



## 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  
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#### 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  
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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**

**Privacy Act Notice**

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Chapter 43 of Title 5, U.S.C., authorizes collection of this information. The primary use of this information is by management and your servicing human resources office to issue and record your performance rating. Additional disclosures of this information may be: To MSPB, Office of Special Counsel, EEOC, the FLRA, or an arbitrator in connection with administrative proceedings; to the Department of Justice or other Federal agency, courts, or party to litigation when the Government is a party to or has an interest in the judicial or administrative proceeding; to a congressional office in response to an inquiry made on behalf of an individual; to the appropriate Federal, State, or local government agency investigating potential violations of civil or criminal law or regulation; and to Federal State, local and professional licensing boards in determining qualifications of individuals seeking to be licensed.

If your agency used the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.