1. NAME (LAST, FIRST, MIDDLE INITIAL)			2. SOCIAL SECURITY NO.
3. POSITION TITLE/SERIES/GRADE	4. ORG CODE (DEPT.,DIV.,BRCH)	5. P.D. NUMBER	
6. RATING PERIOD: FROM TO		DUTY STATION:	

7. RECORD OF REVIEWS AND FINAL APPRAISAL

PERFORMANCE PLAN ESTABLISHED (WITHIN 30 DAYS AFTER START OF RATING PERIOD)			PROGRESS REVIEW		SPECIAL REVIEW		FINAL APPRAISAL	
	SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE
RATER								
EMPLOYEE								
REVIEWER *REQD FOR "U" ONLY*								

8. RATING OF RECORD: ☐ ACCEPTABLE ☐ UNACCEPTABLE

9. PERFORMANCE PLAN ATTACHMENTS ☐ YES ☐ NO REVIEWER'S INITIALS *("U" ONLY):*

10. EMPLOYEE'S POSITION DESCRIPTION IS CURRENT AND ACCURATE
☐ YES ☐ NO

SUPERVISOR'S SIGNATURE

COLUMN A	COLUMN B	COLUMN C	COLUMN D	
CHECK IF APPLICABLE	PERFORMANCE ELEMENTS CRITICAL/ADDITIONAL	PERFORMANCE STANDARDS INDICATE ACCEPTABLE LEVEL	ANNUAL APPRAISAL RATING CHECK ONE BOX "A"	"U"
☐	TECHNICAL COMPETENCE (C)	• SETS REALISTIC GOALS AND MILESTONES • EXHIBITS THE KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO OBTAIN DESIRED RESULTS • EFFECTIVELY AND EFFICIENTLY SECURES, ALLOCATES, AND MANAGES MISSION ESSENTIAL RESOURCES • DEVELOPS EFFICIENT PROCEDURES AND SYSTEMS • COORDINATES AND MONITORS ASSIGNMENTS AND PROJECTS THROUGHOUT THE ORGANIZATION • ESTABLISHES PRIORITIES THAT REFLECT MISSION AND ORGANIZATIONAL NEEDS	☐	☐
☐	PEOPLE MANAGEMENT (C)	• ESTABLISHES A CUSTOMER FOCUSED ENVIRONMENT AND ENSURES CUSTOMER SATISFACTION • ENCOURAGES AND MOTIVATES EMPLOYEES • DEFINES VISION AND COMMUNICATES GOALS • COMMUNICATES ROLES AND RESPONSIBILITIES, AND DELEGATES WORK FAIRLY AND EFFICIENTLY • MAINTAINS AN ENJOYABLE, POSITIVE, AND CHALLENGING WORK ETHIC • RECOGNIZES AND REWARDS INDIVIDUAL AND TEAM CONTRIBUTIONS IN A TIMELY MANNER	☐	☐
☐	PERFORMANCE MANAGEMENT (C)	• TAKES ACTION TO QUICKLY RESOLVE PERFORMANCE ISSUES • COMMUNICATES CLEAR AND CONSISTENT PERFORMANCE EXPECTATIONS • DEVELOPS EMPLOYEES THROUGH MENTORING, COACHING, AND TRAINING • DOCUMENTS PERFORMANCE PROBLEMS AND HANDLES THEM WITH AUTHORITY AND TACT	☐	☐

PRIVACY ACT STATEMENT: Executive Order 9397 authorizes collection of this information. The primary use of this information is by management to record and track performance evaluation information for an employee's official personnel file.

