

SL/ST 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: