

U. S. DEPT. OF AGRICULTURE - MARKETING AND REGULATORY PROGRAMS 4-LEVEL PERFORMANCE APPRAISAL PROGRAM PERFORMANCE PLAN COVER SHEET				Rating Period		
				From	To	
Employee Name (Last, First, M.I.)			Social Security No.	Pay Plan	Series	Grade
Position Title			Duty Station			State
Agency	Program	Unit Level 3		Unit Level 4		
CRITICAL PERFORMANCE ELEMENTS					Element Weight (%)	
1.						
2.						
3.						
4.						
5.						
6.						
Total (<i>must equal 100%</i>)						
Remarks						
CERTIFICATION OF APPROVAL AND ISSUANCE OF PERFORMANCE PLAN						
Approved by: (Rating Official's Signature)					Date	
Reviewed by: (Reviewing Official's Signature)					Date	
Received by: (Employee's Signature)					Date	
CERTIFICATION OF COMPLETION OF MID-YEAR PROGRESS REVIEW						
Rating Official's Signature					Date	
Employee's Signature					Date	

U. S. DEPT. OF AGRICULTURE - MARKETING AND REGULATORY PROGRAMS 4-LEVEL PERFORMANCE APPRAISAL PROGRAM PERFORMANCE ELEMENTS AND STANDARDS		Rating Period		
		From	To	
Employee Name	Social Security No.	Pay Plan	Series	Grade
CRITICAL PERFORMANCE ELEMENT			Element Weight (%)	
1.				
ELEMENT DESCRIPTION AND ALIGNMENT: state the responsibilities and/or activities covered by the element, and specify the organizational goals and objectives that the element supports.				
PERFORMANCE STANDARD: RESULTS AND MEASURES FOR "FULLY SUCCESSFUL" RATING Describe the results required for a "FULLY SUCCESSFUL" element rating, with the measures of quality, quantity, timeliness, manner of performance, and/or cost effectiveness that will be applied.				
PERFORMANCE STANDARD: RESULTS AND MEASURES FOR "EXCEPTIONAL" RATING Describe the results required for an "EXCEPTIONAL" element rating, with the measures of quality, quantity, timeliness, manner of performance, and/or cost effectiveness that will be applied.				

Continuation Sheet
Performance Element 1

Employee Name

Social Security No.

From

Rating Period

To

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U. S. DEPT. OF AGRICULTURE - MARKETING AND REGULATORY PROGRAMS 4-LEVEL PERFORMANCE APPRAISAL PROGRAM PERFORMANCE ELEMENTS AND STANDARDS			Rating Period	
			From	To
Employee Name	Social Security No.	Pay Plan	Series	Grade
CRITICAL PERFORMANCE ELEMENT			Element Weight (%)	
2.				
ELEMENT DESCRIPTION AND ALIGNMENT: state the responsibilities and/or activities covered by the element, and specify the organizational goals and objectives that the element supports.				
PERFORMANCE STANDARD: RESULTS AND MEASURES FOR "FULLY SUCCESSFUL" RATING Describe the results required for a "FULLY SUCCESSFUL" element rating, with the measures of quality, quantity, timeliness, manner of performance, and/or cost effectiveness that will be applied.				
PERFORMANCE STANDARD: RESULTS AND MEASURES FOR "EXCEPTIONAL" RATING Describe the results required for an "EXCEPTIONAL" element rating, with the measures of quality, quantity, timeliness, manner of performance, and/or cost effectiveness that will be applied.				

Continuation Sheet
Performance Element 2

Employee Name

Social Security No.

From

Rating Period

To

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U. S. DEPT. OF AGRICULTURE - MARKETING AND REGULATORY PROGRAMS 4-LEVEL PERFORMANCE APPRAISAL PROGRAM PERFORMANCE ELEMENTS AND STANDARDS			Rating Period	
			From	To
Employee Name	Social Security No.	Pay Plan	Series	Grade
CRITICAL PERFORMANCE ELEMENT			Element Weight (%)	
3.				
ELEMENT DESCRIPTION AND ALIGNMENT: state the responsibilities and/or activities covered by the element, and specify the organizational goals and objectives that the element supports.				
PERFORMANCE STANDARD: RESULTS AND MEASURES FOR "FULLY SUCCESSFUL" RATING Describe the results required for a "FULLY SUCCESSFUL" element rating, with the measures of quality, quantity, timeliness, manner of performance, and/or cost effectiveness that will be applied.				
PERFORMANCE STANDARD: RESULTS AND MEASURES FOR "EXCEPTIONAL" RATING Describe the results required for an "EXCEPTIONAL" element rating, with the measures of quality, quantity, timeliness, manner of performance, and/or cost effectiveness that will be applied.				

Continuation Sheet
Performance Element 3

Employee Name

Social Security No.

