

APHIS 4-Level Performance Appraisal Program Guidelines for the New Performance Appraisal Forms

MRP Human Resources, Feb. 2006

The 4-level rating system has a suite of 3 forms, in a single .pdf file:

- Form MRP 104: Performance Plan Cover Sheet
- Form MRP 105: Performance Elements and Standards
- Form MRP 106: Performance Rating

System Requirements and Key Features

- **Adobe Acrobat 7 Standard or Professional** is required to make the forms work as they were designed.
 - Saving files: You can fill in the forms save the file for each employee's performance plan
 - Auto fill: Data entered on the MRP 104, Cover Sheet, auto fills to forms MRP 105 and 106. This includes employee information, the performance element titles, and the element weights
 - Automated rating calculations on form MRP 106, Performance Rating: When you enter the ELEMENT RATING SCORE for each element (either 0, 3, or 5), the form will calculate and fill in:
 - the adjective ELEMENT RATING;
 - the WEIGHTED ELEMENT SCORE;
 - the SUMMARY ELEMENT SCORE; and
 - the adjective SUMMARY RATING
- If you only have Adobe Reader 7, or Adobe 6, please upgrade if you will be working with these forms!!!

Form MRP 104: Performance Plan Cover Sheet

- Most fields are self-explanatory
- RATING PERIOD: please use the drop-down calendar for the FROM and TO dates
- PROGRAM: please use the standard Program Acronym, e.g., OA, PPD, LPA, MRPBS, IS, PPQ, VS, AC, WS, or BRS
- UNIT LEVEL 3: please enter the next organizational level after the Program, e.g., Eastern Region (in VS) or Human Resources Division (in MRPBS)
- UNIT LEVEL 4: Please enter the next organizational level, e.g., North Carolina Area Office (in VS) or APHIS Employee Relations Branch (in MRPBS).
- ELEMENT WEIGHT: As you enter the element weights, the form will add them up for you. Please make sure the weights total 100%
- REMARKS: this block is for any use you might have for it, e.g., a global alignment statement covering all elements, or notations on changes in the performance plan made during the rating cycle

[Form MRP 105: Performance Elements and Standards](#)

- The 4-level rating system allows for up to six performance elements, so six pages are provided, with the elements numbered 1 through 6
- These are the main text blocks for the elements and standards.
 - you can cut and paste from WORD documents, but you may lose some formatting, such as the indentations in bullets and sub-bullets
 - you will not be able to change the font or font size
- Continuation sheets: since we seem to be writing elements and standards longer, a continuation sheet is provided for each element, if needed.

[Form MRP 106: Performance Rating](#)

- The 4-level rating systems requires more arithmetic to calculate the final rating, starting with each element's WEIGHT multiplied by the ELEMENT RATING. The form will do the arithmetic for you
- When preparing the performance rating, just enter the ELEMENT RATING SCORE assigned by the rating official for each element (either 0, 3, or 5), the form will calculate and fill in:
 - the adjective ELEMENT RATING;
 - the WEIGHTED ELEMENT SCORE;
 - the SUMMARY ELEMENT SCORE; and
 - the adjective final SUMMARY RATING

[Printing the forms](#)

- The suite of blank forms has a total of 14 pages:
 - page 1: MRP 104, Performance Plan Cover Sheet
 - pages 2-3: MRP 105, Performance Elements and Standards, Element 1, and Continuation Sheet
 - pages 4-5: MRP 105, Element 2, and Continuation Sheet
 - pages 6-7: MRP 105, Element 3, and Continuation Sheet
 - pages 8-9: MRP 105, Element 4, and Continuation Sheet
 - pages 10-11: MRP 105, Element 5 and Continuation Sheet
 - pages 12-13: MRP 105, Element 6 and Continuation Sheet
 - page 14: MRP 106, Performance Rating
- If you click "PRINT FORM" on the Cover Sheet, all 14 pages will print
- You can print just the MRP 106, Performance Rating, by clicking on "PRINT THIS PAGE" on the MRP 106
- To select pages to print, select thumbnails in the Pages tab on the left side of the Adobe screen.
 - You can Ctrl-click thumbnails to select noncontiguous pages, or
 - Shift-click to select a contiguous range of pages.
 - You can also select a contiguous page range in the Print dialog box.