

FESS – Engineer Assigned as a Project Coordinator

(Note: Goals 1 and 2 are evaluated by the supervisor and 3 is verified by having and following an established procedure.)

Goal 1. Evaluate contractor performance lapses as directed and submit a report with recommendations to her project supervisor.

- a. The project supervisor will rate 90% of the reports to be timely, accurate and concise.

Goal 2. Conduct a review of contractors' corrective action plans and provide an analysis of the adequacy of the plans.

- a. The project supervisor will rate 90% of the reports on corrective action plans to be timely, accurate and concise.

Goal 3. Assure follow through on corrective action plans.

- a. Develop and implement a follow-up procedure.
-

Comments:

1. This employee's job is narrow in terms of the kinds of tasks she is asked to perform but the tasks themselves are complex.
2. All three goals focus on the monitoring of contractors. The first two goals highlight the employee's end product – a timely, accurate and concise document. *However, there is no doubt the employee goes through a great deal to produce the document and those efforts should be noted.* The section in the goal form that invites comments on "Job Competencies" is the place the manager can enter the particular skills the employee exhibits in the course of her work.
3. Goals 1. and 2 - By establishing a 90% level the manager and the employee set a standard for the three key qualities of the reports – timeliness, accuracy, and conciseness. Together they are saying that anything less than a timely, accurate and concise report should be a rare event.
4. The gauge for the employee's performance is the expertise of her supervisor. This assumes the manager has the necessary expertise. If that were not the case, another expert would need to be found.
5. Goal 3 states that a documented procedure will be developed. That is a verifiable event. The implementation part of the goal will be verified across the span of months or perhaps even the year as the employee deals with contractor compliance with corrective action plans.