

<b>Senior Executive Service APPRAISAL RECORD</b>	Employee Comments Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	APPRAISAL PERIOD From _____ To _____
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NAME (Last, First, MI)	BASE SALARY	TITLE
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PRB	AGENCY	SOCIAL SECURITY #	ACCOUNTING CODE
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DATE ENTERED SES	DATES OF LAST (MM/YYYY):		
	Bonus:	Salary Adjustment:	D. Rank
			M. Rank

SUPERVISOR'S INITIAL RATING				PRB RATING			
PERFORMANCE ELEMENT <small>(check box if element is critical)</small>	Exceeds Fully Successful	Meets Fully Successful	Does Not Meet Fully Successful	Exceeds Fully Successful	Meets Fully Successful	Does Not Meet Fully Successful	1. Accomplishments exceed rating 2. Accomplishments do not support rating 3. Other (specify)
1. Leadership/Management	X						
2. Mission Results	X						
3.							
4.							
5.							
6.							
TOTAL	Exceeds	Meets	Does Not Meet	Exceeds	Meets	Does Not Meet	TOTAL

**SUMMARY RATING (check one)**

OUTSTANDING       All appraisal units are at "Exceeds."

SUPERIOR           More appraisal units are at "Exceeds" than at "Meets fully successful" but none are rated "Does not meet."

FULLY SUCCESSFUL     Any combination of appraisal units which fall between "Superior" and "Minimally Satisfactory."

MINIMALLY SATISFACTORY     More appraisal units are at "Does not meet" than at "Exceeds."

UNSATISFACTORY       One or more critical elements are appraised at "Does not meet."

**PRB SUMMARY RATING (check one)**

CONCUR WITH SUPERVISORY SUMMARY RATING

CHANGE SUMMARY RATING TO (specify):

I have a copy of the Governmentwide standards of conduct (including USDA/Agency regs).  yes     no

I attended the required annual ethics training.  yes     no

**PRB RECOMMENDATIONS**

RETAIN                       BONUS

REASSIGN                   D. RANK AWARD

REMOVE                    M. RANK AWARD

BASE SALARY ADJUSTMENT TO \$ \_\_\_\_\_  
(INDICATE TOTAL PERCENTAGE \_\_\_\_\_ %)

SUPERVISOR'S SIGNATURE & DATE	REVIEWER'S SIGNATURE & DATE	PRB CHAIRPERSON'S SIGNATURE & DATE
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<p style="text-align: center;"><b>SECRETARY'S OFFICE OR AGENCY HEAD RECOMMENDATIONS</b></p> <p>(more than one block may apply)  <input type="checkbox"/> RETAIN    <input type="checkbox"/> REASSIGN    <input type="checkbox"/> REMOVE *    <input type="checkbox"/> BONUS *    <input type="checkbox"/> D. RANK AWARD    <input type="checkbox"/> M. RANK AWARD    <input type="checkbox"/> SALARY ADJUSTMENT          \$ _____</p> <p>* Justify on reverse recommended actions based on appraisal, summarizing briefly managerial and program accomplishments and impact on agency or Department.</p>	SIGNATURE OF SECRETARY'S OFFICE OR AGENCY HEAD & DATE
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SECRETARY'S APPROVAL - FINAL RATING				
SIGNATURE OF SECRETARY	DATE	RATING	SALARY ADJUSTMENT	BONUS AMOUNT