

# PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET

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

**2. PERFORMANCE ELEMENT**

No.

(Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)



CRITICAL

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.)



EXCEEDS

FULLY SUCCESSFUL

DOES NOT MEET

**ACCOMPLISHMENTS**