

Tips for Writing Performance Narratives

Tips for Writing the Narrative . . .

The supervisor must prepare a written narrative outlining the employee's accomplishments for each element. The narrative should:

- Include examples of performance where appropriate;
- Be brief and specific;
- Avoid adjectives and adverbs that are not objective;
- Use clear, concise statements or bullets;
- Avoid writing in third person;
- Describe accomplishments with regard to quantity, quality, timeliness, and manner of performance or other measure of performance;
- Use language that lay reviewers will understand versus highly technical language; and
- Avoid statements that describe your personal beliefs or philosophies; focus on specific challenges and results achieved.

Include in the narrative . . .

Narratives should address the breadth, scope, and/or impact of achievements, and can include items such as:

- Innovation in approach and results obtained;
- Flexibility, adaptability, and resourcefulness, despite the presence of obstacles;
- Program efficiencies or other measurable improvements gained that promoted effectiveness and mission achievement;
- Favorable feedback and evaluations from customers, stakeholders, and others, including staff;
- Flexibility and adaptability in responding to changing priorities;
- Initiation of significant collaborations, alliances, and coalitions;
- Invitations to serve on or lead workgroups, consortiums, etc., or other indicators of stature and expertise;
- Accolades and recognition received; and/or
- Other indicators demonstrating excellence in meeting agency strategic initiatives and individual management and program outcomes that contributed to the success of program goals.