



FEDERAL HIGHWAY ADMINISTRATION
PERFORMANCE APPRAISAL FORM

Last Name First Name Middle Initial Social Security No. Appraisal Period From: To:

Title, Series and Grade Organizational Unit and Location

A CERTIFICATION OF INITIAL DISCUSSION AND APPROVAL OF PERFORMANCE PLAN

Signature of Supervisor Title Signature of Employee

Signature of Second Level Supervisor (If applicable- see instructions) Title Date of Discussion

B MID-POINT PROGRESS REVIEW

Signature of Supervisor Signature of Employee Date of Discussion

C SUMMARY PERFORMANCE RATING DETERMINATION

To assign the summary performance rating, select the highest level met based on the applicable criteria: (See instructions)

- OUTSTANDING
MEETS OR EXCEEDS REQUIREMENTS
FAILS TO MEET REQUIREMENTS

Reason for Rating

- End of annual cycle Employee leaving agency
Employee reassigned or promoted Other (Specify)

Signatures

Signature of Supervisor Date Signature of Second Level Supervisor (If applicable- see instructions) Date

Signature of Employee Date

I have reviewed the completed performance document and it has been discussed with me. This does not necessarily mean that I agree with all the information in it or that I forfeit any rights of review. (Comments may be entered in Section F "Remarks")

INDIVIDUAL AND/OR TEAM PERFORMANCE OBJECTIVES

List briefly and concisely the most important performance objectives or expectations which are critical for the success of this position.

- Optional:** Annual Work Plan or other supplemental document will be used to supplement this performance plan. It is annotated and attached as part of this plan (specify the supplemental document). If this block is checked, this appraisal form is not valid without the supplemental attached.
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- SUPERVISORY/LEADERSHIP PERFORMANCE OBJECTIVES (FOR ALL SUPERVISORY AND MANAGERIAL POSITIONS; OPTIONAL FOR TEAM LEADER POSITIONS). *(Check box if applicable)*
- * Provides vision and communicates mission and organizational goals to all subordinates.
 - * Accomplishes the organizational goals and the work of the unit through direction of a subordinates.
 - * Secures/allocates/manages resources for effectiveness and efficiency.
 - * Develops subordinates through mentoring, counseling, training, and assignment and evaluation of work.
 - * Provides leadership and emphasis to, and shows positive accomplishments in fostering and achieving diversity and EEO principles.
 - * (List any additional job-specific supervisory performance objectives, if applicable:)

D

CONTINUATION OF PERFORMANCE OBJECTIVES IF NEEDED

CONTINUATION OF INDIVIDUAL AND/OR TEAM PERFORMANCE OBJECTIVES FROM PREVIOUS PAGE

If needed performance objectives may be continued on this page.

E FACTOR RATINGS: ALL PERFORMANCE OBJECTIVES (Listed in part D)

PERFORMANCE STANDARD: Rate factors 1 - 8 as they apply to the collective performance of the performance objectives listed in Part D(individual, supervisory/leadership, and the individual work efforts associated with team performance objectives). Factors 9 - 10 are reserved for organizations with a formal team structure.

Exceeds Description for the "Meets or Exceeds" range to such a degree as to be truly unusual, and to stand far above her/his peers.	MEETS OR EXCEEDS REQUIREMENTS (A wide range of performance, for which a high level is described below.)	Fails to meet the minimum level of adequacy for this factor, to the extent that performance of these objectives is unsatisfactory	This factor is not applicable to this position.
OUTSTANDING <input type="checkbox"/>	1. JOB KNOWLEDGE Broad and detailed knowledge of the job and its relationship to other jobs. Able to apply that knowledge to accomplish these performance objectives in a way that adds value to the organization. <input type="checkbox"/>	FAILS TO MEET REQUIREMENTS <input type="checkbox"/>	DOES NOT APPLY <input type="checkbox"/>
OUTSTANDING <input type="checkbox"/>	2. QUALITY OF WORK Consistently maintains a high standard of work. Produces high quality, precise, well-organized work which not only fulfills the organization's objectives but adds value to the process. <input type="checkbox"/>	FAILS TO MEET REQUIREMENTS <input type="checkbox"/>	DOES NOT APPLY <input type="checkbox"/>
OUTSTANDING <input type="checkbox"/>	3. VOLUME OF WORK Consistently turns out a high volume of work. Frequently handles difficult cases, and pulls at least her/his own weight. <input type="checkbox"/>	FAILS TO MEET REQUIREMENTS <input type="checkbox"/>	DOES NOT APPLY <input type="checkbox"/>
OUTSTANDING <input type="checkbox"/>	4. TIMELINESS/DEPENDABILITY Typically completes work on time. Consistently accomplishes a heavy workload within acceptable time limits. Very reliable; can be counted on. <input type="checkbox"/>	FAILS TO MEET REQUIREMENTS <input type="checkbox"/>	DOES NOT APPLY <input type="checkbox"/>
OUTSTANDING <input type="checkbox"/>	5. TEAMWORK Highly successful teamworker with ability to consistently promote cooperation and gain support for programs or goals when required. Gets along well with others, and helps fellow workers in a way that furthers organizational goals. <input type="checkbox"/>	FAILS TO MEET REQUIREMENTS <input type="checkbox"/>	DOES NOT APPLY <input type="checkbox"/>
OUTSTANDING <input type="checkbox"/>	6. RESOURCE MANAGEMENT Uses resources effectively and prudently in completing assignments. Is able to frequently adjust resources to meet emergency or changing requirements, and still get the job done and meet organizational goals. <input type="checkbox"/>	FAILS TO MEET REQUIREMENTS <input type="checkbox"/>	DOES NOT APPLY <input type="checkbox"/>

