments to the organization and, if applicable, describes how you exceeded expectations.</p>	<p><b>Actions:</b> Your employee input describes the actions you took and the behaviors you exhibited in accomplishing your performance standard.</p>
	<p><b>Measurements:</b> Your employee input describes how well you performed against each specific measurement in the performance element, linking what you did and how well you did it.</p>