**Performance Management Program (PMP) Bonus Criteria**

**Guidance for Applying the Bonus Criteria**

* The PMP Bonus Criteria are designed to identify and recognize outstanding employee performance and contributions. The bonus is not intended to reward successful job performance.
* The criteria are intended to recognize performance and contributions that exceed the expectations described in the employee’s position description and job standards.
* Each criterion contains consideration factors that describe outstanding performance that may meet the criterion definition. The consideration factors are not requirements and should not be used as a checklist, nor are they an exhaustive list of ways an employee’s performance or contributions can meet the criterion definition.
* There is no requirement for an employee’s performance to reflect a certain number of consideration factors.
* The Sustained Performance Excellence and Commitment to Teamwork and Collaboration criteria require demonstration throughout the performance period.

**Sustained Performance Excellence**

Employee demonstrated sustained performance excellence throughout the performance year that consistently exceeded expectations for their position and grade level described in the position description and job standards.

**Consideration Factors**

1. Did the employee’s contributions to work products consistently produce outcomes and results that exceeded expectations for quality, quantity, or timeliness?
2. Did the employee routinely plan, organize, prioritize, and complete tasks to deliver high-quality information or work products with less supervision than expected?
3. Did the employee consistently achieve high-quality results when faced with challenging time or schedule demands?
4. Did the employee produce high-quality work beyond normal responsibilities or workload, while continuing to successfully accomplish regularly assigned work?\
5. Did the employee consistently recommend or develop solutions for addressing challenges or improving quality or efficiency of work?
6. Did the employee consistently identify or anticipate issues or challenges and recommend solutions that resulted in positive outcomes?
7. Did the employee successfully complete work assignments that were more complex or higher level than expected for the position?
8. Did the employee consistently deliver exceptional customer service?
9. Did peers and others formally or informally recognize the employee’s performance as consistently exceeding expectations?

**Outstanding Accomplishment**

Employee demonstrated job performance that resulted in a significant, high-quality contribution to the Corporation, division, branch, or work unit.

**Consideration Factors**

1. Did the employee's contributions result in a significant impact to a Corporation, division, branch, or work unit goal, program, or project?
2. Did the employee’s contributions require the development of additional knowledge/skills beyond those normally required in the position?
3. Did the employee design or implement an innovative change/solution that had a significant, positive impact on the Corporation, division, branch, or work unit?
4. Was the employee’s accomplishment made under challenging deadlines or circumstances?
5. Did peers and others formally or informally recognize the employee’s accomplishment for its impact or excellence?

**Commitment to Teamwork and Collaboration**

Employee consistently demonstrated teamwork and collaboration behaviors that had a significant positive impact on colleagues and/or the functioning and culture of a team or work unit.

**Consideration Factors**

1. Did the employee consistently share information and knowledge that supported the growth and development of others?
2. Did the employee share and model techniques to improve the quality of work products or efficiency of the team?
3. Did the employee promote engagement practices that had a positive impact on the team/organization?
4. Did the employee serve as an instructor or a formal or informal coach or mentor (when not required as part of normal job responsibilities) and have a noticeable impact on others?
5. Did the employee take substantive steps to promote inclusion and diversity (e.g., by showing leadership in implementing inclusion concepts and practices for a team or work unit, or by contributing to or supporting a team or work unit in a way that led to improved inclusion and diversity outcomes)?
6. Did the employee encourage cross-unit collaboration that improved outcomes (e.g., relationships, work products, decisions)?
7. Did the employee work with others to reach consensus or resolve conflicts in a tactful and professional manner with minimal supervisory guidance?
8. Did the employee encourage discussions, embrace differing views, and help others to consider diverse perspectives and alternative solutions that resulted in improved decision making or work products?
9. Did the employee routinely seek or volunteer for additional assignments that helped the team accomplish its goals?