

## SECTION II—PERFORMANCE SUMMARY AND RATING

Name \_\_\_\_\_

### ITEM 1. INSTRUCTIONS:

1. List each element in the performance plan; indicate whether it is critical/non-critical and what weight has been assigned to it.
2. Assign a rating level for each element: **(5) Outstanding (4) Commendable (3) Fully Successful (2) Marginal/Minimally Satisfactory (SES) (1) Unacceptable/Unsatisfactory (SES)**
3. Score each element by multiplying the weight by the rating level.
4. After each element has been scored, compute total score by summing all individual scores. Total score can range from 100 to 500.

Performance Element	Critical or Non-critical (C or NC)	MBO	Individual Weights (Sum must total 100)	Element Rating (1-5)	Score

**TOTAL SCORE:** \_\_\_\_\_

**For SES turn to reverse side and continue with Item 3.**

### ITEM 2. PERFORMANCE RATING: *(Based on total score except that if any critical element is less than fully successful the rating can be no higher than the lowest critical element rating.)*

Outstanding (460–500)     
  Commendable (380–459)     
  Fully Successful (290–379)     
  Marginal (200–289)     
  Unacceptable (100–199)

Rating Official's Signature	Title	Date
Approving Official's Signature	Title	Date
Employee's Signature <i>(Indicates appraisal meeting held)</i>	Employee comments attached? <input type="checkbox"/> YES <input type="checkbox"/> NO	Date

## SECTION III—PERFORMANCE RECOGNITION *(General Workforce Only)*

Performance Award \$ \_\_\_\_\_ ( \_\_\_ %)     
 **For performance awards:** Has employee been promoted during the appraisal cycle?     
  YES       NO

QSI (Outstanding Rating Required)     
 Appropriation No. \_\_\_\_\_

Rating Official's Signature	Title	Date
Approving Official's Signature	Title	Date
Final Approving Authority's Signature		Date
Payment Authorized By Personnel Office		Date

**ITEM 3. SES EMPLOYEES ONLY:**

Name	Title
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1. Rating Official Recommendation(s). Check appropriate block(s).

Outstanding (460–500)     Commendable (380–459)     Fully Successful (290–379)     Marginal (200–289)     Unacceptable (100–199)

Rating Official's Signature	Title	Date
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Employee's Signature ( <i>Indicates appraisal meeting held</i> )	Date
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2. Optional Higher Level Review (*at employee's request*)

Comments:

Recommendation on initial rating:

Higher Level Reviewer Signature	Title	Date
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3. PRB Review

PRB concurs with initial rating                       YES                       NO (*Explain below*)

PRB Members' Signatures (*Optional*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRB Chairperson Signature	Date
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4. Appointing Authority

Agree                       Disagree with PRB recommendations. If disagree, explain.

**Final Rating of Senior Executive:**

Outstanding     Commendable     Fully Successful     Marginal     Unacceptable

Appointing Authority's Signature	Date
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