**Glossary**

**HR Rep and HR Admin** – have the required access that is necessary to view notification and activity logs, view appraisal status, rollback the process, and mark steps complete.

**Appraisal Forms** – the form within the appraisal tool that is editable only when the appraisal process is open and editable in each step of the process only to the person that is responsible for that step.

**Development Plans** – are designed to support employees while they work towards achieving goals, demonstrating competencies, career development, and/or higher-level organizational goals. **Note,** Development Plans are NOT rated, and do not affect the overall performance score.

**Employee** – any person within the organization that has a manager who completes performance management activities on his/her behalf (e.g., writing appraisals, creating Performance Goals, or assigning Development Plans).

**End-User** – individuals who are completing appraisal tasks, such as writing appraisals, entering and updating Performance Goals, and maintaining Journal Notes. If you have a myPerformance account, you are an end-user.

**Performance Goals** – are intended achievements (e.g., I will generate 500K in revenue by the end of Q1). The myPerformance system enables an “On Target Goal Management” strategy that includes goal links that show each employee how their individual performance goals align and support the organizations strategy. **Note,** this function is available on all forms, but goes into the overall rating of employees whose job grade is above a GGS 11.

**Key Responsibilities** – describes the main responsibilities of the job.

**Leadership Competencies** – measurable or observable knowledge, skills, abilities, and behaviors (KSABs) critical to successful job performance at the leader level (GGS 11 and above). myPerformance uses the following Leadership Competencies to evaluate an employee’s performance: Culturally Competent, Performance Driven, People Centered, Values Oriented and An Integrative and Strategic Leader. See attached document for detailed definitions of these leadership competencies.

**Manager** – any person within the organization who has direct reports. Managers complete performance management activities on behalf of their employees.
Process – the combined components that make up your appraisal process. This may include: workflow (process steps), appraisal forms, notifications, participants, etc.

Rating Scale – the weighted scale used in myPerformance to generate the overall performance appraisal score; used by the manager and employee. The rating scale used by the myPerformance is: Outstanding, Exceeds Expectations, Successful, Improvement Expected and Unacceptable.

Second Level Approver – an individual within the organization who is at the next level of management than the manager of the employee. This person may not have direct supervision of the employee being evaluated, but does have supervision over the person who is evaluating the employee.

Success Factors – measurable or observable knowledge, skills, abilities, and behaviors (KSABs) critical to successful job performance. myPerformance uses the following Success Factors to evaluate an employee’s performance: Accountability, Collaboration, Communication, Customer Focus, Judgment, Quality and Time Management.

Task – an action assigned to an end-user. Each workflow step has an associated task. The task is assigned to the appropriate user (or users) when the workflow reaches that step.

Third Party Reviewer (optional) – an individual within the organization that either shares the employee being rated or works with the employee on projects. This is an optional step that a manager can use to gather additional information about an employee’s performance.

Workflow – The set of ordered steps that make up your appraisal process.