

SES Performance Plan Review  
Checklist

Employee Name: \_\_\_\_\_ Plan received: \_\_\_\_\_

Bureau/Office: \_\_\_\_\_

**1. Consultation:** Did both the executive and rating officer sign to certify that the performance agreement was established after consultation?

Circle:            Yes                            No

**2. Results-oriented, Position-Specific Elements:** Each agreement must contain at least two position-specific elements. Enter the number in this agreement: \_\_\_\_\_

**Indicate below how each position-specific element measures results.**

Position-Specific **Element #2** measures results for: (circle one) Quantity, Quality, Timeliness, Other (explain) \_\_\_\_\_

Position-Specific **Element #3** measures results for: (circle one) Quantity, Quality, Timeliness, Other (explain) \_\_\_\_\_

Position-Specific **Element #4** measures results for: (circle one) Quantity, Quality, Timeliness, Other (explain) \_\_\_\_\_

Position-Specific **Element #5** measures results for: (circle one) Quantity, Quality, Timeliness, Other (explain) \_\_\_\_\_

Position-Specific **Element #6** measures results for: (circle one) Quantity, Quality, Timeliness, Other (explain) \_\_\_\_\_

Position-Specific **Element #7** measures results for: (circle one) Quantity, Quality, Timeliness, Other (explain) \_\_\_\_\_

**3. If any of the position-specific elements contains more than one 'deliverable,' does at least 80% of that element measure for results?** Circle:            Yes                            No

**4. Where the executive is accountable for a specific program, does one (or more) position-specific element show a link to a program, GPRA, or Departmental strategic goal that will encourage or lead to improvement in that program?**

Circle:            Yes                            No

**5. Comments:**