

Employee Response Options to Performance Appraisals¹

Possible option paths (dependent upon timeframes):

- (1) Informal Reconsideration Request → Formal Reconsideration Request
- (2) Formal Reconsideration Request only

The reconsideration request must address the rating of a critical element(s) that, if changed, would change the overall summary rating.

RECONSIDERATION PROCESS

Informal Reconsideration

Within **7 calendar days** of receiving/signing² the appraisal, employee must discuss dissatisfaction with supervisor or choose to go directly to formal consideration process.

Within **7 calendar days** of discussion, supervisor must give employee verbal or written decision.

Employee can choose to move directly to the formal reconsideration stage. The request needs to be in writing. (see Handbook for required information to be included in request).

Within **7 calendar days** of receiving/signing² the appraisal **or** receiving decision of informal reconsideration request, employee may submit a request for formal

Formal Reconsideration

reconsideration to the Human Resources office. (See Handbook for required information to be included in request.)

Within **14 calendar days** of receipt, the HR office will review the request and forward it to the reconsideration official³ (if deemed appropriate for the process).

Within **20 calendar days** of receipt, the reconsideration official must give employee written decision.

The reconsideration official's written decision and the employee's written request will be attached to the performance appraisal and filed in the employee performance folder.

¹ Consult the Performance Appraisal Handbook (pp. 25 and 47) at <https://www.usgs.gov/media/files/performance-management-handbook> for additional details on these processes.

² If the employee refuses to sign the performance appraisal until day(s) after being given the performance appraisal, this timeframe will still begin the day that s/he was given the appraisal, not the day s/he signed it. Also, the employee's signature indicates that (1) the performance appraisal rating has been discussed with the rating official and (2) the performance has been received; it **does not** indicate agreement.

³ The reviewing official in the performance appraisal process is the reconsideration official in the formal reconsideration process.