

CNIC Supervisory Performance Elements

1. Leadership. Leads by example. Fosters high ethical standards in meeting the organization's vision, mission, and goals. Develops and implements mission-aligned vision for the organization/workgroup. Annually, develops and champions ideas to improve the organization. Fosters an environment of innovation through effective and efficient business methods that save time and resources. Creates and maintains a positive, safe work environment to maximize employee potential. Develops others' ability to perform and contribute to the organization by supporting one professional development opportunity for each employee; provides ongoing professional feedback quarterly. Provides opportunities for all employees to leverage the TWMS mentoring tool and/or other informal career mentoring channels. Ensures the workplace is free from all forms of discrimination (including harassment and retaliation) and proactively and expeditiously resolves workplace conflict at the lowest level. Provides an inclusive workplace; seeks and considers employee input; allows for full participation by all employees; facilitates collaboration and cooperation. Effectively work across organizational and command boundaries. Ensures effective use of public funds. For fully successful rating execute the above with no more than two instances of failing to complete supervisory assignments within established or stated timeframes, and no more than three - five instances of failing to respond and manage workplace disputes.

2. Managerial Proficiency. Collaborates with employees to create Individual Development Plans (IDPs). Develops employee performance plans to include elements and standards that identify clear and measurable (quality, quantity, cost, and/or timely) tasks and results aligned with CNIC's mission and goals. Ensures employee performance plans include elements required by policy (e.g., COR). Prioritizes staff work to deal with workload shifts. Ensures mission-critical work is accomplished based on established milestones. Actively monitors and evaluates employee performance, ensures employees receive constructive feedback and are realistically appraised against defined and communicated standards. Holds employees accountable and promptly addresses performance/conduct issues per law, rule, regulation and policy. Rewards performance in a timely manner. Discusses expectations with employees prior to developmental opportunities and promotes application of newly acquired knowledge or skills. Complies with laws, regulations, and/or policies such as EEO & Merit Systems Principles. Ensures cooperation with EEO officials during inquiries. Ensures personnel responsibilities (e.g., recruitment, promotion, training) are conducted fairly and per established procedures. Ensures supervised employees timely complete annual mandatory training (e.g., TWMS). For fully successful rating execute the above fairly, meet established procedures, and meet deadlines within established timeframes 90% of the time