Departmental Leadership/Management Performance Element

Critical Element: Leadership/Management – Mandatory for All General Schedule (GS) Supervisors

Objective: To lead staff in an environment that maximizes employee performance; to manage programs and resources that support strategic goals and objectives; and to advance leadership and management initiatives.

Results of Major Activities:

1. Resources are managed to accomplish the Department’s Strategic Goals and [Insert Bureau Name] objectives. [Insert Bureau Name] priorities are effectively communicated to staff.

2. Employees are coached to realize their potential (e.g., using individual development plans, meaningful feedback, or training programs), and employee performance is managed through development of performance plans, continuous feedback, appraisals, and resolution of performance deficiencies.

3. Recognition programs (i.e., monetary, non-monetary, or Honor Awards) are routinely used to acknowledge employee performance and contributions to mission.

4. Employment actions follow Merit System Principles, equal employment opportunity, and equity and inclusion principles; they are free from Prohibited Personnel Practices, and their use results in strategies to hire, develop, and retain qualified employees.

5. Employee engagement is fostered by creating an environment that promotes staff integration, collaboration, open and ongoing dialogue, and utilizes the employee perspective to improve workplace satisfaction.

Criteria for Evaluation:

1. Ensure timely and accurate completion of critical and administrative functions, effectively managing staff and resources with clear direction and sound judgment.

2. Career enhancement opportunities are provided in an equitable and timely manner to employees. Identify staff for leadership and/or development opportunities.

3. Employees’ performance plans are issued timely, and meet requirements as stated by policy, including organizational alignment, results-oriented goals, and measurable standards for each critical element.

4. Meaningful performance discussions are held with all direct reports, to include at least one midpoint progress review and an end-of-year appraisal, which are accurately documented on the employees’ performance plan and within the Performance Management Tracking System.

5. Steps to address poor performance are timely, implementing improvement measures or adverse actions, when necessary.

6. Reward good performance in a timely manner, through appropriate use of the performance appraisal system and incentive-based awards.

7. Staff are treated equitably. Professionalism, courtesy, and respect are demonstrated in interactions with others. Employee grievances and allegations of discrimination receive a timely response. Where possible, matters are resolved at the lowest organizational level.
(8) Perform recruitment activities that are in line with organizational goals, budget considerations, staffing needs, and established time frames, as outlined in the recruitment and hiring plan.

(9) Employee engagement initiatives and action plans are aligned with [Insert Bureau Name] organizational goals and monitored through organizational health surveys (e.g., FEVS, Pulse Survey, etc.) to improve workplace satisfaction.