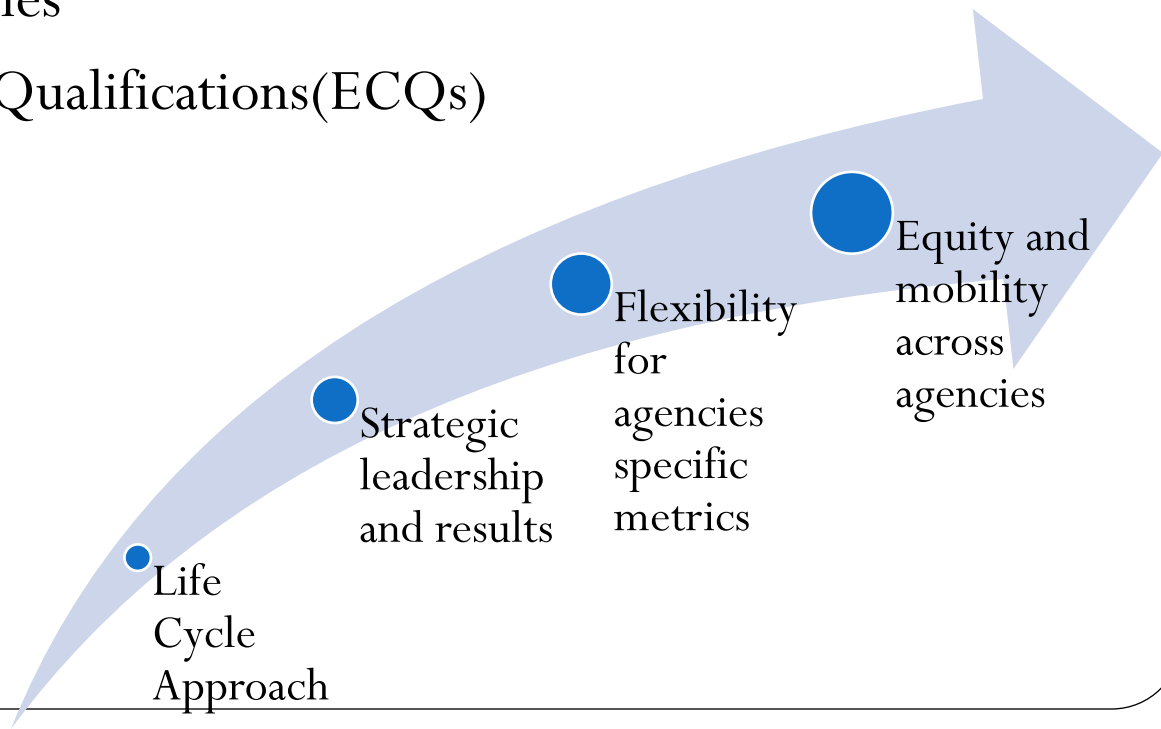# Executive Performance Management System (EPMS) Briefing

Background

The Office of Personnel Management (OPM) created an interagency-designed basic SES performance management appraisal system that would be:

✓ Uniform

✓ Transferable Across Agencies

✓ Based on Executive Core Qualifications(ECQs)

Life Cycle Approach

Strategic leadership and results

Flexibility for agencies specific metrics

Equity and mobility across agencies

Purpose: New SES Appraisal System

Guiding Principles	Foundational Benefits to SES
Consistency	Common language and consistent evaluations across agencies
Integrity	Government-wide collaboration and agreement
Fairness	Equitable evaluation across Government
Leadership-Focused	Accountability focused using the Executive Core Qualifications (ECQs)
Clarity	Clearer path to full certification
Flexibility	Agency customized metrics while maintaining overall consistency
Best Demonstrated Practice	Informed by best practices

Comparison

Previous DOC System	Key Features of the EPMS
1. Minimum of three critical elements: Leadership/Management, Customer/Client Responsiveness, Business Results	Five critical elements based on the five ECQs, with Government-wide performance requirements + agency and/or bureau performance requirements
2. Business Results (maximum 60%) linked to specific organizational goals and objectives	Results Driven ECQ (minimum 20%, no other critical element weighted higher) linked to specific organizational goals and objectives
3. One critical element focused on leadership competencies (25%) and customer service (15%)	Minimum weighting of 5% for all ECQ) based critical elements (except Results Driven), ensuring accountability for full spectrum of executive competencies
4. 80% of business results outcome measures are "measurable results"	All (100%) performance requirements for Results Driven Critical Element are measurable results
5. Relatively few executives rated "Fully Successful"	Clear rating score ranges that establish mid-level ratings as the norm and top-level ratings as truly exceptional

Critical Element Weights- ECQ Based

| Leading Change at least 5% | Leading People at least 5% | Results Driven at least 20% | Business Acumen at least 5% | Building Coalitions at least 5% |

100%

Rating Levels

Five rating levels (1-5), defined by government-wide performance standards that are applied to each of the critical elements

To determine overall summary rating: multiply each critical element score by the weight of that element and then add all element scores together to determine summary score:

475 – 500 = Level 5 (Outstanding)
400 – 474 = Level 4 (Exceeds Fully Successful)
300 – 399 = Level 3 (Fully Successful)
200 – 299 = Level 2 (Minimally Satisfactory)
0 – 199 = Level 1 (Unsatisfactory)

Note: Any Critical Element rated Level 1 = overall performance of Level 1

EPMS Form

SES Performance Management System
Executive Performance Agreement

Part 1. Consultation. *I have reviewed this plan and have been consulted on its development.*		
Executive's Name *(Last, First, MI)*:		Appraisal Pd. -
Executive's Signature:		Date:
Title:		Organization:
Rating Official's Name *(Last, First, MI)*:		CA ☐ NC ☐ LT/LE ☐
Rating Official's Signature:		Date:
Part 2. Progress Review		
Executive's Signature:		Date:
Rating Official's Signature:		Date:
Reviewing Official's Signature *(Optional)*:		Date:
Part 3. Summary Rating		

Initial Summary Rating	☐ Level 5 Outstanding	☐ Level 4 Exceeds Fully Successful	☐ Level 3 Fully Successful	☐ Level 2 Minimally Satisfactory	☐ Level 1 Unsatisfactory

Key Stakeholders: Implementation Roles and Responsibilities

Commerce Leadership

Office of Executive Resources

Executive Resources Counterparts

EPMS Executive "Champions"

Bureau HR Liaisons

Training Plan

Phase 1: Train the Trainers – Instructor Led

- **Bureau SES Champions**
- **Executive Resources Counterparts**
- **HR Liaisons**

Phase 2: Train Commerce SES Cadre – Instructor Led or Web-based CLC training

- **Required attendance, 100% of Commerce SES**

Phase 3: Consultation and Feedback – Performance Plan clinics and one-on-one consultation

- **Available to all SES executives**

Communications

Leadership Meetings
PHRM , DERB, Etc.

Resource Sharing
OER Web Pages and Intranet Blog

Correspondence
Memos & E-Mails

Implementation Milestones

Date	Key Milestones
March and April 2013	•Meet with Counterparts •Complete training slide development
May 2013	•Meet with Departmental Management Council and Departmental Executive Resources Board to receive input and approval for final implementation plans •Web pages and blog launched to provide information
June 2013	•Deliver "Train the Trainer" trainings •Letter to all SES from Deputy Secretary regarding new system and upcoming trainings •Launch SES Training in CLC and open for registration
July and August 2013	•Conduct up to 5 trainings for SES + CLC course
September 2013	•Clinics and consultation provided for SES by HR counterparts
October 2013	•New SES plans in place

For More Information

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