

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.

(Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)



CRITICAL

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 435A.)



EXCEEDS

FULLY SUCCESSFUL

DOES NOT MEET

ACCOMPLISHMENTS