

PERFORMANCE APPRAISAL

EMPLOYEE NAME: _____

APPRAISAL YEAR: _____

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 430, Performance Management

PRINCIPAL PURPOSES(S): This form will be used for performance planning and results reporting documentation as required for the Performance appraisal.

ROUTINE USES(S): None

DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in not receiving an appraisal for the stated period of time.

INSTRUCTIONS FOR COMPLETION OF ANNUAL PERFORMANCE APPRAISAL

Cover Sheet: Complete the employee's name and the appraisal year.

PART A - Administrative Data.

1. Appraisal Period: Enter the start date and end date for the evaluation period. Typically this is the rating cycle start and end date; however, these dates can vary. Also enter the appraisal effective date usually one day after the close of the rating cycle.
2. Employee Name: Name of the employee (last, first, middle initial).
3. Social Security Number: Enter the last 4 digits of the SSN.
4. Position Title: Enter the title of the employee's position as of the appraisal period start date.
5. Pay Plan/Occupational Series/Grade/Step: Enter the employee's pay plan, occupational series, grade, and step as of the appraisal period start date.
6. Organization: Enter the name of the employee's organization.
7. Adjusted Salary: Enter employee's adjusted salary as of the date this form was generated or the appraisal period end date, whichever is earlier.
8. Duty Station: Enter the duty station where the employee works.
9. PAS Code/UIC: Enter employee's PAS Code or UIC

PART B - Performance Appraisal Documentation.

To be completed by all parties as appropriate to document the establishment of job objectives, interim review, closeout assessment, special purpose and annual assessment as required.

PART C - Relevant Organizational Mission/Strategic Goals.

Organizational Mission and Strategic Goals as they apply to an employee's performance.

PART D - Component Unique (opt).

This area is reserved for state specific use or additional comments, which are appropriate or will facilitate the rating process.

PART E - Job Objectives.

List job objectives by which the employee will be evaluated during the appraisal period. Employees must have at least two ratable job objectives. Also document an employee's and rating official's written assessment of accomplishments for the interim and annual review based on the job objectives rating, and derived rating of record. **This page should be duplicated for each job objective given. Mark (x) the box to indicate type of appraisal. A form must be completed for the interim and annual assessments and closeout assessments when applicable. Complete a Special Purpose Rating when an employee receives an initial rating of record of 1 and has successfully completed a PIP and has brought the performance level to at least level 2.**

PART F - Performance Rating.

Rating computation based on the job objectives' optional weight, and objective rating. Used to determine the employee's final rating of record.

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PERFORMANCE APPRAISAL

PART A – ADMINISTRATIVE DATA

1. APPRAISAL PERIOD:	a. START DATE (YYYYMMDD)	b. END DATE (YYYYMMDD)	
2. EMPLOYEE NAME (<i>Last, First, Middle Initial</i>)		c. APPRAISAL EFFECTIVE DATE	
		3. SOCIAL SECURITY NUMBER (Last 4 digits)	
4. POSITION TITLE		XXX - XX -	
6. ORGANIZATION		5. PAY PLAN/OCCUPATIONAL SERIES/GRADE/STEP	
		7. ADJUSTED SALARY AS OF APPRAISAL PERIOD END DATE	
8. DUTY STATION		9. PAS CODE OR UIC	

PART B – PERFORMANCE APPRAISAL DOCUMENTATION

	PERFORMANCE PLAN	INTERIM REVIEW	ANNUAL ASSESSMENT <input type="checkbox"/> Early Annual	OTHER <input type="checkbox"/> Closeout <input type="checkbox"/> Special Purpose
EMPLOYEE Signature:				
Date: (YYMMDD)				
RATING OFFICIAL Printed Name:				
Signature:				
Date: (YYMMDD)				
Communication Method (face-to-face, telephone, other)				
Higher Level Reviewer Printed Name:				
Signature:				
Date : (YYMMDD)				

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Date Last Modified:

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PART C - RELEVANT ORGANIZATIONAL MISSION / STRATEGIC GOALS

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PART D - COMPONENT UNIQUE (OPT)

PART E - JOB OBJECTIVES (Duplicate this page for each job objective)

JOB OBJECTIVE NO.

TITLE: (Limited to 80 Characters)

LAST MODIFIED ON:

WEIGHT: %

OBJECTIVE RATING:

TYPE OF ASSESSMENT:

INTERIM REVIEW

ANNUAL ASSESSMENT
(including Early Annual)

Closeout

Special Purpose

EMPLOYEE SELF-ASSESSMENT (Limited to 1,000 Characters)

RATING OFFICIAL ASSESSMENT (Limited to 1,000 Characters)

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EMPLOYEE NAME (Last, First, Middle Initial) _____

APPRAISAL YEAR: _____

PART F - PERFORMANCE RATING SUMMARY

OBJECTIVE	WEIGHT	OBJECTIVE RATING
1	<input type="text"/> %	
2	<input type="text"/> %	
3	<input type="text"/> %	
4	<input type="text"/> %	
5	<input type="text"/> %	
6	<input type="text"/> %	
7	<input type="text"/> %	
8	<input type="text"/> %	
9	<input type="text"/> %	
10	<input type="text"/> %	

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AVERAGE SCORE

RATING OF RECORD

Note: If Weights are used, the average score is weighted.