

PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET

1. Name (Last, First, M.I.) Position Title	Pay Plan, Series, Grade	Agency/Division	APPRAISAL PERIOD	
			From	To

2. PERFORMANCE ELEMENT			<input type="checkbox"/> CRITICAL <input type="checkbox"/> NONCRITICAL
No. <input type="text"/>	(Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)		

3. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)

4. ELEMENT RATING (At the end of the rating period, compare the employee's performance with standard and assign an element rating. For instructions about documentation, see 435A.)		<input type="checkbox"/> EXCEEDS	<input type="checkbox"/> FULLY SUCCESSFUL
		<input type="checkbox"/> DOES NOT MEET	

ACCOMPLISHMENTS