

Understanding the Accountability and Competency Evaluation “ACE” System:

ACCOUNTABILITIES

Accountabilities are your assigned duties. Each accountability is a major function area and your guide shows you the tasks and duties that make up each accountability.

COMPETENCIES

Competencies are the behaviors which are observable, measurable and critical to successful individual performance. These can be things like initiative, teamwork, communication, empathy and attention to detail.

SELF-EVALUATION; DOCUMENTATION

The purpose of self-evaluation is to gather input from the person who knows your job best: you! The self-evaluation allows you to rate your performance and support the rating with comments. The bottom line is that you should be documenting your own performance throughout the year. Likewise, supervisors should be documenting the performance of their employees throughout the year.

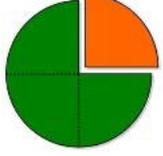
Here are some tips for documenting performance:

Reflect	Recognize	Record
<p>Reflect on your performance regularly. For some, this might be once a week, for others, once a month. Supervisors should do the same for their employees.</p> <p> Set a reminder to document.</p>	<ul style="list-style-type: none"> • Was a required task completed? • Was an obstacle overcome? • Were all the bases covered? • Was excellent service provided? <p> Be specific & descriptive</p>	<p>Create a file or use the ACE document and record the details of the accountability or competency performed.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Situation <input type="checkbox"/> Action <input type="checkbox"/> Outcome <p> Tip: Create a shortcut on your desktop for even quicker access!</p>

ACES QUICK REFERENCE GUIDE

Bureau of Human Resources
 500 East Capitol Avenue
 Pierre, South Dakota 57501
 605.773.3148
<http://bhr.sd.gov/>

Ratings:

Ratings	U Unsatisfactory	I Improvement/ Development Needed	S Successful Performance	E Exceptional Performance
Consistency	<p>Performance in this area was consistently unsatisfactory; significant improvement is required.</p> 	<p>This is an area where your performance was inconsistent. Development in this area is encouraged to improve performance.</p> 	<p>You consistently met expectations as stated in your ACE guide and expressed by your supervisor.</p> 	<p>You regularly exceeded expectations for this accountability or competency.</p> 
Sustainability	<p>You consistently failed to meet expectations throughout the review period. This is a pattern of unacceptable performance.</p> 	<p>Your performance was hit and miss at meeting expectations. This may be due to learning new tasks or the need to continue to develop your skills.</p> 	<p>You consistently met expectations throughout the review period. You are a solid contributor.</p> 	<p>Your performance exceeded expectations more often than not throughout the entire review period. You are a role model.</p> 
Scope	<p>You and your supervisor have met several times and performance is still not acceptable. An act of gross misconduct or an act of physical violence could result in a U rating from a single event.</p> 	<p>You performed a portion of the duties assigned to the accountability. With a competency, you demonstrate appropriate and effective behavior with coaching and reminders.</p> 	<p>You performed the full range of duties assigned to the accountability. With a competency, you demonstrate appropriate and effective behavior.</p> 	<p>You performed the accountability in an additional or significant way and demonstrated competency in a way that contributed to the overall benefit of the position as well as the team and possibly the agency.</p> 