

**United States Department of Agriculture
Performance Appraisal**

1 Social Security No.	2 Position Number	3 Pay Plan	4 Occup. Series
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5 Name (Last, First, Middle Initial)		6 Grade/Step or Pay Level	7 Appraisal Period From _____ To _____	
8 Official Position Title		9 Organization Structure Code		
10 Duty Station	11 Funding Unit	12 Agency Use	13 NFC Use	

Instructions

Blocks 1 through 10, completed by NFC, should be reviewed and, if necessary, corrected.
 Block 11. Enter funding unit number.
 Block 14. Enter brief description of performance elements.
 Block 15A. Check performance elements identified as critical.

Blocks 15B, 15C., 15D. Rate actual performance by entering 2 for critical elements and 1 for non-critical elements in appropriate column.
 Blocks 15E, 15F, 15G. Enter total of each column.
 Block 15H. Enter total from 15E, 15F and 15G.
 Block 16A. Check off the correct summary rating described in decision table (16B).
 Blocks 17 through 22. Self-explanatory.

14 Performance Elements	15A Critical Element (✓)	15B Exceeds Fully Successful	15C Meets Fully Successful	15D Does Not Meet Fully Successful
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

16B Decision Table (check off Summary Rating in block 16A)

Rating of Outstanding if 15E equals 15H.
 Rating of Unacceptable ^{1/} if any critical element is rated in 15D.
 Rating of Superior if no element is rated in 15D; 15F is greater than zero; and 15E is greater than 15F.
 Rating of Marginal ^{2/} if 15G is greater than 15E, and no critical element is rated in 15D.
 Rating of Fully Successful if none of the above apply.
^{1/} Unsatisfactory for SES
^{2/} Minimally Satisfactory for SES

15E Exceeds	15F Meets	15G Does Not Meet
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15H Enter total 15E + 15F + 15G = 15H	15H
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16A Summary Rating (See Decision Table in 16B)

- Outstanding
- Superior
- Fully Successful
- Marginal ^{2/}
- Unacceptable ^{1/}

^{1/} Unsatisfactory for SES
^{2/} Minimally Satisfactory for SES

17 Employee (Check off appropriate box)		<input type="checkbox"/> Yes <input type="checkbox"/> No
I have a copy of USDA and Agency regulations on employee responsibilities and conduct; I have discussed them with my supervisor and questions have been answered to my satisfaction.		
18 Employee's Signature	Date	If employee did not sign, state reason.
(Instructions for resolutions of disputes are on the reverse of employee copy.)		

19 Supervisor's Signature	Date	20 Reviewer's Signature	Date
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21 Approving Official's or Funding Unit Manager's Signature (optional)	Date	22 FOR SES ONLY
		PLA to ES _____ Bonus Amount _____

UNITED STATES DEPARTMENT OF AGRICULTURE
PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET
 (Instructions on reverse)

1. Name (Last, First, M.I.)	Pay Plan, Series, Grade	Agency/Division	APPRAISAL PERIOD	
Position Title			From	To

2. PERFORMANCE ELEMENT			<input type="checkbox"/> CRITICAL <input type="checkbox"/> NONCRITICAL
No. <input style="width: 30px;" type="text"/>	(Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)		

3. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)

4. ELEMENT RATING (At the end of the rating period, compare the employee's performance with standard and assign an element rating. For instructions about documentation, see reverse.)		<input type="checkbox"/> EXCEEDS <input type="checkbox"/> FULLY SUCCESSFUL <input type="checkbox"/> DOES NOT MEET
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ACCOMPLISHMENTS

5. CERTIFICATION OF DEVELOPMENT AND RECEIPT OF PLAN
 Signatures certify discussion with the employee and receipt of plan which reflects current position description.

Employee's Signature	Date
Supervisor's Signature	Date
Reviewer's Signature	Date

6. PROGRESS REVIEWS (at least one must be completed)

Employee's Initials and Date	Supervisor's Initials and Date

PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET

1. Name (Last, First, M.I.) Position Title	Pay Plan, Series, Grade	Agency/Division	APPRAISAL PERIOD	
			From	To

2. PERFORMANCE ELEMENT No. <input style="width: 40px;" type="text"/> (Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)	➔	<input type="checkbox"/> CRITICAL <input type="checkbox"/> NONCRITICAL
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3. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)

4. ELEMENT RATING (At the end of the rating period, compare the employee's performance with standard and assign an element rating. For instructions about documentation, see 435A.)	➔	<input type="checkbox"/> EXCEEDS <input type="checkbox"/> FULLY SUCCESSFUL <input type="checkbox"/> DOES NOT MEET
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ACCOMPLISHMENTS

PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET

1. Name (Last, First, M.I.)	Pay Plan, Series, Grade	Agency/Division	APPRAISAL PERIOD	
Position Title			From	To

2. PERFORMANCE ELEMENT No. <input style="width: 30px; text-align: center;" type="text" value="3"/> (Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)	<input type="checkbox"/> CRITICAL <input checked="" type="checkbox"/> NONCRITICAL
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TEAMWORK AND PARTNERSHIPS (Non-supervisory employee)

Work Description: Develops and maintains effective working relationships with internal and/or external cooperators that foster a positive atmosphere of cooperation, trust, creativity, and group unity.

3. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)

Additional instructions for establishing standards: On a separate sheet of paper, supervisors shall list the specific performance measures/results that are expected for this element.

- a. Demonstrates collaboration and flexibility to build effective partnerships.
- b. Contributes to team success.
- c. Develops networks, builds alliances and collaborates across boundaries.
- d. Uses interpersonal skills and facilitates "win-win" situations.
- e. Treats everyone fairly and professionally; demonstrates respect for individual differences and promotes these values within the work unit.
- f. Seeks opportunities to share knowledge and skills with others. Handles disagreements effectively, and resolves them in a positive and constructive manner.

4. ELEMENT RATING (At the end of the rating period, compare the employee's performance with standard and assign an element rating. For instructions about documentation, see 435A.)	<input type="checkbox"/> EXCEEDS <input type="checkbox"/> FULLY SUCCESSFUL <input type="checkbox"/> DOES NOT MEET
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ACCOMPLISHMENTS