

Agency _____

SECTION 1 - EMPLOYEE IDENTIFICATION

Section _____

Title _____

Salary Grade _____ Item Number _____

Supervisor/Rater _____

Title _____

Reviewer _____

Title _____

Evaluation Period From: _____ To _____
(mo./day/yr.) (mo./day/yr.)

SECTION 2 - PERFORMANCE PROGRAM

A. **TASKS/OBJECTIVES:** List the major tasks, assignments, activities, and results to be achieved during the evaluation period.

B. **PERFORMANCE STANDARDS:** List observable criteria for determining if objectives/tasks are fully met/performed. Criteria should be quantitative whenever possible.

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |
| 6. | 6. |
| 7. | 7. |

Approved by: _____ Date _____
(Reviewer)

INSTRUCTIONS TO SUPERVISOR

A. At the start of the process:

1. Before beginning of the rating period, discuss prospective performance requirements with the employee, and seek the employee's input to the performance program by providing him/her with a "worksheet" and a reasonable deadline for its return to you. (Submission of a worksheet is optional on the part of the employee.)
2. Upon receipt of the employee's worksheet (or after the deadline for its return has passed), complete Section 1 - Employee Identification and Section 2 - Performance Program.

3. Submit the completed worksheet (with employee's worksheet if any) for approval

4. Allow for approval by employee prior to the employee of a time for discussion of the performance program. This must occur

SECTION 1 - EMPLOYEE IDENTIFICATION

Employee's Name _____

Division/Facility _____

Section _____

Title _____

Salary Grade _____ Item Number _____

Supervisor/Rater _____

Title _____

Reviewer _____

Title _____

Evaluation Period From: _____ To _____
(mo./day/yr.) (mo./day/yr.)

SECTION 2 - SUMMARY OF ACTUAL PERFORMANCE Describe the employee's performance in terms of his/her tasks or activities objectives specified in

SECTION 4. PERFORMANCE RATING

• Check the rating which best summarizes the employee's performance, as described in Section 2. Refer to descriptions of ratings below.

SATISFACTORY

UNSATISFACTORY