

		PARS CHECKLIST	
1	PARP Instruction	Familiarize yourself with the Performance Appraisal Review Process (PARP) Instruction, PSNS&IMFINST 12430.4C and the Performance Appraisal Review Process Handbook for Supervisors and Employees, NAVSHIPYDPUGETINST P12430(5). Both can be found on the Shipyard Intranet under Command Info/PSNS & IMF Instructions and Notices.	
2	Initial PAR's Review	When going over Your Performance Appraisal Review (PAR) rating at the beginning of the grading period with your supervisor, consider the following:	
		1. Are the responsibilities generic or were they tailored to the specific jobs you will be doing? Make sure that there is enough information about what you will be graded on so that supervision can't tell you at your six-month or final review that you did not do "such and such? It was part of element #3," and element #3 said nothing about this other requirement you are now being graded on.	
		2. Did you understand what your boss is asking you to do? If you do not understand, ask questions until you know what is expected of you?	
		3. Make sure you understand what each one of the elements mean and what your supervision expects from you, to make sure as a minimum you meet the "Fulfilled Requirements" rating. Has your supervisor made it clear to you what you need to do to get a higher rating?	
		4. If you know you are weak in a specific element, make sure your supervisor knows this and has initiated training to help you become proficient in this element.	
		5. If you have any career goals they can be added at this time. This is optional. If you decide to put something in this block, be able to explain to your supervisor what actions you will take to achieve this goal.	
		6. If you are on loan or assigned to a different shop/code than your parent shop, get it documented who will be responsible for rating your performance. Also if you switch jobs during the PAR's grading period, verify with your new supervisor how he plans on grading you for the time spent in your previous job so that both evaluations can be taken into consideration.	
		7. Signing the PAR's rating sheet – At this stage your signature constitutes that the initial discussion for the rating period has been accomplished. You should not sign this form until you are 100% sure of what you are being asked to accomplish over the course of the rating period, how you will succeed in satisfying the elements discussed, or what the supervisor is going to do to help you in a known weak area.	

PARS CHECKLIST		
3	Informal Discussions with Supervisor	In your Outlook Calendar, schedule informal reviews (for the duration of the PAR's grading period) of your PARS with your supervisor to go over any concerns you may have of not fulfilling all PARS elements or concerns your supervisor may have. Also go over some of your strengths and methods of better doing a job. Get your supervisor's input on what he/she thinks you need to focus more time on to improve. Document these meetings with a memo or e-mail addressed to you.
4	Self-Review of your PARS	Set up a reminder in your Outlook Calendar, once a month (what ever works best for the individual), to accomplish a self-review of your PAR's. Conduct a critical self-assessment of each element as it applies to each major job you are responsible for. Ask yourself:
		1. What can I do, to better myself and satisfactorily fulfill or exceed all my PARS' elements?
		2. Was I assigned anything new not originally on my PARS? If yes document it (i.e., memo to files) for discussion at your Interim and Final PARS review.
		3. Am I doing all that is needed to get a higher rating than just Fulfilled Requirements?
		4. Was I provided positive feedback from supervision on work I have accomplished (include all levels of supervision)? If yes document it for discussion at Interim and Final PARS review.
5	The Interim PARS Review	The Interim PAR's Review is a mid-year review conducted to provide input from the supervisor to the employee and also from the employee back to the supervisor. This is also the time to provide constructive comments back to your supervisor on what he/she is or is not doing to help you succeed in meeting or exceeding all your performance goals. You should be ready to discuss all aspects of your duties to date. Bring copies of all pertinent information that you think should be used in making an evaluation of your performance to date. This can include:
		1. Copies of e-mails/memo's, sent to you from supervision identifying strengths and good work for the past six months.
		2. Copies of memo's to yourself documenting verbal comments provided to you by supervision.
		3. Any e-mail/memo from your supervisor documenting a concern against one of the PARS rating elements, make sure you respond and keep a letter of your response if there where justifiable reasons why you did something a particular way. Take these with you at the final review.

		PARS CHECKLIST	
5.	The Interim PARS Review (cont)	Provide constructive comments to supervisor on what he/she need to do to help you be successful. If you have concerns on fully satisfying all performance elements satisfactorily, make sure your supervision is aware of this. Ask for feedback from your supervisor on what you can do to succeed in meeting all PARS requirements. Document this request to revisit during the final review of your PAR.	
		If there are extenuating circumstances that have kept you from satisfactorily performing all aspects of assigned duties, make sure you voice those circumstances and if possible, provide documentation substantiating the circumstances (i.e. extended sickness, personal emergencies that caused you to miss specific work assignments, etc.).	
		Discuss things calmly and professionally. Using unprofessional language or tones of voice is not good business. It is okay to disagree with conclusions your supervisor may have come to. That is why documenting everything is so important.	
		Discuss the little things you do that might go unnoticed by supervision yet allows you to perform your job better.	
		Signing the Mid Term PAR - At this stage your signature constitutes that a mid term review of your performance for the rating period of record has been accomplished based on the elements you agreed to in the Initial PARS discussion. You should not sign this form until you are 100% sure that your supervisor has provided you with enough guidance to improve any weaknesses identified to you and that any disagreement between you and supervision are documented as part of this interim review.	
6.	Final PARS Review	This is the rating of record. This will be the evaluation that will decide if you will get a raise or not under Pay Banding. It is very important that you prepare for it with that thought in mind.	
		Review all the e-mails and memos written by you or others that pertain to your job performance for the past year. Take them with you to the PARS review and go over them with your supervisor.	
		Identify your strengths and be prepared to discuss them with your supervisor.	
		Identify what you have done to improve your weak areas.	
		Make a list of things you really feel good about having accomplished. If applicable, identify things you accomplished which improved the organizational mission of your code but were not part of the PARS you are being rated on.	
		What did you accomplish that you think you could have done better? Indicate how you will accomplish this task in the future to achieve better results.	
		List all areas you improved in over the rating period and be prepared to high light them to your supervisor.	

		PARS CHECKLIST	
6.	Final PARS Review (cont)	Did your job change during this rating period. If yes, were you given an amended PARS that identified this change and what was expected of you? Were you given a chance to discuss this as part of a PAR's review?	
		Do you want to grow in your job? If yes discuss what additional developmental activities you want your supervisor to provide so that you can better yourself?	
		Discuss things calmly and professionally. Using unprofessional language or tones of voice is not good business. It is okay to disagree with conclusions your supervisor may have come to. That is why documenting everything is so important.	
		Provide constructive comments to your supervisor on what they did or did not do to help you be successful during the rating period. If you asked for this feedback during the interim review process and did not get any concrete advice on what you could do to fully satisfy all performance elements provide your supervisor with documentation to that effect.	
		Signing the Final PAR – Your signature on the final PARS means only that the PARS process was accomplished. It does not mean that you agree with the rating you received. Prior to your signing make sure all comments or material you want to be part of the record are attached. Do not be forced to sign the PAR before you have composed, recorded, and/or attached any comments to the PARS you feel are necessary. If you do not believe the PAR was done fairly, a grievance can be filed.	