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**SECTION 1 – EMPLOYEE IDENTIFICATION**

Employee's Name \_\_\_\_\_ Evaluation Period Ending \_\_\_\_\_  
(mo./day/yr.)

Title and Grade \_\_\_\_\_ Item Number \_\_\_\_\_

Agency \_\_\_\_\_ Facility/Division \_\_\_\_\_

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**SECTION 2 – PERFORMANCE PROGRAM** (Attach additional sheets if necessary.)

A. **TASKS/OBJECTIVES:** List the major tasks, assignments, activities, and results to be achieved during the evaluation period.

B. **PERFORMANCE STANDARDS:** List observable criteria for determining if objectives/tasks are fully met/performed. Criteria should be quantitative wherever possible.

- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |
| 6. | 6. |
| 7. | 7. |

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**SECTION 3 – CERTIFICATION**

We have met to discuss the objectives, tasks, assignments, and activities indicated above. This performance program is the basis upon which job performance will be appraised and rated on the annual rating date. The employee has had an opportunity to submit proposed tasks and standards for consideration in the performance program.

Supervisor \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Employee \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

**SECTION 1 – SUMMARY OF PERFORMANCE**

Describe the employee’s performance in accomplishing tasks of achieving objectives specified in the Individual Performance Program. Explain how the employee’s performance has exceeded or not met the performance standards. Be as specific and quantitative as possible.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

(Attach additional sheets if necessary.)

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**SECTION 2 – RECOMMENDED TRAINING, DEVELOPMENT, AND PERFORMANCE IMPROVEMENT ACTIVITIES**

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**SECTION 3 – PERFORMANCE RATING (Check One.)**

OUTSTANDING    HIGHLY EFFECTIVE    EFFECTIVE    NEEDS IMPROVEMENT    UNSATISFACTORY

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**SECTION 4 – CERTIFICATION**

Supervisor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(PRINT OR TYPE)

Reviewer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(PRINT OR TYPE)

(Optional unless rating is “Outstanding” or “Unsatisfactory” or otherwise specifically required by the agency.)

**IMPORTANT: HUMAN RESOURCES IS REQUIRED TO MAINTAIN A COPY OF YOUR MOST CURRENT RESUME.**

Resume Attached    No Updates; Current One on File with HR