



Writing Effective Executive Accomplishment Narratives

Executive Accomplishment Narrative (EAN)

At the end of the performance cycle, all career and limited term SES members who have been on a performance plan for a minimum of 90 days must provide an EAN that highlights the results achieved as it relates to the performance requirements and organizational results in ePerformance. While the completion of an Executive Accomplishment Narrative is optional for non-career SES members, it is strongly recommended. This narrative is used by the rating official and the Performance Review Board (PRB) to assess results achieved during the performance year in an effort to determine a final performance rating.

Writing an Effective EAN (max 8000 characters including spaces)

Before writing:

- Read definitions of rating levels and critical element targets carefully
- Review Strategic Plan and Fiscal Year goals
- Review management reports and the self-assessments of your direct reports
- Start writing about Results Driven (start with what you know)

While writing:

- Address each critical element individually and in the same order as it appears on the performance plan because you will be independently scored on each critical element
- Don't let rating officials guess if you met or exceeded – start with “Met”, “Exceeded” or “Outstanding” and provide supporting evidence
- Focus on the most important and only use a couple of great examples
- Link actions to accomplishments and outcomes
- Talk about impact - answer the questions “So what?” and “Why should they care?”
- Describe the conditions under which you achieved your accomplishments and obstacles/challenges you overcame
- Use first person, past tense and non-jargon terms; PRB members may not know your business line

Performance Ratings

- A Fully Successful rating (level 3) is not average or ordinary but rather demonstrates a significant level of accomplishment; it is an executive who:
 - Demonstrates the high level of performance expected and actions and leadership contribute positively toward the achievement of strategic goals and meaningful results
 - Delivers high-quality results based on measures of quality, quantity, efficiency, and/or effectiveness within agreed upon timelines
 - Meets and often exceeds challenging performance expectations
- Exceeding Fully Successful is an extremely high bar; it is an executive who:
 - Demonstrates real and proven results that created meaningful change, advanced technologies or provided substantial additional savings beyond established targets

Additional Resources

- HR University (<https://hru.gov/index.aspx>)
 - **Course Title:** How to Write an Effective Self-Report of Accomplishments
 - **Estimated Time to Complete:** 0.5 hours
 - **Cost:** Free