

EMPLOYEE INPUT WORKSHEET

Use this worksheet to help you write your employee input. Two approaches are provided to help you with completing this activity, you might find that one approach is easier or more meaningful, depending upon the type of work that you do. These two approaches are:

- **ORCA** – **O**bjective, **R**esults, **C**ontribution, **A**dded Value
- **SCRAM** – **S**ituation, **C**hallenge, **R**esults, **A**ctions, **M**easurements

Start the activity by answering each question in the My Notes column. Then combine these notes into employee input in the space underneath the table. Use a fresh worksheet for each performance element employee input. Rating officials can also use this worksheet to help write performance element appraisals. As you write, refer to the *Employee Input Do's and Don'ts Tip Sheet* for additional advice. Keep in mind that the MyPerformance Tool has a 2,000 character limit for each performance element employee input. The examples in the table below are based on the following sample performance element:

Sample Performance Element

Analyze data to develop at least 20 technically sound, analytical reports on time and within budget by proactively planning, organizing and prioritizing work schedule, adjusting to meet competing needs. Twelve of these reports are the monthly reports, due by the seventh business day of the following month. The remainder of the reports and the due dates will be assigned by a supervisor. These reports support recommendations to mission-critical changes that save money and time for the organization.

The ORCA Approach

Element Title: **Analyze Data**

	Questions to Ask	Examples
O Objective	<ul style="list-style-type: none"> • At what level did I perform? 	I performed at the “Fully Successful” level for this performance standard analyzing data...
R Results	<ul style="list-style-type: none"> • What measurable results show how I accomplished this performance element at the “Fully Successful” level? (consider quantity, quality, savings, budget, and ratings as possible measurements) • What did I do that exemplifies how I met the measurements? • What quantifiable or qualitative specifics can I provide to convey the impact of benefits? • How did the organization or others benefit from my accomplishment? 	... effectively completed objective of developing 20 analytical reports on time and within budget. I proactively adjusted my work schedule to meet competing needs and have all work products turned in on time. I worked with our IT specialist to develop a new report in our accounting system and provided the needed algorithms for programming ...

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C Contribution	<ul style="list-style-type: none"> • What critical behaviors did I exhibit relative to achieving or exceeding the performance element? 	... I developed my technical proficiency by taking a course on new research techniques....
A Added Value	<ul style="list-style-type: none"> • Did I exceed the expectations presented in the performance element? How? • Did I identify and share lessons learned? 	... the report I developed has reduced production time for monthly reports by 3 days...my supervisor used 3 of my reports as support for recommendations to mission-critical changes resulting in a savings of 10 percent ...

Sample Employee Input

I performed at the “Fully Successful” level for this performance standard. I effectively analyzed budget data and produced 20 analytical reports on time and within budget. I proactively adjusted my work schedule to meet competing needs and have all work products turned in on time. My supervisor used recommendations I made in three different reports as support for recommendations to mission-critical changes resulting in a 10 percent cost savings. I worked with our IT specialist to develop a new report in our accounting system and provided the needed algorithms for programming. This report has reduced production time for monthly reports by three days in our department. I developed my technical proficiency by taking a course on new research techniques.

Using the SCRAM Approach

	Questions to Ask	Examples
S Situation	<ul style="list-style-type: none"> • Why was I assigned this performance element? • What situation did this performance element hope to address or change? 	...my role is to provide analytical reports that are foundational support for mission-critical recommendations and budget tracking...
C Challenge	<ul style="list-style-type: none"> • What challenges did I face when accomplishing this performance element? <ul style="list-style-type: none"> ○ Lack of communication or teamwork? ○ Difficulty accessing or acquiring resources? ○ Lacking knowledge or skills? ○ A process issue? ○ Short timeframe or other time-related issue? • How did I overcome the challenges? 	... Organize and prioritize my own work to complete my reports on time while following the standards and procedures ... Use my technical background to analyze and make recommendations...
R Results	<ul style="list-style-type: none"> • What measurable results show how I accomplished this this performance element at the “Fully Successful” level? (consider quantity, quality, savings, budget, and ratings as possible) 	...effectively completed objective of developing 20 analytical reports on time and within budget... my supervisor used 3 of my reports as support for

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<p>R Results (continued)</p>	<p>measurements) <ul style="list-style-type: none"> • How did the organization or others benefit from my accomplishment? • What quantifiable or qualitative specific can I provide to convey the impact or benefits? • Did I identify and share lessons learned that can be applied? • How did my results align with organizational goals? </p>	<p>recommendations to mission-critical changes resulting in a savings of 10 percent...I developed a report that has reduced production time in the department for monthly reports by 3 days...</p>
<p>A Actions</p>	<ul style="list-style-type: none"> • How did I influence the outcome? • What were my specific contributions to the team? • Did I develop a team or process? • Is the measurement(s) an appropriate determination of performance element achievement? • What critical behaviors did I exhibit relative to achieving or exceeding the performance element? 	<p>I worked with our IT specialist to develop a new report in our accounting system and provided the needed algorithms for programming... I developed my technical proficiency to learn new research techniques by taking a course. I used my new knowledge in a team project to add more useful detail to the report</p>
<p>M Measurements</p>	<ul style="list-style-type: none"> • What quantifiable or qualitative specific can I provide to convey the impact or benefits to my organization? • How did I perform against each specific measure in the performance element? • What did I do that exemplifies how I met or exceeded the performance element? 	<p>...effectively completed objective of developing 20 analytical reports on time and within budget... I proactively adjusted my work schedule to meet competing needs and have all work products turned in on time.</p>

Sample Employee Input

I performed at the “Fully Successful” level for performance standard. My role is to provide analytical reports that are foundational support for mission-critical recommendations and budget tracking. To this end, I effectively analyzed budget data and produced 20 analytical reports on time and within budget. My supervisor used recommendations I made in three different reports as support for recommendations to mission-critical changes resulting in a 10 percent cost savings. One of the challenges I faced was in November the mission-focus of my unit shifted and I needed to adapt and shift my focus to a new area of analysis and a different way of reporting. As I did this, I discovered that some of the information we needed was not readily available from our accounting software's existing reports. I worked with our IT specialist to develop a new report and I provided the needed algorithms for programming. This report has reduced production time for monthly reports by three days in our department. I proactively adjusted my work schedule to meet competing needs and have all work products turned in on-time. Also, to help me adjust to the new focus, I developed my technical proficiency by taking a course on new research techniques.