(CONTINUED)

E FACTOR RATINGS: ALL PERFORMANCE OBJECTIVES - CONTINUED - PAGE 2

Exceeds Description for the "Meets or Exceeds" range to such a degree as to be truly unusual, and to stand far above her/his peers.	MEETS OR EXCEEDS REQUIREMENTS (A wide range of performance, for which a high level is described below.)	Fails to meet the minimum level of adequacy for this factor, to the extent that performance of these objectives is unsatisfactory	This factor is not applicable to this position.
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<p>OUTSTANDING</p> <input type="checkbox"/>	<p>7. CUSTOMER SERVICE Consistently recognizes who customers are, and identifies what is required to meet their needs. Is effective in dealing with customers and providing high-quality service. Is able to balance competing and changing demands, and still provide responsive service to meet her/his customers major needs.</p> <input type="checkbox"/>	<p>FAILS TO MEET REQUIREMENTS</p> <input type="checkbox"/>	<p>DOES NOT APPLY</p> <input type="checkbox"/>
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<p>OUTSTANDING</p> <input type="checkbox"/>	<p>8. COMMUNICATION Very effective in written and oral communications. Written material is well organized, clear, and thorough. Makes effective oral presentations, and deals effectively in group discussions with sensitive or controversial matters. Usually keeps supervisors and coworkers informed of the status of key issues.</p> <input type="checkbox"/>	<p>FAILS TO MEET REQUIREMENTS</p> <input type="checkbox"/>	<p>DOES NOT APPLY</p> <input type="checkbox"/>
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TEAM PERFORMANCE FACTORS (OPTIONAL)

For use in organizations with a formal team structure, to assess team results and individual participation in the team process. Individual work efforts which form part of the team accomplishments should be evaluated in Factors 1 - 8 above, to the extent applicable.

<p>OUTSTANDING</p> <input type="checkbox"/>	<p>9. TEAM ACCOMPLISHMENT The team accomplishes team objectives successfully by producing high-quality products within acceptable time limits to fully meet the identified goals of the organization and the needs of the customer.</p> <input type="checkbox"/>	<p>FAILS TO MEET REQUIREMENTS</p> <input type="checkbox"/>	<p>DOES NOT APPLY</p> <input type="checkbox"/>
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<p>OUTSTANDING</p> <input type="checkbox"/>	<p>10. INDIVIDUAL EFFECTIVENESS AS TEAM MEMBER Contributes in a very positive way to the overall success of the team by supporting other team members and being actively involved in the team's efforts. Provides guidance and feedback to other team members, provides back-up to other roles and functions on the team, and participates in the group and takes an active role in the team's decision-making process.</p> <input type="checkbox"/>	<p>FAILS TO MEET REQUIREMENTS</p> <input type="checkbox"/>	<p>DOES NOT APPLY</p> <input type="checkbox"/>
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THE RESULTS OF ALL APPLICABLE FACTOR RATINGS SHOULD BE USED TO DETERMINE THE SUMMARY PERFORMANCE RATING IN PART C ON THE FIRST PAGE OF THIS FORM. (SEE INSTRUCTIONS.)

Although performance meets at least minimum requirements, improvement or additional development is needed in Factor(s) _____ in order to operate at the full performance level. Training and/or development needs have been discussed with the employee, and documented in Part F or G.

F**REMARKS AND/OR NARRATIVE COMMENTS *(Optional)***

This section may be used by supervisor and employee to document discussions at the mid-point progress review, to note changes in the performance plan, and to record comments or narrative concerning the summary rating. Remarks should be initialed and dated.

G**IDENTIFICATION OF TRAINING AND CAREER DEVELOPMENT NEEDS *(Optional)***

Identify technical and/or management training which could assist the employee in improving job performance. This may also be an appropriate opportunity to discuss and note developmental assignments, cross training or other career development activities which would better prepare the employee to meet the needs of the organization. This information should be coordinated with the training Management System and the employee's Individual Development Plan.