

NTEU Chapter 242
PMP Bonus
Accomplishment Reports
Lunch n Learn

PMP Program Overview

It consists of two levels of performance ratings: Successful and Unsatisfactory

And a **Bonus** component to reward outstanding job performance demonstrated during the course of the rating period that is above and beyond fully successful performance in an employee's job.

It was designed by a joint team of NTEU representatives and FDIC management.

Bonus Nomination Criteria

Sustained Performance Excellence

Outstanding Achievement

Superior Initiative

Exceptional Educator/Innovator

Note: Each criteria stands alone. Employees could be nominated for 1, 2, 3 or 4. Each bonus received equals 1 share of the bonus pool.

Sustained Performance Excellence

Employee demonstrated sustained performance excellence throughout the performance year above and beyond expectations for their position and grade level.

Did the employee consistently demonstrate performance throughout the rating period that far exceeded expectations by producing a superior quality of work?

Did the work product(s) produced by the employee save time or yield other financial or corporate benefits?

Did the employee achieve high-quality results under challenging time or schedule demands?

Did the employee demonstrate Core Values in achieving the result?

Outstanding Achievement

Employee demonstrated job performance that resulted in a significant, high-quality contribution to the accomplishment of an FDIC mission-related goal(s).

Holistically, did the employee's role or skill set result in a significant positive impact to the FDIC's mission?

How critical were the employee's contributions to the achievement of the short or long-term FDIC mission-related goal(s) (e.g., Corporate, Division or work unit goal)?

Did the employee's contribution to the achievement of the goal require the development of additional knowledge/skills?

Did the employee attempt something outside their comfort zone?

Did the employee demonstrate Core Values in achieving the goal(s)?

Superior Initiative

Employee demonstrated initiative by assuming significant additional responsibilities to address a resource or knowledge gap.

Did the employee willingly assume additional assigned task/projects?

Did the contribution address a scarcity of skills/knowledge?

Was the contribution critical to a successful outcome?

Was the employee's work beyond their normal responsibilities or workload?

How much impact did the employee have individually and/or by working with others to influence outcomes?

Did the employee's contribution enhance others' ability to work better?

Did the employee demonstrate Core Values in performing these additional responsibilities?

Exceptional Educator/Innovator

Employee demonstrated an outstanding level of innovation or technical competence and shared that knowledge with others.

Did the employee seek opportunities to share knowledge with others?

How much impact did the employee have in educating or assisting others?

Did the employee share techniques to improve the quality of team work products?

Did the employee suggest or develop new or better ways for addressing challenges or improving quality or efficiency of work?

Did the employee advocate or support innovative change that positively impacted work or outcomes?

Did the employee demonstrate Core Values in achieving success?

Federal Deposit Insurance Corporation
PERFORMANCE BONUS NOMINATION

INSTRUCTIONS: Supervisors use this form to nominate an employee under their supervision for a bonus distribution based upon one or more of the 4 bonus nomination criteria and relevant consideration factors. Each bonus nomination criterion stands alone and is associated with a bonus distribution of 1 share. The consideration factors associated with each bonus nomination criterion illustrate the type of performance that may support a bonus nomination. Supervisors must support bonus nominations with a written justification addressing the basis for the nomination, consistent with one (or more) of the bonus nomination criteria and the relevant consideration factors.

SECTION I - EMPLOYEE INFORMATION

Employee Name <i>(Last, First, M.I.)</i>	Position Title	Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>
Division/Office	Location	
<input type="text"/>	<input type="text"/>	

SECTION II - NOMINATION SELECTION

(To view Consideration Factors, select appropriate button)

Show Consideration Factors

Select any that apply.

<input type="checkbox"/> Sustained Performance Excellence	Employee demonstrated sustained performance excellence throughout the performance year above and beyond expectations for their position and grade level.
<input type="checkbox"/> Outstanding Accomplishment	Employee demonstrated job performance that resulted in a significant, high-quality contribution to the accomplishment of an FDIC mission-related goal(s).
<input type="checkbox"/> Superior Initiative	Employee demonstrated initiative by assuming significant additional responsibilities to address a resource or knowledge gap.
<input type="checkbox"/> Exceptional Educator/Innovator	Employee demonstrated an outstanding level of innovation or technical competence and shared that knowledge with others.

SECTION III - JUSTIFICATION

Provide justification below. *(Documentation should be specific and quantify, to the extent possible, the effort and the outcome.)*

Additional Bonus Facts

Bonus consideration is based upon overall PMP cycle. One exceptional assignment may not result in a bonus, but two or three may.

The receipt of a Star Award or other performance award is no guarantee the employee will receive a bonus.

All employees who receive an overall Successful performance rating will be considered for a bonus based on the bonus criteria regardless of position or grade.

The bonus criteria do not refer only to job performance demonstrated as a result of a special project or detail.

Consideration factors are not exhaustive and are not a checklist.

Why Submit an Accomplishment Report?

Why not get credit for the great things you have done?

Recognize that if you don't spend time running a detailed bonus nomination form for yourself, you may be inadvertently communicating to your supervisor that you're not sure you've earned a bonus.

You know more details about your job performance than anyone else.

Take the time to write a detailed, descriptive bonus nomination and spend time editing it in order to put yourself in a strong position to receive a bonus.

Bonus Accomplishment Report Tips

Review last year's PMR. Look at the narrative to see what kinds of accomplishments your Rating Official used to support ratings of '4' or '5' or 'exceeds expectations'.

Review your calendar, outlook meetings, completed documents, etc. and gather:

- Job performance related training.
- Comments on your performance.
- Assignments, projects, and committees you worked on during the evaluation period.
- Feedback received for projects, EOIs, details and special assignments.
- Assignments you volunteered for.

Bonus Accomplishment Report Tips

Carefully read each of the four Bonus Criteria and their specific Consideration Factors.

Cut and paste each criteria and consideration factor into a blank document.

Review gathered documents and add your contributions to the relevant criteria and or consideration section in your document.

Remember some contributions may fall under more than one criteria. If a contribution has no corresponding Consideration factor, list it under the Bonus criteria it best matches.

Jot down specific, concrete examples of your contributions.

Bonus Accomplishment Report Tips

Once you have placed all your 2019-2020 performance contributions in the four categories, read through each and write a rough narrative for each.

Describe your work as if you were talking to someone that does not perform your job. Provide lots of descriptive details!

Think about what made you proudest during the evaluation period. Explain how your accomplishments improved the team, division or the FDIC.

Do not assume your supervisor knows all the work you did or will remember that work when it comes time to write a bonus nomination form.

Bonus Accomplishment Report Tips

Make it look professional!

Use Plain Writing

Keep it simple, keep it clear, keep it brief

Use “Power Words” and Active Voice

Check Spelling and Grammar

Questions?

For More Information

PMP Homepage <https://fdicnet.fdic.gov/content/doa/home/human-resources/pmp.html>

PMP Bonus Accomplishment Report Tips

PMP Bonus Criteria

List of Power Words

Contact Your Local Steward!