

Performance Management Confirmation Performance Incentive Program Survey

Purpose

Use these standardized survey questions and rating scales to assess the level of employee confidence in the performance incentive program.

Survey Requirements

Required Surveys

This is one of two surveys required for confirmation:

- Employee Confidence Survey
- Employee Performance Incentive Program Survey

Survey Questions and Format

This survey must be conducted using the standard DOP questions and rating scales. While the questions and rating scales are required for confirmation, you may add additional questions. The complete list of required questions is provided below.

Survey Rating Scale

The survey must use the following anchored rating system:

For each question below, indicate on a scale of 1 to 5 your level of agreement with the question:

1. Strongly Disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly Agree

Survey Administration and Timing

This survey must be administered to all eligible employees immediately following your first award cycle and annually thereafter. A response rate of at least 75% is preferred.

Survey Results

The results of the survey should be reported both in total and separately for supervisors and employees.

Survey Analysis

As noted in the confirmation guidance, a gap analysis and action plan should be developed to address areas of concern in the survey results.

Survey Reporting

When submitting your monitoring report, describe your survey process and results. Include your gap analysis and action plan.

Survey Questions

Mandatory Questions for All Employees

You must ask these questions ***in addition to*** the mandatory Employee Confidence Survey questions after the first award cycle and annually thereafter:

1. The key results in my current Performance and Development Plan (PDP) are clearly linked to my organization's goals and performance measures.
2. My PDP meaningfully differentiates between excellent, satisfactory, and low performance.
3. I am more focused on achieving my key results because of the Performance and Development Plan process.
4. I am more focused on achieving my key results because of the possibility of a Performance Recognition Award.
5. Productivity within my program has increased since the performance incentive program was implemented.
6. I would describe my overall satisfaction with the Performance Incentive Program as:
 - 1 - Completely Dissatisfied
 - 2 - Dissatisfied
 - 3 - Neutral
 - 4 - Satisfied
 - 5 - Completely Satisfied
7. During the 200x-200x review period: (circle one of the options below)
 - a. I received a X (highest) level award
 - b. I received a X (middle) level award
 - c. I did not receive an award
 - d. I was not eligible for an award

Mandatory Additional Questions for Supervisors

You must ask these questions ***in addition to*** the mandatory Employee Confidence Survey questions after the first award cycle and annually thereafter:

1. The key results I write in my employees' Performance and Development Plans are clearly linked to our organization's goals and performance measures.
2. As a supervisor, I am able to meaningfully differentiate between excellent, satisfactory, and low performance.
3. I have the knowledge, skills and abilities to effectively use the performance incentive program.
4. I am confident I am applying the award criteria in the same way as other supervisors.
5. My staff are more focused on achieving their key results because of the Performance and

Development Plan process.

6. My employees are more focused on achieving their key results because of the possibility of a performance award.
7. Productivity within my program has increased since the performance incentive program was implemented.

Consultation and Assistance

DOP staff are available to assist you throughout the confirmation process, including providing a briefing to your executive management team regarding the confirmation process. For more information, please contact DOP at StrategicHR@dop.wa.gov or 360-664-6239 for more information.

Tools and Resources

Use the following tools and resources to learn more about the confirmation process.

- Confirmation Guide – Overview
- Application Guide – Preliminary Application Submittal Guide
- Application Guide – Interim Report and Final Submittal Guide
- Monitoring Report Guide
- Application Process Timeline chart
- Preliminary Readiness Assessment
- Employee Confidence Survey
- Employee Performance Incentive Program Survey
- Baldrige/WSQA Question Crosswalk table.
- Application Process Table