

Addressing and Resolving Poor Performance

A Guide for Supervisors



United States
Office Of
Personnel
Management

Office of Workforce Relations

Addressing And Resolving Poor Performance

Emilie Sanchez



Addressing And Resolving Poor Performance:

Addressing and Resolving Poor Performance, 1998 **Addressing and Resolving Poor Performance** United States Office of Personnel Management, Office of Workforce Relations, 2012-06-26 Most Federal employees work hard and their performance is considered good or even exceptional However at times Federal supervisors are faced with employees whose performance is not acceptable This purpose of this book **Addressing and Resolving Poor Performance A Guide for Supervisors** is to help you address and resolve poor performance This guidance should be used in concert with the technical advice you receive from your agency s human resources staff You should also be aware that most agencies have specific procedures and requirements that must be followed whether they are part of a negotiated bargaining agreement or other internal agency regulation Addressing and resolving poor performance is a three step process These three steps are 1 communicating expectations and performance problems 2 providing an opportunity to improve and 3 taking action This booklet is organized accordingly into three steps At the end of each section you will find a checklist as well as answers to commonly asked questions In the appendix you will find samples of documents that can be used throughout this process Dealing with performance problems is a real challenge for any supervisor Experienced supervisors often say it is one of the toughest parts of their jobs Nevertheless it is a key supervisory responsibility and failure to address poor performance can have a greater impact than you may appreciate Some of the reasons supervisors often give for not addressing poor performance include dealing with poor performance can be time consuming if action is taken against an employee it will lower morale among other employees and create a less productive work environment telling employees that they are not performing satisfactorily is unpleasant and requires special human relations skills the procedural steps involved in addressing poor performance are complex and highly technical if a formal performance based action is taken it is likely to be appealed and ultimately overturned and upper management will not support the action taken to address poor performance The focus of this booklet is to help supervisors address and resolve poor performance The best way for supervisors to handle poor performance issues is to take action to avoid performance problems before they occur **Addressing and Resolving Poor Performance** United States Government Printing Office, 1998-04-01 **Addressing and Resolving Poor Performance** United States. Office of Personnel Management. Office of Workforce Relations, 2013 *Addressing and Resolving Poor Performance*, 1998 Provides supervisors in federal agencies with information and resources to address and resolve poor performance in employees *Addressing and Resolving Poor Performance*, 1998 **The Complete Guide to Hiring and Firing Government Employees** Stewart Liff, 2009-12-23 Not only does government bureaucracy often make hiring a cumbersome slow moving process but poor performers enjoy more protection from losing their jobs than their counterparts outside of government With over thirty years experience as a federal government employee insider Stewart Liff offers a solution to the government talent shortage enabling government managers to cut through the red tape and take

advantage of the best government employees out there The Complete Guide to Hiring and Firing Government Employees also teaches readers the equally important skills of efficiently documenting and dealing with those who don't make the cut to ensure your team starts and stays strong You'll discover how to take an anticipatory approach to recruiting how to decide who to target and where and how to advertise for open positions how to screen and interview candidates how to counsel a poor performing employee how to use progressive discipline how to document a case and write a charge how to develop internal political support and much more Bringing the best new people on board and weeding out the worst are both the most important and the most difficult tasks faced by any employer For federal managers the challenge is even greater Filled with tried and true strategies this step by step guide will equip you to continuously uphold strengthen and even grow an entire department of high achievers

New Developments in Employee and Labor Relations, 1998-05 **The Federal Labor-management and Employee Relations Consultant**, 1995 *Panel Release* United States. Federal Service Impasses Panel, 2001 **Catalog of Training** U.S. Fish and Wildlife Service, 2003 **National Conservation Training Center Catalog of Training** National Conservation Training Center (U.S. Fish and Wildlife Service), *Catalog of Training* National Conservation Training Center (U.S. Fish and Wildlife Service), 2004 **Monthly Catalog of United States Government Publications**, 1999 **Handbook of Publications, Periodicals, and Operating Manuals** United States. Office of Personnel Management, 1999 **Issues related to poor performers in the federal workplace**, 2005 **No Fear** Marsha Coleman-Adebayo, Noam Chomsky, Rev. Walter E. Fauntroy, 2011-09-01 As a young black MIT educated social scientist Marsha Coleman Adebayo landed her dream job at the EPA working with Al Gore assisting post apartheid South Africa But when she tried to get the government to investigate allegations that a multinational corporation was responsible for the deaths of hundreds of South Africans mining vanadium a vital strategic mineral she found that the EPA was the first line of defense for the corporation When the agency stonewalled Coleman Adebayo blew the whistle How could she know that the agency with a hippie like logo would use every racist and sexist trick in their playbook in retaliation The EPA cost her her career endangered her family and sacrificed more lives in the vanadium mines of South Africa but also brought about an upwelling of support from others in the federal bureaucracy who were fed up with its crushing repression Upon prevailing in court Coleman Adebayo organized a grassroots struggle to bring protection to all federal employees facing discrimination and retribution from the government The No FEAR Coalition that she organized waged a two year long battle with Congress over the need to protect whistleblowers and won This book is her harrowing story **Effective Teacher Evaluation** Kenneth D. Peterson, Catherine A. Peterson, 2005-11-30 Enrich the quality of teaching and learning in your school with meaningful teacher evaluations Effective teacher evaluation is at the core of improving the quality and value of education and principals bear the responsibility of implementing a teacher evaluation program that helps develop highly qualified teachers and promotes high academic standards In their easy to use handbook evaluation experts Kenneth D Peterson and Catherine

A Peterson offer a fresh innovative look into teacher evaluation methods focusing on three central areas 1 increasing the amount of objective data 2 increasing teacher involvement and 3 increasing the technical and sociological quality of the evaluation process This excellent resource provides specific how to methods to help principals Use the best objective evidence available Put the teacher at the center of the process Use multiple data sources Use data sources which vary by individual teacher Incorporate student achievement data Inspire ongoing teacher reflection and analysis Use the specific strategies and best practices in this practical guide to help inspire quality teaching and high academic achievement

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