3-02/085.65 - Procedure for Use of Automated Performance in the Transfer Request Process

A review of automated employee performance information is an important part of the process of screening prospective applicants for transfer into a given unit. In order to ensure valid evaluation of the information, the following procedure shall be adhered to.

Units which are in the process of screening applicants may request copies of employee profile reports from the applicants' unit of assignment. The authorized manager at the unit of assignment shall review each report requested with the concerned employee, verifying its accuracy. He shall then provide the report(s) to the requesting manager/supervisor.

Each supervisor/manager conducting background checks on prospective applicants for transfer is responsible for using employee profile report information (PRMS printouts) as outlined herein; that is as a basis for determining when to examine appropriate documentation and to personally discuss an employee's performance with knowledgeable current and past managers/supervisors.

In any case in which the information on an employee profile report appears to indicate performance history which might adversely affect the employee's level of acceptability, the supervisor or manager responsible for the background check shall contact the employee's unit of assignment and arrange an inâ€‘person conference to discuss the employee's "PPI printout" and to review files. The meeting shall be with the appropriate supervisor/manager(s) who is/are authorized access to the employee's PRMS records and who is/are knowledgeable about the facts concerning the significance of the incidents indicated on the employee profile report. The meeting shall involve the review of actual files.

All parties to the conference are responsible for ensuring that the performance information used in the background check is comprehensive and objective, and that decisions about the candidate's suitability are not made solely on the basis of the number of incidents reflected on the PRMS printout.