

U. S. DEPARTMENT OF AGRICULTURE
NASS PERFORMANCE REVIEW
 APPRAISAL FORM

APPRAISAL PERIOD: From _____ To _____

TYPE OF RATING: Annual Other (Specify) _____

I. EMPLOYEE INFORMATION					
Social Security Number	Duty Station		Organizational Structure Code		
Name (Last, First, MI)	Position Number	Pay Plan	Occ. Series	Grade	Step
II. CERTIFICATION OF DEVELOPMENT AND RECEIPT OF PERFORMANCE PLAN					
Employee's Signature				Date	
Supervisor's Signature				Date	
Reviewer's Signature				Date	
III. PROGRESS REVIEWS					
Employee's Initials and Date					
Supervisor's Initials and Date					
IV. EVALUATION					
CRITICAL ELEMENT(S)	RATING				
	Fully Successful	Unacceptable			
1.					
2.					
3.					
V. PERFORMANCE EVALUATION: <input type="checkbox"/> FULLY SUCCESSFUL <input type="checkbox"/> UNACCEPTABLE					
VI. CERTIFICATION OF ISSUANCE AND RECEIPT OF PERFORMANCE RATING					
Employee's Signature		Date			
Supervisor's Signature		Date			
Reviewer's Signature		Date			

NASS PERFORMANCE REVIEW PROGRAM

Appraisal Period:

Name: _____ From: _____ To: _____

GOALS FOR THE YEAR:

ACCOMPLISHMENTS - Describe and evaluate other major accomplishments during the review period:

ADDITIONAL COMMENTS: (*Address other appropriate areas not specifically covered elsewhere, such as change, risk management, cost reduction, etc.*)

NASS PERFORMANCE REVIEW PROGRAM

Name: _____

Rating Period From: _____ To: _____

Date: _____

Additional Factors	Check (✓)	L	-	-	-	-	-	-	High
Knowledge of Job - Consider understanding of job methods and procedures, and possession of necessary skills and technical competence.									
Quality of Work - Consider degree of thoroughness, accuracy, attention to detail, dependability of desired results, and fulfillment of accepted business practices and Agency standards.									
Quantity of Work - Consider amount of work, ability to handle multiple tasks, use of time, and results.									
Planning and Organizing - Consider ability to prioritize projects, plan for contingencies, and meet deadlines									
Customer Service - Consider ability to carry out Agency mission through team work approaches and provide timely and quality service to internal and external customers									
Teamwork - Consider partnership qualities, enthusiasm, conduct, willingness to help others, cooperativeness, and desire to do the best job possible									
Attendance and Punctuality - Consider reliability, dependability, tardiness and absenteeism.									
Judgment - Consider ability to solve problems without discussing every detail and arrive at sound reasonable decisions and job results.									
Initiative and Originality - Consider motivation toward seeking increased responsibility, follow-through on projects begun, ingenuity, self-reliance, and independent action									
Adaptability - Consider ability to adjust and respond to changes in organization, direction, assignments and priorities.									
Communications - Consider written and oral skills with respect to subordinates, peers, supervisors, and outside contacts; sensitivity and impact.									
Integrity - Consider honesty, ethical behavior and attitude towards work, and outside contacts.									
Health and Safety - Consider adherence to procedures and practices which maintain a safe work environment.									
Leadership - Consider ability to plan, delegate, motivate and train others.									
Other - _____									
Other - _____									

- Copy from: **Supervisor**
- Employee**
- Team**
- Other**

Name _____

Name _____