From

Rating Period
To

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U. S. DEPT. OF AGRICULTURE - MARKETING AND REGULATORY PROGRAMS 4-LEVEL PERFORMANCE APPRAISAL PROGRAM PERFORMANCE ELEMENTS AND STANDARDS			Rating Period	
			From	To
Employee Name	Social Security No.	Pay Plan	Series	Grade
CRITICAL PERFORMANCE ELEMENT			Element Weight (%)	
4.				
ELEMENT DESCRIPTION AND ALIGNMENT: state the responsibilities and/or activities covered by the element, and specify the organizational goals and objectives that the element supports.				
PERFORMANCE STANDARD: RESULTS AND MEASURES FOR "FULLY SUCCESSFUL" RATING Describe the results required for a "FULLY SUCCESSFUL" element rating, with the measures of quality, quantity, timeliness, manner of performance, and/or cost effectiveness that will be applied.				
PERFORMANCE STANDARD: RESULTS AND MEASURES FOR "EXCEPTIONAL" RATING Describe the results required for an "EXCEPTIONAL" element rating, with the measures of quality, quantity, timeliness, manner of performance, and/or cost effectiveness that will be applied.				

**Continuation Sheet
Performance Element 4**

Rating Period
From To

Employee Name

Social Security No.

From

To

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U. S. DEPT. OF AGRICULTURE - MARKETING AND REGULATORY PROGRAMS 4-LEVEL PERFORMANCE APPRAISAL PROGRAM PERFORMANCE ELEMENTS AND STANDARDS		Rating Period		
		From	To	
Employee Name	Social Security No.	Pay Plan	Series	Grade
CRITICAL PERFORMANCE ELEMENT			Element Weight (%)	
5.				
ELEMENT DESCRIPTION AND ALIGNMENT: state the responsibilities and/or activities covered by the element, and specify the organizational goals and objectives that the element supports.				
PERFORMANCE STANDARD: RESULTS AND MEASURES FOR "FULLY SUCCESSFUL" RATING Describe the results required for a "FULLY SUCCESSFUL" element rating, with the measures of quality, quantity, timeliness, manner of performance, and/or cost effectiveness that will be applied.				
PERFORMANCE STANDARD: RESULTS AND MEASURES FOR "EXCEPTIONAL" RATING Describe the results required for an "EXCEPTIONAL" element rating, with the measures of quality, quantity, timeliness, manner of performance, and/or cost effectiveness that will be applied.				

**Continuation Sheet
Performance Element 5**

Employee Name

Social Security No.

From

Rating Period
To

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U. S. DEPT. OF AGRICULTURE - MARKETING AND REGULATORY PROGRAMS 4-LEVEL PERFORMANCE APPRAISAL PROGRAM PERFORMANCE ELEMENTS AND STANDARDS			Rating Period	
			From	To
Employee Name	Social Security No.	Pay Plan	Series	Grade
CRITICAL PERFORMANCE ELEMENT			Element Weight (%)	
6.				
ELEMENT DESCRIPTION AND ALIGNMENT: state the responsibilities and/or activities covered by the element, and specify the organizational goals and objectives that the element supports.				
PERFORMANCE STANDARD: RESULTS AND MEASURES FOR "FULLY SUCCESSFUL" RATING Describe the results required for a "FULLY SUCCESSFUL" element rating, with the measures of quality, quantity, timeliness, manner of performance, and/or cost effectiveness that will be applied.				
PERFORMANCE STANDARD: RESULTS AND MEASURES FOR "EXCEPTIONAL" RATING Describe the results required for an "EXCEPTIONAL" element rating, with the measures of quality, quantity, timeliness, manner of performance, and/or cost effectiveness that will be applied.				

Continuation Sheet
Performance Element 6

Employee Name

Social Security No.

From

Rating Period
To

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U. S. DEPT. OF AGRICULTURE - MARKETING AND REGULATORY PROGRAMS 4-LEVEL PERFORMANCE APPRAISAL PROGRAM PERFORMANCE RATING				Rating Period		
				From	To	
Employee Name			Social Security No.	Pay Plan	Series	Grade
Position Title				Duty Station		State
Agency	Program	Unit Level 3		Unit Level 4		
INSTRUCTIONS: Enter the "Element Rating Score" for each element. The corresponding "Element Rating" will be automatically entered. To print this page, click on the "Print This Page" button at the bottom of this form.				ELEMENT RATING LEVELS Unacceptable Results = 0 Fully successful Results = 3 Exceptional Results = 5		
CRITICAL PERFORMANCE ELEMENTS			Element Weight (%)	Element Rating	Element Rating Score	Weighted Element Score
1.						
2.						
3.						
4.						
5.						
6.						
					SUMMARY RATING SCORE	
4 SUMMARY RATING LEVELS If any element rated "0" = Unacceptable If no elements are rated Unacceptable: summary rating score 3.0 - 3.9 = Fully Successful summary rating score 4.0 - 4.5 = Exceeds Fully Successful summary rating score 4.6 - 5.0 = Exceptional				SUMMARY RATING		
CERTIFICATION OF APPROVAL AND ISSUANCE OF PERFORMANCE RATING						
Rating Official's Signature					Date	
Reviewing Official's Signature					Date	
Employee's Signature					Date	