

## PEER OR SECOND LEVEL SCI REVIEW GUIDELINES

Examine the CADA for each employee in the group under review. Use the SCI Criteria Continuum and your knowledge of employees in the group to answer the following questions below.

1. Are the comments legible?
  - a.  Yes, very clear and understandable.
  - b.  Not always readable; need to be more clearly written.
2. Has the manager provided specific examples of demonstrated contribution?
  - a.  Yes, examples of results, outcomes, and deliverables are provided.
  - b.  More examples would be useful.
3. Are the contributions mentioned within the review period?
  - a.  Yes, the contributions fall within the performance cycle.
  - b.  Some contributions occurred before or after the performance cycle.
4. Are the comments and examples consistent with the criteria level descriptions?
  - a.  Yes, examples match the CADA descriptors and are in the correct category.
  - b.  The comments and examples don't appear to align well with the criteria.
5. Are the manager's recommendations consistent with the documented comments?
  - a.  Yes, there is internal consistency between the recommendations and documented examples and comments.
  - b.  The documentation doesn't support the recommendation.
6. Are the recommendations consistent with your first-hand knowledge of the individuals in this group?
  - a.  Yes, based on my knowledge of these employees, I agree with the recommendations.
  - b.  I disagree with the recommendations.
  - c.  I do not have enough familiarity with the employees in this group to comment.
7. Do the numbers of individuals recommended in each contribution category match that specified by the Agency? (OSI only: 35%; SCI-2: 45%; SCI-1: 20%)
  - a.  Yes, with some minor rounding error.
  - b.  No, the percentages don't match the guidelines.
  - c.  This group is too small for the percentages to easily apply, but they are close.
8. Is the distribution of SCI recipients appropriate to the organization's workforce profile?
  - a.  Yes
  - b.  No, the allocation seems to be disproportionate in comparison to the workforce profile.
  - c.  Don't have sufficient baseline data to evaluate.

If you have checked a "b" response for any of the eight questions above, please provide the manager with appropriate feedback for improvements or enhancements.

If you have checked "a" or "c" for all of the eight questions above, this indicates that you find the materials and recommendations to be satisfactory for submission to higher level management.