

ARS

CHECKLIST FOR PREPARING PERFORMANCE PLANS

The following are some reminders for establishing a Performance Plan.

- 1. Check the employee's position description for accuracy; the major duties in the position description should be included in the Performance Plan as critical elements. Accomplishment of organizational objectives and goals can be included in Performance Plans.
- 2. Employee participation in developing the plan is desirable. However, the Rating and Reviewing Officials have the final authority for establishing the Performance Plan.
- 3. All plans must be documented, in writing, on Form AD435A/B Revised, Performance Plan, Progress Review and Appraisal Worksheet.
- 4. The plan must align with Agency and/or organizational goals. At least one performance element must link to the strategic goals and objectives of the organization.
- 5. Include results-focused performance measures for each performance element. Elements and standards should be accurate, objective, measurable, attainable, and understandable.
- 6. Performance Plans should contain a minimum of three but not more than seven critical performance elements. Each Performance Plan must contain at least one non-critical element.
- 7. Performance Plans for non-supervisory employees must include in at least one of the critical elements the responsibility for demonstrating a commitment to EEO/CR.
- 8. Performance Plans must contain a critical performance element for safety and health, when warranted by the employee's position.
- 9. Performance Plans may contain generic elements and standards for similar occupations.
- 10. An employee officially designated as a supervisor must have a separate critical performance element for Supervision and/or Leadership/Management, which includes a performance standard that addresses accountability for performance management of others including preparation of Performance Plans, progress reviews, annual appraisals, and other related duties.
- 11. An employee officially designated as a supervisor must contain employee and customer/stakeholder perspectives in their Performance Plans.
- 12. An employee officially designated as a supervisor must have a separate critical performance element that addresses Equal Employment Opportunity/Civil Rights.
- 13. The Performance Plan must be signed by the supervisor, reviewing official (normally the second-level supervisor) and employee. The employee should then receive a copy of the approved plan.