



# American Federation of Government Employees AFGE Local 3607 (AFL-CIO)

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## **PARS FACT SHEET 4** **Common Questions Regarding the PARS Rating Process**

- **Question** – *Do I have to do a self appraisal prior to receiving my rating?*
  - **Answer** – You are not required to do a self appraisal but you are encouraged to do a written self-assessment. Your supervisor is required to consider your self-assessment before he assigns a rating to a performance element.
  
- **Question** – *I have not had any work under some of my standards. How will that impact my rating?*
  - **Answer** -- To the extent that you were not assigned work, or were assigned very little work, or you were not given a chance to demonstrate your performance under a particular Critical Job Element, your supervisor cannot find that your work was unsuccessful. For a Critical Job Element for which you have not had a legitimate opportunity to perform assigned work under a performance element or very little work was assigned, that Critical Job Element shall not be considered when your supervisor is preparing a summary level rating.
  
- **Question** – *How do I know what information my supervisor used to rate my performance?*
  - **Answer** – Your PARS plan should already identify the measurement sources that will be used by your supervisor to assess your performance. During your appraisal your supervisor must explain how each performance element was rated and identify the measurement sources and measurements used in preparing the rating. To the extent one or more measurement sources were not factored into the supervisor's assessment, the supervisor must explain why it was not included and the efforts made to obtain the information. You must be allowed an opportunity to independently obtain the missing or unavailable information. If your supervisor has information that may adversely affect your rating, you are to be made aware of the information in order to facilitate your ability to respond and to correct inaccurate information. The sources of such information will be annotated in the performance evaluation. Supervisors are not allowed to withhold pertinent and objective information necessary for the appraisal of your performance
  
- **Question** – *What can I do if I do not agree with the appraisal I receive? Am I still required to sign the appraisal form?*
  - **Answer** – If you do not agree with the appraisal you are entitled to refuse to sign the form and/or you may prepare a memo noting your disagreement. The memo you prepare will be attached to the rating of record. An employee who disagrees with her or his final rating of record may file a grievance under the provisions of the negotiated grievance process. In some cases, an employee can file an EEO complaint or file an allegation with the Office of Special Counsel. A Union steward should be consulted as soon as possible to discuss these options and to make sure you do not miss any deadlines for challenging your rating. Also keep in mind that it is perfectly reasonable to ask the supervisor for some time to look at your records and think about his or her comments before you sign your appraisal.