

## What Can Officers Do to Ensure a Fair COER Rating/Assessment?

### ~Suggestions~

1. Do a great job performing your duties/assignments
2. Tell YOUR Story well – Every Opportunity
  - a. Use the tools available to you
  - b. Keep accurate documentation/list of accomplishments throughout the year. Don't wait until Sept/Oct. to begin writing your accomplishments
  - c. Be Proactive – ask your Rater for a Mid-year Review – provide paper copy of the tool
  - d. For the actual review – provide Rater with a breakdown of your accomplishments – Consider grouping accomplishments by the 8 Evaluation Factors (Examples: Leadership..., Initiative- Growth..., Communication Skills..., etc.)
3. Live and Exemplify the CORE Values of the Commissioned Corps
  - a. **Leadership**
    - i. Provides vision and purpose in public health through inspiration, dedication, and loyalty.
  - b. **Service**
    - i. Demonstrates a commitment to public health through compassionate actions and stewardship of time, resources, and talents
  - c. **Integrity**
    - i. Exemplifies uncompromising ethical conduct and maintains the highest standards or responsibility and accountability
  - d. **Excellence**
    - i. Exhibits superior performance and continues improvement in knowledge and expertise
4. Introduce the new COER Tool to your Rater “NOW”
  - a. Show rate the new/different Rating Factors
  - b. Rating Scale – “1 through 7”
  - c. Behavioral anchors/Performance Behaviors
5. NOTE: Once the Rater provides the evaluation to the Officer:
  - a. Review the assessment thoroughly
  - b. If you disagree with the assessment
    - i. Prepare written information for Rater's consideration
    - ii. Generate a list of behaviors for Rater's consideration
    - iii. Schedule time to discuss with Rater
    - iv. Discussion with Rater must be done in a professional/constructive manner. Remember to live out our CORE Values.

Suggestions: The COER Tool limits what you are able to provide to the Rater for Review; however, you may consider providing the Rater with additional pertinent information relevant to your assessment.

# Commissioned Corps Promotion Bench Marks PY 2011

## Promotion Precepts:

- 1. Performance Rating & Reviewing Official's Statement** **40%**
  - a. COER
    - i. Progression of Responsibility
    - ii. Achievement & contributions to the Agency Mission
    - iii. Personal accountability for developing skills & leadership effectiveness
  - b. Award History
    - i. Progression of awards
  - c. Reviewing Officials' Assessment
    - i. Current leadership/role in the Command/Agency
    - ii. Progression of leadership potential
    - iii. Contributions to the Agency mission
  
- 2. Education, training, and Professional Development** **15%**
  - a. Factors vary by the 11 Category Requirements
  
- 3. Career Progression and Potential** **25%**
  - a. Category Specific Requirements
  
- 4. Professional Contributions and Services to the PHS CC (Officership)** **15%**
  - a. Honor/Integrity/Duty
  - b. Officer contribution
    - i. CV
    - ii. Officer's Statement
    - iii. Documentations – Letters of appreciation
    - iv. Membership/Leadership – PAC/Advisory groups
    - v. Commitment / promoting Corps visibility
    - vi. Presentations/outreach
  
- 5. Basic Readiness (OFRD)** **5%**
  - a. 4 Quarterly Assessments