

A.1. Name of Employee (Last, First, MI)		2. SSN	3. Position Title	4. Department/Duty Station	5. Rating Period	
					From	To
6. Series/Grade	7. Standard Set #	8. The set of elements and standards appropriate to the employee's position have been reviewed and are understood.				

Employee	Date	Rating Official	Date
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B. PROGRESS REVIEW

- Job Element #1
- Job Element #2
- Job Element #3
- Job Element #4
- Job Element #5
- Job Element #6
- Job Element #7

8. PROGRESS REVIEW. Sign and date to acknowledge that progress to date has been discussed.

Employee _____ Date _____

Rating Official _____ Date _____

E. REVIEWER'S COMMENTS:

Overall Performance Rating

U	MS	S	EX	O
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Reviewing Official _____ Date _____

C. PERFORMANCE ACHIEVEMENTS

1. Job Element #1	U	MS	S	EX	O
2. Job Element #2	U	MS	S	EX	O
3. Job Element #3	U	MS	S	EX	O
4. Job Element #4	U	MS	S	EX	O
5. Job Element #5	U	MS	S	EX	O
6. Job Element #6	U	MS	S	EX	O
7. Job Element #7	U	MS	S	EX	O

D. Rater's Comments:

Rating Official _____ Date _____

F. CHIEF EXECUTIVE OFFICER'S COMMENTS:

Chief Executive Officer _____ Date _____

G. FINAL DISCUSSION. I acknowledge that a final discussion of my overall performance has taken place with the rating official.

Employee: _____ Date: _____

H. TRAINING AND CAREER DEVELOPMENT

- Specify areas in which employee should receive training to improve skills and/or knowledge required in present position and type of training recommended.
- Specify training and other developmental activities where change is required to enhance career advancement and promotion potential

GENERAL INSTRUCTIONS - Prepare this form in accordance with instructions included on form and indicated below. Complete Section A(1-8) at the time of discussion of standards at the beginning of the evaluation period. Complete Section B(1-8) at the progress review. Complete Sections C(1-7), D, E, F, G, H at the end-of-year formal appraisal. Refer to Chapter 430 of the Civilian Personnel Manual or "A Rater's Reference Guide to Performance Appraisal in the BOP" for instructions on appraisal procedures. **ADDITIONAL PAGES** - If additional pages are necessary, type them on a separate page with the heading "EMPLOYEE PERFORMANCE APPRAISAL CONTINUATION SHEET," followed by the employee's name, social security number, and the rating period. See the enclosed Continuation Sheet exemplar.

SPECIFIC INSTRUCTIONS

Section A - EMPLOYMENT INFORMATION AND INITIAL DISCUSSION

- Item 1 - Fill in employee's full name, last name first
- Item 2 - Use 9 digits for Social Security Number.
- Item 3 - Enter employee's position title (organizational).
- Item 4 - Enter department and institution where performance is being appraised.
- Item 5 - Enter beginning and ending dates for this rating period.
- Item 6 - Enter 5 digit series code/enter 2 digit grade--DO NOT INCLUDE STEP LEVEL.
- Item 7 - Enter set number for the standards used for the employee. Follow instructions in Chapter 430 of the Civilian Personnel Manual.
- Item 8 - Employee and Rater must review the set of elements and standards appropriate to employee's position. The employee must then sign and date the first 2 spaces provided and the Rater must sign and date the last two spaces provided.

Section B - PROGRESS REVIEW

- Item 1-7 - Indicate the brief 1 to 5 word title of each job element. Enter narrative evaluation of employee's performance for the applicable elements for progress review. Use the appropriate set of elements and standards to complete this section. Enter "NA" for any element(s) not applicable to this employee.
- Item 8 - After Discussion of employee's performance the employee and rating official must sign and date in this section.

Section C - FINAL EVALUATION

- Item 1-7 - Enter narrative comments of employee's performance achievements. Use the appropriate set of elements and standards to complete this section. Enter "NA" for any element(s) not applicable to this employee. Carefully circle the final evaluation for each element.

U = Unacceptable
MS = Minimally Satisfactory
S = Successful
EX = Excellent
O = Outstanding

Section D - RATER'S COMMENTS

Enter narrative comments to support a proposed overall final evaluation. Rater must sign and date this section.

Section E - REVIEWER'S COMMENTS

Complete the Overall Performance Rating block based upon input of the Rater. Carefully circle the appropriate block. To determine the overall performance rating refer to procedures specified in Chapter 430 of the Civilian Personnel Manual. Enter narrative comments to support an overall performance rating. Reviewer must sign and date this section.

Section F - CHIEF EXECUTIVE OFFICER'S COMMENTS

Space is provided for narrative comments of Chief Executive Officer, if required.

Section G - FINAL DISCUSSION

Employee's signature in this section acknowledges that a final discussion of overall performance has taken place with rating official. (If employee wishes to contribute any comments, attach separate sheet.)

Section H - TRAINING AND CAREER DEVELOPMENT

Space is provided for Rater to indicate training or other developmental activities to improve employee's skill and/or knowledge and to enhance employee's career advancement and promotion potential.

EMPLOYEE PERFORMANCE APPRAISAL CONTINUATION SHEET

NAME: _____, SSN: - -

PERFORMANCE REVIEW PERIOD: -

Element 1 - Performance Level =

Element 2 - Performance Level =

Element 3 - Performance Level =

Element 4 - Performance Level =

Element 5 - Performance Level =

Element 6 - Performance Level =

Element 7 - Performance Level =

PREPARED BY: _____, DATE:

REVIEWER'S COMMENT:

PREPARED BY: _____, DATE:

PERFORMANCE LOG

EMPLOYEE NAME AND SSN:

DATE - SIGNIFICANT INCIDENT - ELEMENT ASSIGNED - LEVEL ASSIGNED

DATE:

SIGNIFICANT INCIDENT:

ELEMENT ASSIGNED:

LEVEL ASSIGNED:

EMPLOYEE SUPERVISOR DISCUSSION:

DATE:

Employee Initials

Supervisor Initials