

Counseling a Subordinate 10-5.02-P

Under direct supervision, COUNSEL a subordinate on their performance evaluation, as presented in the E-PME Study Guide.

Counseling a Subordinate on Their Performance Evaluation

After the Approving Official reviews the employee performance evaluation, he or she forwards the completed employee review to the supervisor to counsel and review the performance evaluation with the evaluatee.

This is a significant phase of the evaluation process since effective counseling can improve subordinate performance.

Counseling must take place not later than 21 days following the employee review period ending date. The Member Counseling Report is the tool used for this effort.

The Member Counseling Report is obtained from the electronic EERS on the Intranet:

- Create a member counseling report by clicking the link (upper right-hand corner). This opens a new window for the report.
 - Select the language for the report from the drop-down list.
 - Enter the employee ID number for the member being evaluated. Press the Run button. (*Several member counseling reports can be sent at one time by pressing the plus button to add a new row and entering another employee ID.*)
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Counseling a Subordinate on Their Performance Evaluation (continued)

Untestable Instructions are also given in the Employee Review Quick Reference Guide:

<http://www.uscg.mil/hq/psc/da/EmployeeReviewQuickRef.pdf>

The evaluatee must be provided with a printed counseling receipt (a separate form) and acknowledge receiving the form with his or her signature.

Important aspects of effective counseling are developing goals and objectives for improvement. When counseling a member:

- Ensure he or she clearly understands the minimum performance requirements and how to meet them.
- Discuss the strengths and accomplishments as well as the recommended improvement areas.
- Be specific about the actual behavior that caused the accomplishment or deficiencies and describe the effects of the behavior on others.
- Identify opportunities to exceed performance requirements.
- Suggest creating an Individual Development Plan (IDP) with the evaluatee.

Individual Development Plan

An Individual Development Plan (IDP) is a tool to help members reach career goals within the Coast Guard. It is a developmental “action” plan to move members from where they are to where they want to go.

Additional untestable information can be located on:

<http://www.uscg.mil/hq/g-w/g-wt/g-wtl/idp/index.htm>

Steps are provided to build on strengths and overcome weaknesses as members improve job performance and pursue career goals. For a successful IDP, write down all goals.

Performing Employee Counseling

For this performance requirement, you need to counsel a subordinate on his or her performance evaluation. When you are ready, contact your supervisor for additional guidance.
