

**Performance Appraisal Form**

<b>NAME OF EMPLOYEE</b> [REDACTED]	<b>SOCIAL SECURITY NUMBER</b> [REDACTED]
<b>POSITION TITLE</b> [REDACTED]	<b>SERIES AND GRADE</b> [REDACTED]
<b>ORGANIZATION/CODE</b> [REDACTED] N. C.	<b>RATING PERIOD</b> [REDACTED] /JL 03

**RECORD OF REVIEWS AND FINAL APPRAISAL**

ELEMENTS ISSUED	DATE	PROGRESS REVIEW	DATE	FINAL APPRAISAL ISSUED	DATE
<b>RATING OFFICIAL</b> [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		
<b>EMPLOYEE</b> [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		

Rating Type:  RATING OF RECORD  CLOSE OUT RATING

Summary Rating:  ACCEPTABLE  UNACCEPTABLE

REVIEWING OFFICIAL SIGNATURE (Unacceptable ratings only) \_\_\_\_\_ DATE \_\_\_\_\_

**POSITION DESCRIPTION CERTIFICATION** (to be completed at the *beginning* of the appraisal period).  
 Check one: I certify that the employee's position description  is  is not                      Supervisor's Initials  
 current and accurate

CRITICAL ELEMENTS AND STANDARDS (Critical Element #1 applies to all employees. Check elements #2 and #3 ONLY if they are applicable)	Rating Level (X)	
	Acceptable	Unacceptable
<b>CRITICAL ELEMENT/STANDARD FOR ALL EMPLOYEES:</b> #1 - <input checked="" type="checkbox"/> Execution of Duties: Performs assigned tasks (including the protection and management of classified information), readily accepts and performs the work to be accomplished, supports and implements policies, procedures, and regulations, and uses applicable knowledge and skills to produce a product or service of good quality in a timely manner. Works effectively in groups, participates in resolving team conflicts, and establishes and maintains cooperative and effective internal and external working relationships. Keeps supervisor(s) and/or team leader(s) informed of difficult and/or controversial issues and problems.	<input type="checkbox"/>	<input type="checkbox"/>
<b>CRITICAL ELEMENT/STANDARDS FOR TEAM LEADERS, MANAGERS AND SUPERVISORS</b> #2 - <input type="checkbox"/> Leadership and Organizational Support (Required for all Supervisors, Managers, and Team Leaders): Promotes an efficient and effective organization by performing the following: selects team members and/or makes work assignments without regard to non-merit factors; resolves issues and problems that arise in the administration of programs, monitors all aspects of programs for quantity, quality, cost, schedule, effectiveness, and consistency; provides timely and correct information and guidance to services organizations; implements a system of internal controls which ensures program integrity and prevents waste, fraud and abuse; adheres to policies, regulations, and procedures covering areas such as safety, audit follow-up actions, classified information protection and management, internal management controls, inventory management, and contract administration; and, develops, maintains and promotes productive work relationships at all levels of the organization.	<input type="checkbox"/>	<input type="checkbox"/>
#3 - <input type="checkbox"/> Personnel Management/EEO (Required for all Supervisors and Managers): Promotes a work environment in which employees can excel (encourages innovation, continuous training, and positive attitude). In accomplishing this goal: selects/recommends individuals for recruitment, promotion, recognition, training, and work assignments in an equitable manner without regard to non-merit factors; appropriately appraises staff within required timeframes; uses established position management principles and techniques which result in an efficient organization; uses discipline and alternative dispute resolution processes where appropriate; takes a proactive approach in ensuring a work environment free of discrimination and sexual harassment; and, participates in the achievement of affirmative employment program goals.	<input type="checkbox"/>	<input type="checkbox"/>

### ADDITIONAL CRITICAL ELEMENTS/WRITTEN COMMENTS

Certain positions require additional specific critical elements. Although the generic supervisory and managerial elements cover the supervisory and managerial requirements cited in Appendix A of the Instruction, additional critical elements/standards may be required for some positions. These may be added in the space below and rated as acceptable or unacceptable during the rating cycle. This space may also be used to clarify standards, outline objectives, or acknowledge accomplishments.

(11/12)

11/12/12

11/12

### SIGNIFICANT PERFORMANCE APPRAISAL ACTIONS

Within 30 days of the beginning of the rating period

#### Review and Issue Performance Elements

Within 30 days of the beginning of the rating period, supervisor meets with each employee to discuss and review mission requirements, the employee's individual objectives, and the performance element(s). Supervisor and employee both sign and date the form.

#### Distribution:

- A copy is given to the employee
- The supervisor keeps the original.

Mid-cycle

#### Complete Progress Review

Supervisor and employee meet to discuss the employee's accomplishments, update priorities, and define new assignments and expectations. Supervisor and employee both sign and date the form.

Within 30 days of the end of the rating period

#### Issue Rating of Record

Supervisor rates the employee's performance on each element and assigns a summary rating. Supervisor and employee both sign and date the form.

#### Distribution:

- A copy is given to the employee
- The supervisor keeps a copy.
- The original is forwarded to the HRO

Privacy Act Notice: Executive Order 9397 authorizes use of a social security number. The social security number is used to ensure that the correct rating is entered into the computer record and that this form is properly filed. This information may be shared with other Federal agencies in order to administer or audit the performance management program.

