

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	<b>APPRAISAL PERIOD</b>	
Position Title			From	To

<b>2. PERFORMANCE ELEMENT</b>			<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.)			

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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.)

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<b>4. ELEMENT RATING</b> (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	

**ACCOMPLISHMENTS**

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**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