COLUMN A	COLUMN B	COLUMN C	COLUMN D	
CHECK IF APPLICABLE	PERFORMANCE ELEMENTS CRITICAL/ADDITIONAL	PERFORMANCE STANDARDS INDICATE ACCEPTABLE LEVEL	ANNUAL APPRAISAL RATING CHECK ONE BOX "A"	"U"
☐	LEADERSHIP (C)	• ACTS AS A PERSUASIVE LEADER WHO GETS RESULTS • DEMONSTRATES FAIR AND IMPARTIAL LEADERSHIP • SETS AND ACHIEVES HIGH STANDARDS WITH A TEAM • DEVELOPS A SHARED SENSE OF PURPOSE WITH FOCUS AND DIRECTION • IMPLEMENTS KEY ORGANIZATION POLICIES	☐	☐
☐	ACCOUNTABILITY (C)	• PLANS FOR, DEVELOPS, AND ESTABLISHES REALISTIC BUDGETS • TRACKS AND ADJUSTS EXPENDITURES TO REMAIN WITHIN APPROVED BUDGET • MAKES APPROPRIATE CHANGES TO MEET MISSION ESSENTIAL FISCAL REQUIREMENTS • CONSISTENTLY COMMUNICATES BUDGET AND/OR RESOURCE CHANGES AND PRIORITIES • VERIFIES ACCURACY OF TIME AND ATTENDANCE RECORDS	☐	☐
☐	HIRING PRACTICES (A)	• DEFINES POSITION AND REQUIRED APPLICANT KNOWLEDGE, SKILLS, AND ABILITIES • SELECTS AND RETAINS HIGH QUALITY PEOPLE BY CREATING A POSITIVE AND CHALLENGING WORK ENVIRONMENT • PREPARES FOR AND CONDUCTS THOROUGH INTERVIEWS • MAKES SOUND HIRING DECISIONS BASED ON CANDIDATE EXPERIENCE • DEVELOPS TEAMS WITH DIVERSE SKILLS AND STRENGTHS	☐	☐
☐	EEO (C)	• SETS THE EXAMPLE AND ENCOURAGES PARTICIPATION IN EEO SPECIAL EMPHASIS PROGRAMS • TAKES ACTION TO STOP DISCRIMINATORY BEHAVIOR AND SEXUAL HARASSMENT AMONG EMPLOYEES • COOPERATES IN RESOLVING DISCRIMINATION COMPLAINTS • SUPPORTS EEO PROGRAM GOALS, OBJECTIVES, AND PROVIDES ON-G0ING TRAINING TO EMPLOYEES • ATTENDS MANDATORY EEO TRAINING AND ENSURES EMPLOYEE PARTICIPATION	☐	☐
☐	TEAMWORK (A)	• WORKS EFFECTIVELY IN GROUPS AND HELPS OTHERS TO GET THE JOB DONE • PARTICIPATES IN RESOLVING TEAM CONFLICTS • ESTABLISHES AND MAINTAINS COOPERATIVE WORKING RELATIONSHIPS • REMAINS FLEXIBLE AND OPEN TO NEW OR DIFFERENT IDEAS • FOCUSES ON TEAM EFFORTS ON MOST EFFECTIVE MISSION ORIENTED STRATEGIES	☐	☐
☐	SAFETY (A)	• ADHERES TO ORGANIZATION SAFETY PROGRAM INSTRUCTIONS	☐	☐
☐	AUDIT (A)	• TAKES PROMPT CORRECTIVE ACTION ON ALL AGREED TO FINDINGS AND RECOMMENDATIONS DEVELOPED BY AUDITORS • USES AND MEETS ALL SPECIFIC PLANS AND MILESTONE OBJECTIVES AND MAINTAINS APPROPRIATE DOCUMENTATION TO DEMONSTRATE COMPLIANCE • PREPARES AND SUBMITS REQUIRED REPORTS	☐	☐

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RESET

EMAIL TO:

COLUMN A	COLUMN B	COLUMN C	COLUMN D	
CHECK IF APPLICABLE	PERFORMANCE ELEMENTS CRITICAL/ADDITIONAL	PERFORMANCE STANDARDS INDICATE ACCEPTABLE LEVEL	ANNUAL APPRAISAL RATING CHECK ONE BOX "A"	"U"
☐	LABOR RELATIONS (A)	• EXHIBITS KNOWLEDGE AND UNDERSTANDING OF MANAGEMENT'S OBLIGATION TO FOLLOW THE NEGOTIATED AGREEMENT AS IT RELATES TO PERSONNEL POLICY, PRACTICES AND MATTERS AFFECTING THE WORKING CONDITIONS OF EMPLOYEES.	☐	☐
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