

409.30 NRCS Form AD-435, Performance Appraisal

United States Department of Agriculture Performance Appraisal		1 Social Security No.	2 Position Number	3 Pay Plan GS	4 Occup. Series 457
5 Name (Last, First, Middle Initial) DOE, JOHN E.		6 Grade/Step or Pay Level 12/01		7 Appraisal Period From 12/15/05 To 09/30/06	
8 Official Position Title Soil Conservationist		9 Organization Structure Code			
10 Duty Station	11 Funding Unit	12 Agency Use		13 NFC Use	
<p>Instructions</p> <p>Blocks 1 through 10, completed by NFC, should be reviewed and, if necessary, corrected. Block 11. Enter funding unit number. Block 14. Enter brief description of performance elements. Block 15A. Check performance elements identified as critical.</p> <p>Blocks 15B, 15C., 15D. Rate actual performance by entering 2 for critical elements and 1 for non-critical elements in appropriate column. Blocks 15E, 15F, 15G. Enter total of each column. Block 15H. Enter total from 15E, 15F and 15G. Block 16A. Check off the correct summary rating described in decision table (16B). Blocks 17 through 22. Self-explanatory.</p>					
14 Performance Elements		15A Critical Element (✓)	15B Exceeds Fully Successful	15C Meets Fully Successful	15D Does Not Meet Fully Successful
1) Mission Results		✓		2	
2) Communication			1		
3) Team Leadership		✓		2	
4) Customer Service				1	
5) Equal Opportunity and Civil Rights		✓		2	
6)					
7)					
8)					
9)					
10)					
<p>16B Decision Table (check off Summary Rating in block 16A)</p> <p>Rating of Outstanding if 15E equals 15H. Rating of Unacceptable 'J' if any critical element is rated in 15D. Rating of Superior if no element is rated in 15D; 15F is greater than zero; and 15E is greater than 15F. Rating of Marginal 'J' if 15G is greater than 15E, and no critical element is rated in 15D. Rating of Fully Successful if none of the above apply. 'J' Unsatisfactory for SES 'J' Minimally Satisfactory for SES</p>			15E Exceeds 1	15F Meets 7	15G Does Not Meet 0
17 Employee (Check off appropriate box)			15H Enter total 15E + 15F + 15G = 15H 8		
I have a copy of USDA and Agency regulations on employee responsibilities and conduct; I have discussed them with my supervisor and questions have been answered to my satisfaction. <input type="checkbox"/> Yes <input type="checkbox"/> No			<p>16A Summary Rating (See Decision Table in 16B)</p> <input type="checkbox"/> Outstanding <input type="checkbox"/> Superior <input checked="" type="checkbox"/> Fully Successful <input type="checkbox"/> Marginal 'J' <input type="checkbox"/> Unacceptable 'J' 'J' Unsatisfactory for SES 'J' Minimally Satisfactory for SES		
18 Employee's Signature		Date	If employee did not sign, state reason.		
(Instructions for resolutions of disputes are on the reverse of employee copy.)					
19 Supervisor's Signature		Date	20 Reviewer's Signature		Date
21 Approving Official's or Funding Unit Manager's Signature (optional)		Date	22 FOR SES ONLY		
			PLA to ES _____		Bonus Amount _____