



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
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Lieutenant Governor

PAUL DIETL
Chief Human Resources Officer

MEMORANDUM

TO: Cabinet Secretaries, Division Directors, and Agency Heads

CC: HR Advisory Council, Human Resources Directors, and ACES Coordinators

FROM: Paul Dietl, Chief Human Resources Officer *Paul Dietl*

DATE: May 8, 2013

RE: Update: 2013 Progress Review for Managers

This year there is a renewed emphasis on employee performance evaluations consistent with the Administration's efforts on Performance Management ([Executive Order 540](#)) and Secretariat Strategic Plans (<http://www.mass.gov/massresults>). The Administration is committed to embedding performance management practices across state government. By setting clear goals and regularly using data to make better decisions, state agencies have achieved some notable successes. Similarly, the annual performance appraisal process allows managers to establish individual goals and metrics to consistently measure performance and overall goal success.

To ensure we are all aligned to successfully complete the 2013 annual performance review cycle, the deadline to complete the Progress Review phase has been extended to May 31, 2013. In this time period, all progress review comments and ratings should be completed in the Achievement and Competency Enhancement System (ACES) application and progress review meetings should have been completed.

Appraising Managers are strongly encouraged to make the Progress Review meetings participative and collaborative. The completion of the Progress Review phase is a small component of the overall annual performance appraisal process, a continuous, year-round practice of exchanging information between the Appraising Manager and their direct reports. The most highly motivated, productive employees are those who know what is expected of them and how well they are doing.

Our Ask of You:

As soon as possible, partner with your HR Director to issue a communication to agency managers about the extended Progress Review Phase. See **Memo to Agency Managers memo** ([Attachment 1](#)).

Progress Review Rating Categories – Definition

Please refer to [ACES Definitions](#) document before assigning ratings.

ACES Online Progress Review Training

The training components for this phase consist of two job aids available in the [Quick Reference Guide for Progress Review](#) and in the [Job Aid for Progress Review Phase](#). Please emphasize the training support materials available to your staff. Following is a link to the training materials.

Agencies needing assistance should contact your ACES Coordinator directly, or you may send an email to ACES Help hrd-dl-aceshelp@massmail.state.ma.us.

Attachment 1

Sample Memo to Agency Managers

To: All Agency Managers
From: *(Agency Head and Agency HR Director)*
CC: *(Agency ACES Coordinator)*
Date: May 7, 2013
Subject: 2013 Progress Review Phase – Update

I am pleased to announce the implementation of the 2013 Progress Review Phase using the ACES online application. The Progress Review phase will end May 31, 2013.

Reporting and Appraising Managers should collaborate to complete the objectives and enter comments on the ACES online performance appraisal form. Appraising Managers should assign Progress Review ratings for all Manager Objectives and a Progress Review Overall Rating. Please note the Progress Review rating category definitions for Manager Objectives have changed slightly. Please refer to [ACES Definitions](#) document before assigning ratings.

Our agency ACES Coordinator is/are *(Name(s). (She/he or they) is/or are)* will provide technical support on the ACES application and will provide progress review status reports to track our performance to the end of this phase.

The training components for this phase consist of two job aids available in the [Quick Reference Guide for Progress Review](#) and in the [Job Aid for Progress Review Phase](#).

Please be mindful of the training and support tools that are available to you and please adhere to the May 31st deadline to complete the Progress Review Phase.