

PERFORM PLANNING DOCUMENT

Employee:

Title:

Agency Code:

Org Code:

Position Code:

Rater:

Reviewer:

Appraisal Type:

Appraisal

Period:

From:

To:

<u>Rating Components</u>		<u>Performance Objectives</u>
Knowledge of Work		Rating: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10
1	The technical knowledge of job functions and understanding of the policies, procedures and processes as they relate to the overall mission of the organization.	1.
Quality of Work		Rating: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10
2	The level of accuracy and proficiency with which assigned work is completed.	1.
Situational Responsiveness		Rating: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10
3	The ability to respond to internal and external stakeholders, develop and maintain effective relationships, respond to inquiries and	1.

	<p>circumstances as necessary as well as tolerate stressful situations, adapt to changes and remain alert and aware of surroundings. This includes proficiency and accuracy of written and verbal communication as well as the ability to maintain the correct balance between tact and firmness.</p>	
<p>Initiative</p>		<p>Rating: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10</p>
<p>4</p>	<p>The ability and desire to actively seek out new solutions, tasks, opportunities or development that improve the organization's ability to accomplish its mission in a more effective and efficient manner as well as improve the employee's value to the organization by furthering his or her own professional development.</p>	<p>1.</p>
<p>Dependability</p>		<p>Rating: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10</p>
<p>5</p>	<p>The ability to complete assignments accurately and on-time as well as the ability to follow required procedures and guidelines. This area may also</p>	<p>1.</p>

	be used to assess attendance for attendance sensitive functions.	
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Signatures:

Employee: _____

Date: _____

Rater: _____

Date: _____

Reviewer: _____

Date: _____

Other
(Optional): _____

Date: _____