

# PERFORMANCE APPRAISAL RECORD

Name of Employee	Social Security Number	Title/Pay Plan/ Series/Grade/Step
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Organization

Rating Period	Check one: General Workforce <input type="checkbox"/> Other <input type="checkbox"/>
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**PLAN (Generic Indicators apply to each critical result below).**

	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS
CRITICAL RESULT 1 -	<input type="checkbox"/>	<input type="checkbox"/>
SUPPLEMENTAL PERFORMANCE INDICATORS -		

	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS
CRITICAL RESULT 2 -	<input type="checkbox"/>	<input type="checkbox"/>
SUPPLEMENTAL PERFORMANCE INDICATORS -		

	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS
CRITICAL RESULT 3 -	<input type="checkbox"/>	<input type="checkbox"/>
SUPPLEMENTAL PERFORMANCE INDICATORS -		

	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS
CRITICAL RESULT 4 -	<input type="checkbox"/>	<input type="checkbox"/>
SUPPLEMENTAL PERFORMANCE INDICATORS -		

**APPROVAL**

Rating Official Signature	Date	Employee Signature	Date
Print Name/Title			

**PROGRESS REVIEW: (I have met with the employee and assess that employee meets expectations and no changes are necessary)**

Rating Official Initial	Date	Employee Initial	Date
Other Comments			

**SUMMARY PERFORMANCE RATING**

MEETS  
EXPECTATIONS

DOES NOT MEET  
EXPECTATIONS

Rating Official (Narrative attached for rating of "Does not Meet Expectations")

Name	Signature	Title	Date
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Reviewing Official:

Name	Signature	Title	Date
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I discussed this appraisal with the employee on \_\_\_\_\_  
Date Initials of Rating

Employee Signature	Date
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For ratings of "Does Not Meet Expectations" only: Employee may submit written comments, as appropriate, to the reviewing official within 10 calendar days of receipt of a signed (by rating and reviewing officials) copy of this appraisal.

# PERFORMANCE APPRAISAL RECORD (Continuation Sheet)

**PLAN (Generic Indicators apply to each critical result below).**

	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS
CRITICAL RESULT 5 -	<input type="checkbox"/>	<input type="checkbox"/>

SUPPLEMENTAL PERFORMANCE INDICATORS -

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	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS
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	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS
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	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS
	<input type="checkbox"/>	<input type="checkbox"/>