

**Executive Office of the President
Office of Management and Budget**



**Conduct Considerations for Senior
Executives Ratings and Performance Awards**

The Office of Management and Budget's (OMB) certified Senior Executive Service (SES) performance appraisal system allows the agency to assess the individual performance of executives and overall organizational performance.

Rating officials must assign an initial summary rating and communicate it to each subordinate at the end of each performance period. Rating assessments are based on the evidence of performance against the written performance standards issued with respect to the relevant rating period. Rating officials must consider all relevant criteria of performance, considering the performance elements applicable to the position and the relationship between organizational success and individual employee performance, as appropriate. If documented misconduct has affected performance, the rating official must consider evidence of such documented misconduct in assessing performance against the applicable requirements or standards.

Rating officials must submit an executive's rating and performance award nomination to the Performance Review Board (PRB). The Chief Human Capital Officer will provide the PRB with information regarding documented misconduct that has impacted the performance for any employee, as appropriate. The PRB must take into account the impact of any documented misconduct on the executive's performance, within the parameters of the applicable performance requirements or performance standards for the underlying position during the relevant appraisal period when making recommendations on appraisals and performance awards.

To further reinforce this policy, annual guidance to rating officials and guidance directed towards the PRB, will require the rating official and review board, where applicable, to consider the impact of documented misconduct on the individual's performance under the relevant performance requirements and standards.