

(12-86) **PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET**

1. NAME (Last, First, M.I.) Public, John Q		2. POSITION TITLE Human Resources Specialist	
3. AGENCY/DIVISION DA, OHCM, DHRD		4. PAY PLAN, SERIES, GRADE GS-201-12	
		APPRAISAL PERIOD	
		5. START DATE 10-01-08	6. END DATE 09-30-09
7. PERFORMANCE ELEMENT			
No.	1	Mission Results	<input checked="" type="checkbox"/> CRITICAL <input type="checkbox"/> NONCRITICAL

Completed work assignments are performed in a timely manner, assuring a quality of work that meets the needs of the organization. Appropriate work methods are selected for the development of work products. Work products do not require substantive revisions. Assignments are completed in accordance with applicable Agency guidelines, including timeframes.

Alignment: This Element contributes to the achievement of the Strategic Human Capital Goals identified in the *USDA Strategic Human Capital Plan December 2006*, and the human capital strategies associated with the DA Goal as Identified in the *DA Strategic Plan 2005 – 2008*. The DA Goal is as follows - *Provides USDA leadership with the administrative tools, services, infrastructure, and policy frameworks to support their public service missions*

[Note – alignment item must be on at least one element!]

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

Evaluation will be by the supervisor through (1) observation, (2) review of work product results, and (3) discussions with employee, co-workers, customers and superiors. The supervisor is satisfied that the employee:

- Handles multiple tasks simultaneously, prioritizing and completing assignments within established deadlines with not more than 3-5 exceptions. Tracks assigned projects, correspondence, etc., from initiation to completion and addresses each within the timeframes prescribed by the supervisor.
- Works to continually evaluate and improve assigned programs from a programmatic and cost-effective perspective. Achieves or demonstrates progress in improving program and work practices, including minimizing the complexity of processes whenever possible.
- Provides timely and reliable technical advice and assistance to internal and external customers on {specify} matters with not more than 3-4 exceptions. Advice is based on good knowledge and proper application of Federal regulations, precedent cases, and relationships among interested parties. (Note – this standard could also be within a Customer Service element.)
- Continuously keeps supervisor informed regarding sensitive issues or controversial emerging issues and offers well thought-out recommendations to prevent and/or respond to developing problems with no more than 1-3 exceptions.
- Safeguards and protects the personally identifiable information of all employees' contractors, or the general public from unauthorized disclosure with no more than 1-2 exceptions.

9. ELEMENT RATING (At the end of the rating period, compare the employee's performance with standard and assign an element rating. Refer to documentation, as necessary.)	Exceeds	Fully Successful	Does Not Meet
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>