

Federal Highway Administration Performance Appraisal Form - Instructions

1. BEGINNING OF THE APPRAISAL PERIOD

- a. Document Performance Objectives

INDIVIDUAL Performance Objectives: In Part D, list briefly and concisely the most important performance objectives which are critical for the success of this position. (A bullet or short narrative format is suggested.) Include specific action items from the Strategic Unit Plan, the FHWA or DOT Strategic Plans, the Manager's SES objectives, etc., for which this position is responsible. Also include any specific timeliness or quality measures needed to supplement the generic performance standard (factors) in Part E. If the objectives are already listed in the Annual Work Plan, that document may be annotated and attached.

SUPERVISORY/LEADERSHIP Performance Objectives: Primary Supervisory/Managerial Performance Objectives are provided in Part D. Space is provided for additional specific supervisory performance objectives, if applicable. Supervisors may have individual objectives in the first section and supervisory objectives in this section.

TEAM Performance Objectives: In organizations using a formal team-based approach, where the work of the individual position is interdependent with others, these objectives may include both individual and team performance objectives, or may consist entirely of team objectives, as appropriate. Team objectives should be noted as such.

- b. Following discussion of performance objectives, employee and supervisor should sign and date the form. Provide employee a copy of the completed form. A second level supervisor's signature is required except when the second-level supervisor is at a higher organizational echelon, or is geographically removed from the position supervised.

2. MID-POINT PROGRESS REVIEW

Conduct a mid-point progress review to inform the employee of his/her performance against the performance standards, to review the accuracy of the standards and to reflect necessary changes. Employee and Supervisor sign and date the form in Section B.

3. THE CONCLUSION OF THE APPRAISAL PERIOD

- a. Document employee performance by checking level of performance for all applicable factors in Section E. (Plus Section E-1 and team leader factors when appropriate).

- b. Indicate summary performance level in section C:

Outstanding - At least 75% of the factors in Section E (plus E-1 and Team leader where appropriate) are rated Outstanding, and none rated less than Meet of Exceed Requirements. Narrative justification is required for Outstanding ratings, in Section F.

Meets or Exceeds Requirements - All factors rated in Section E (plus E-1 and Team leader where appropriate) are rated at least Meets or Exceeds Requirements. *

Fails to Meet Requirements - One or more factors in Part E (plus E-1 and Team leader where appropriate) are rated Fails to Meet Requirements. **

* Meets or Exceeds level of performance described for Factors covers a very wide range of performance. It does not preclude performance of a lower level from being rated Meets or Exceed Requirements as long as it meets at least minimum requirements for the position. For performance which meets minimum requirements but needs improvement on one or more of the factors, check the box at the bottom of Part F.

** Before a rating of Fails to Meet Requirements is assigned, the employee will also have been provided a Performance Improvement Plan (PIP), and failed to meet specific requirements of the PIP for raising performance to at least the Meets or Exceeds Requirements level.

- c. Supervisor and Employee sign and date in Part C. A second level supervisor's signature is required except when the second-level supervisor is at a higher organizational echelon, or is geographically removed from the position supervised.