

How to Prepare an Accomplishment Report

Step 1: Create an accomplishment folder. Since it is easy to forget accomplishments as the performance year progresses, it is a good idea to start documenting your accomplishments early and periodically. Create an accomplishment folder in which to keep notes, feedback received, activity/status reports, calendars, and previous accomplishment reports.

Step 2: Document accomplishments using the Situation, Action, Result (SAR) methodology.

Accomplishments should be precise and identify specific outcomes (See Examples).

Step 3: Address each performance element (critical or non-critical).

Performance elements describe what the employee is expected to do. FSIS has established eleven generic elements for both supervisors and employees. All employees and supervisors are to have between 3 and 7 performance elements. FSIS has designated the following mandatory critical elements for employees and supervisors:

Required Critical Elements	Weight
Supervisors:	
Mission Results	Critical (4)
Supervision	Critical (4)
Equal Opportunity/Civil Rights	Critical (2)
Employees:	
Mission Support	Critical (4)
Communication	Critical (2)

An accomplishment may address more than one performance element. For such situations, you can document the accomplishment and state the following sentence in parentheses after the accomplishment (*This accomplishment addresses Performance Element #2, #3, #4, or #5 as well.*), or you can prepare a separate narrative for each of the elements the accomplishment addresses, and specify the results associated with each separate element.

Step 4: Distinguish activities from accomplishments.

To develop clear, concise, and effective accomplishment reports, employees must be able to distinguish activities from accomplishments.

Activities are the actions taken to produce results and are generally described using verbs. Examples of activities include:

1. Wrote a directive;
2. Developed software programs;
3. Performed inspections; and

4. Initiated recall procedures.

Accomplishments are the outcomes or results of activities performed by an employee or work unit. They are generally described using nouns. Examples of accomplishments include:

1. A directive that is complete and 100% accurate;
2. A software program that increases operational efficiency;
3. Perform ante mortem inspection for meat, poultry, and egg products in accordance with regulatory requirements.
4. Initiated recall procedures for red meat with appropriate follow through as per regulatory requirements.

Step 5: Describe the accomplishment (be specific).

Refer to activity/status reports, calendars, previous accomplishment reports, and your accomplishment folder to jog your memory. Focus on what you did, why it mattered, and the specific outcome that occurred.

Step 6: Use “I” Statements.

The accomplishment report summarizes your accomplishments.

Step 7: Use action verbs that describe the specific role in each accomplishment.

Step 8: Describe the impact, result, or outcome of each accomplishment. Use your performance plan as a guide to address the standards.

- a. Did it enhance a work process?
- b. Did it benefit a customer?
- c. Did it help the organization achieve its goals?

Step 9: Avoid laundry lists.

Focus on major accomplishments that address the performance elements. Do not provide a long- bulleted list of every duty performed during the cycle.

Step 10: Prior to submission, spell check and proofread your accomplishment report.

Proofread! Proofread! Proofread! Get a coworker to help you proof your responses. Lack of attention to your grammar and spelling may diminish your written responses. Accomplishments for your mission support element should be no more than two pages, and accomplishments for all other elements should be no more than one page.