



U.S. DEPARTMENT OF THE INTERIOR EMPLOYEE PERFORMANCE PLAN AND RESULTS REPORT

Employee's Name: _____

Rating Period: _____

Title/Series/Grade: _____

Bureau/Office: _____

Duty Location: _____

Social Security No.: _____

PART I. PERFORMANCE PLAN

CRITICAL RESULTS *(List no more than five)*

RESULTS (Enter:
Achieved or Not Achieved)

A.	
B.	
C.	
D.	
E.	

PERFORMANCE INDICATORS: *Circle or underline the applicable critical result letter(s)*

QUALITY

Apply to Critical Result(s):

Knowledge of Field or Profession: Maintains and demonstrates technical competence and/or expertise in areas of assigned responsibility	All A B C D E
Accuracy and Thoroughness of Work: Plans, organizes, executes work logically. Anticipates and analyzes problems clearly and determines appropriate solutions. Work is correct and complete.	All A B C D E
Soundness of Judgment and Decisions: Assess tasks objectively and researches and documents assignments carefully. Weighs alternative courses of action, considering long- and short-term implications. Make and executes timely decisions.	All A B C D E
Effectiveness of Written Documents: Written work is clear, relevant, concise, well-organized, grammatically correct, and appropriate to audience.	All A B C D E
Effectiveness of Communication: Presentation meets objectives, is persuasive, tactful, and appropriate to audience. Demonstrates attention, courtesy, and respect for other points of view.	All A B C D E
Timeliness in Meeting Deadlines: Completes work in accordance with established deadlines.	All A B C D E
Effectiveness of Supervision: Directs and coordinates activities of unit, assuring deadlines are met. Coaches, counsels, develops, and utilized staff effectively, demonstrating a commitment to the workforce.	All A B C D E
Other (specify):	All A B C D E
Other (specify):	All A B C D E

PERFORMANCE INDICATORS (cont.):	
TEAMWORK	Apply to Critical Result(s):
Participation: Willingly participates in group activities, performing in a thorough and complete fashion. Communications regularly with team members. Seeks team consensus.	All A B C D E
Leadership: Provides encouragement, guidance, and direction to team members as needed. Adjusts style to fit situation.	All A B C D E
Cooperation: Supports team initiatives. Demonstrates respect for team members, accepts the views of others, and actively supports team decisions.	All A B C D E
Other (specify):	All A B C D E
CUSTOMER SERVICE	Apply to Critical Result(s):
Quality of Service: Delivers high quality products and service to both external and internal customers. Initiates and responds to suggestions for improving service.	All A B C D E
Timeliness of Service: Delivers quality products and services in accordance with time schedules agreed upon with customer.	All A B C D E
Courtesy: Treats external and internal customers with courtesy and respect. Customer satisfaction is high priority.	All A B C D E
Other (specify):	All A B C D E

PART II. PROGRESS REVIEWS: *Date of review and initials of employee and Rating Official (R.O.) must also be provided for each review. A summary of comments is optional unless results are not being achieved.*

Date: _____
Emp. Initials: _____
R.O. Initials: _____

Date: _____
Emp. Initials: _____
R.O. Initials: _____

PART III. SUMMARY RATING: (Enter: *Achieved or Not Achieved* on this line) **RESULTS** _____

Space is provided to summarize the basis for rating given. A "Results Not Achieved" rating requires explanation; if more space is needed, provide additional comments as an attachment.

PART IV. CERTIFICATION: *(Employee's signature certifies review and discussion with the Rating Official. It does not necessarily mean that the employee concurs with the information on this form).*

Performance Plan: <i>(Sign when plan is established)</i>	Summary Rating: <i>(Sign when rating is completed)</i>
_____ Employee Date	_____ Rating Official Date
_____ Rating Official Date	_____ Reviewing Official (required for summary of "Results Not Achieved") Date
_____ Reviewing Official (when required by Bureau Office) Date	_____ Employee Date