An "acceptable" level of performance rating is the highest rating attainable at [REDACTED]

INDIVIDUAL DEVELOPMENT PLAN

DATE PREPARED:

[REDACTED]

PART A - EMPLOYER PERSONAL DATA

1. NAME (Last, First, MI)	2. Code	3. DAVITA CATEGORY & LEVEL	4. POSITION TYPE (X only one) <input type="checkbox"/> a. Non-supervisory <input type="checkbox"/> b. Supervisory	
5. POSITION TITLE, SERIES AND GRADE			6. PHONE	7. YRS OF CONTINUOUS CIVILIAN SVC

PART B - CAREER GOALS

1. SHORT RANGE CAREER GOALS (State career goals for the next one to two years. Specify position series and grade (if appropriate) or subject area).

[REDACTED]

2. LONG RANGE CAREER GOALS (State career goals for the next three to five years. Specify position series and grade (if appropriate) or subject area).

[REDACTED]

NAME (Last, First, MI)

DATE PREPARED

**PART C - DEVELOPMENTAL OBJECTIVES AND PLANNED DEVELOPMENTAL ACTIVITIES TO MEET OBJECTIVES**

To construct meaningful DEVELOPMENTAL OBJECTIVES consider the work assignments and projects the employee has undertaken and will be expected to undertake. What does previous performance indicate? What are the skills, knowledge and aptitudes the employee needs to acquire? What does the employee need to learn to keep abreast of changes in the career field and in the organization? What skills, knowledge and aptitudes will enhance the individual's abilities to deal with these changes? From the answers to these questions develop action statements that deal in specific terms with specific needs to acquire. Once specific objectives are stated different DEVELOPMENTAL ACTIVITIES may be considered in which these objectives. This IDP can be used for any program requiring training/development; e.g., Probationary supervisors management development, Upward Mobility, etc.

1. DEVELOPMENTAL OBJECTIVES (State the goal to be derived from the developmental activity or activities in as specific terms as possible. What knowledge, skills or abilities (K.S.A's) need to be obtained immediately to meet current objectives or to make performance more effective in the present position? Or identify specific areas in which the employee will need to gain competence in order to achieve the short or long-range goals stated above. The Developmental Objectives should be stated in the order of priority.)	2. DEVELOPMENTAL ACTIVITY OR ASSIGNMENT (This may include on-the-job Training, Rotational Assignments, Developmental Projects, Self Study Programs, Formal Training Programs, Correspondence Courses, or Professional Conferences or Seminars.)	3.	4. SOURCE (if possible, identify the organization that will provide the developmental activity.)	5. PROPOSED SCHEDULE (Developmental activity by quarter that reflects priority of learning and long-range needs.)	6. ACTION TAKEN (List actual action taken and date of completion.)
		P Q M			
		L D *			

\*PROGRAM IDENTIFIERS: 1. Probationary Supervisor/Manager, 2. DA/W/A, 3. Upward Mobility, 4. Veterans Readjustment Act, 5. Worker Trainee, 6. Co-op employee, 7. Employee Special Training Agreement, 8. Other

NAME (Last, First, MI)

DATE PREPARED

PART D - SIGNIFICANT PRIOR TRAINING AND DEVELOPMENT RELATED TO THE DEVELOPMENTAL OBJECTIVES. (Include government-sponsored and self-level or parent assignment programs, activities or vendor fee programs. If additional space is needed, attach additional pages.)

1. NAME OF COURSE

2. NAME OF TRAINING CENTER

3. DATE OF COMPLETION

4. IF NO CAREER DEVELOPMENT IS DESIRED OR NEEDED AT THIS TIME, PLEASE STATE SPECIFIC REASONS WHY. (Space may also be used for comments on how the Individual Development Plan is to be implemented. For example, if a specific progression of developmental activities is critical, it should be stated.)

PART E - CONCURRENCE AND APPROVAL

1. EMPLOYEE SIGNATURE

DATE SIGNED

4. OTHER REVIEW OFFICIAL

2. SUPERVISOR TYPED NAME (Last, First, MI), POSITION TITLE AND SIGNATURE

DATE SIGNED

PHONE

3. COMPETENCY HEAD APPROVAL

DATE SIGNED

## INSTRUCTIONS FOR COMPLETING INDIVIDUAL DEVELOPMENT PLANS

Individual Development Plans (IDPs) will be developed for every employee. They will be used to assist employees to maximize their professional development opportunities by defining specific development activities, which are mutually agreed upon, by employees and their supervisors. The intent is to improve the procedures to provide and document professional development opportunities and efforts for and by our employees. This IDP will serve as a multi-purpose source of information. It is intended to be a living document and should be reviewed at least once every six months and updated at least annually. The IDP should be tailored for each employee and should be established within 30 days of the initiation of the program, or within 30 days after the arrival of a new employee or when an employee changes positions.

### PART A:

Block 3: Refer to DAWIA Instructions.  
All other blocks are self-explanatory.

PART B: Self-explanatory

### PART C:

Column 1: Self-explanatory

Column 2: Self-explanatory

Column 3: Place a number here for each item listed in Column 1. Appropriate numbers are listed in the footnote at the bottom of the page. Number 8 (other) should be used to identify developmental objectives (e.g., individual skills (WORD), Command requirements (ADP Security)) that do not fall within one of the other program identifiers.

Column 4: Self-explanatory

Column 5: Self-explanatory

Column 6: Self-explanatory

### PART D:

Block 1: Self-explanatory

Block 2: Self-explanatory

Block 3: Self-explanatory

Block 4: Use of this block to indicate that no career development is desired or needed should be an extremely rare occurrence.

### PART E:

Block 1: Self-explanatory

Block 2: Self-explanatory

Block 3: Self-explanatory

Block 4: When the employee fills under programs with specific training requirements, coordination by the program POC is indicated here.

