

National Institutes of Health  
**Senior Executive Service Performance Plan**

Employee's Name

Position Title

Series/Grade

Organization

Appraisal Period (From/To)

Number of Elements

**Plan Establishment Signatures**

Rater's Signature

Date

Reviewer's Signature

Date

Employee's Signature *(indicates copy of the plan was received)*

Date

**Progress Review***(Indicates that review took place. Written documentation required for element[s] where progress is less than Fully Successful.)*

Rater's Signature

Date

Employee's Signature *(Acknowledges that review took place. Does not imply agreement.)*

Date

**Final Rating** *(check one)*
☐ **Fully Successful**  
*(rated Fully Successful on all elements)*
☐ **Minimally Satisfactory**  
*(rated Minimally Satisfactory on one or more elements)*
☐ **Unsatisfactory**  
*(rated Unsatisfactory on one or more elements)*
**Final Rating Signatures**

Rater's Signature

Date

Employee's Signature *(indicates copy of the rating was received. Does not imply agreement.)*

Date

**If employee requests PRB review of this rating, check here:**

☐

Reviewer's Signature

Date

IC Director's Signature

Date

PRB Chair's Signature

Date

**Senior Executive Service Performance Plan**

Employee's Name

Element # \_\_\_\_\_ --Description

Element Rating *(Written justification  
required for rating below Fully Successful)*☐ **Fully Successful**☐ **Minimally Satisfactory**☐ **Unsatisfactory**

Element Standards

Comments *(Justification required for progress review and/or rating below Fully Successful, either below or attached. Other comments by rating official[s] and/or employee are optional.)*

Element # \_\_\_\_\_ --Description

Element Rating *(Written justification  
required for rating below Fully Successful)*☐ **Fully Successful**☐ **Minimally Satisfactory**☐ **Unsatisfactory**

Element Standards

Comments *(Justification required for progress review and/or rating below Fully Successful, either below or attached. Other comments by rating official[s] and/or employee are optional.)*