



DI-3100: Employee Performance Appraisal Plan

Employee

Employee Name	Pay Plan Code	Series	Grade
Employee Name	GS	0201	14
Title			
HR Spec			
Duty Station	Appraisal	Period	
Washington, DC	12/05/2014	to 09/30/2015	
Bureau/Agency			
Office of the Secretary			

Part A: Consultation

Part A-1: Notification of Standards: Signatures certify that Critical elements/standards were discussed.

Employee's Signature:



Electronically signed by: Employee
Date: Tue Dec 09 2014 14:26:12 GMT-0500
Reference number: DI-3100-307a60b6NC
U.S. Department of the Interior | Enterprise Forms System

Rating Official's Signature:



Electronically signed by: Supervisor
Date: Wed Dec 10 2014 07:16:12 GMT-0500
Reference number: DI-3100-307a60b6NC
U.S. Department of the Interior | Enterprise Forms System

Part A-2: Employee Input into Development of Standards: Signatures certify employee involvement was solicited by supervisor.

Employee's Signature:



Electronically signed by: Employee
Date: Tue Dec 09 2014 14:26:12 GMT-0500
Reference number: DI-3100-307a60b6NC
U.S. Department of the Interior | Enterprise Forms System

Rating Official's Signature:



Electronically signed by: Supervisor
Date: Wed Dec 10 2014 07:16:12 GMT-0500
Reference number: DI-3100-307a60b6NC
U.S. Department of the Interior | Enterprise Forms System

Part A-3: Employee Training: Signatures certify employee was provided training in Performance Management System.

Employee's Signature:



Electronically signed by: Employee
Date: Tue Dec 09 2014 14:26:12 GMT-0500
Reference number: DI-3100-307a60b6NC
U.S. Department of the Interior | Enterprise Forms System

Rating Official's Signature:



Electronically signed by: Supervisor
Date: Wed Dec 10 2014 07:16:12 GMT-0500
Reference number: DI-3100-307a60b6NC
U.S. Department of the Interior | Enterprise Forms System

Part A-4: Individual Development Plan: Signatures certify that supervisor's Individual development plan was created.

Employee's Signature:

Rating Official's Signature:

Part B: Progress Review: Signatures certify that performance was discussed.

Employee's Signature:



Electronically signed by: **Employee**
 Date: Wed Dec 10 2014 07:16:12 GMT-0500
 Reference number: DI-3100-307a60b6NC
 U.S. Department of the Interior | Enterprise Forms System

Rating Official's Signature:



Electronically signed by: **Supervisor**
 Date: Wed Dec 10 2014 07:16:12 GMT-0500
 Reference number: DI-3100-307a60b6NC
 U.S. Department of the Interior | Enterprise Forms System

Reviewing Official's Signature (Optional):

Part C: Summary Rating Determination:

Assign the numerical rating level that accurately reflects the employee's performance for each of the Critical elements (Use only whole numbers: **Exceptional = 5 points; Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, and Unsatisfactory = 0 points.**)

Element Number	Numerical Rating	Rating Description
1	4	S (Superior)
2	4	S (Superior)

Total Numerical Rating	÷	Number of Elements	=	Summary Rating
8		2		4

Part D: Summary Rating

Rating	Description
<input type="checkbox"/> Exceptional	4.6 - 5.00 AND No Critical element rated lower than 'Superior'
<input checked="" type="checkbox"/> Superior	3.6 - 4.59 AND No Critical element rated lower than 'Fully Successful'
<input type="checkbox"/> Fully Successful	3.0 - 3.59 AND No Critical element rated lower than 'Fully Successful'
<input type="checkbox"/> Minimally Successful	2.0 - 2.99 AND No Critical element rated lower than 'Minimally Successful'
<input type="checkbox"/> Unsatisfactory	One or more Critical elements rated 'Unsatisfactory'

Employee's Signature:



Electronically signed by: **Employee**
 Date: Wed Dec 10 2014 07:16:12 GMT-0500
 Reference number: DI-3100-307a60b6NC
 U.S. Department of the Interior | Enterprise Forms System

Rating Official's Signature:



Electronically signed by: **Supervisor**
 Date: Wed Dec 10 2014 07:23:06 GMT-0500
 Reference number: DI-3100-307a60b6NC
 U.S. Department of the Interior | Enterprise Forms System

Part E: Critical Elements and Performance Standards

Fully Successful:

Employee: The employee demonstrates good, sound performance that meets organizational goals. All critical activities are generally completed in a timely manner and supervisor is kept informed of work issues, alterations and status. The employee effectively applies technical skills and organizational knowledge to get the job done. The employee successfully carries out regular duties while also handling any difficult special assignments. The employee plans and performs work according to organizational priorities and schedules. The employee communicates clearly and effectively.

Critical Element 1

GPRA/Strategic Goal

Management

Performance Measure

Do Well

Performance Standards:

Exceptional *In addition to Benchmark standards, the following measurable criteria apply.*

Do All

Superior *In addition to Benchmark standards, the following measurable criteria apply.*

Do what is required

Fully Successful *In addition to Benchmark standards, the following measurable criteria apply.*

Do Some

Minimally Successful *In addition to Benchmark standards, the following measurable criteria apply.*

Do less than some

Unsatisfactory *In addition to Benchmark standards, the following measurable criteria apply.*

Do None

Critical Element 2

GPRA/Strategic Goal

Performance

Performance Measure

Perform Well

Performance Standards:

Exceptional *In addition to Benchmark standards, the following measurable criteria apply.*

Perform All

Superior *In addition to Benchmark standards, the following measurable criteria apply.*

Perform what is required

Fully Successful *In addition to Benchmark standards, the following measurable criteria apply.*

Perform Some

Minimally Successful *In addition to Benchmark standards, the following measurable criteria apply.*

Perform less than some

Unsatisfactory *In addition to Benchmark standards, the following measurable criteria apply.*

Perform None

Part F: Agency Use

Employee Accomplishments

Element 1 - Did what is required

Element 2 - Performend what is required.

Reviewing Official Comments

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