



DI-3100S: Supervisory Performance Appraisal Plan

Employee

Employee Name	Pay Plan Code	Series	Grade
Employee Name	GS	0201	14
Title			
HR Specialist			
Duty Station	Appraisal	Period	
Wash DC	12/01/2014	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: Wed Dec 10 2014 09:39:14 GMT-0500
Reference number: DI-3100S-342b6addNC
U.S. Department of the Interior | Enterprise Forms System

Rating Official's Signature:



Electronically signed by: Supervisor
Date: Wed Dec 10 2014 08:57:37 GMT-0500
Reference number: DI-3100S-342b6addNC
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: Wed Dec 10 2014 09:39:14 GMT-0500
Reference number: DI-3100S-342b6addNC
U.S. Department of the Interior | Enterprise Forms System

Rating Official's Signature:



Electronically signed by: Supervisor
Date: Wed Dec 10 2014 08:57:37 GMT-0500
Reference number: DI-3100S-342b6addNC
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: Wed Dec 10 2014 09:39:14 GMT-0500
Reference number: DI-3100S-342b6addNC
U.S. Department of the Interior | Enterprise Forms System

Rating Official's Signature:



Electronically signed by: Supervisor
Date: Wed Dec 10 2014 08:57:37 GMT-0500
Reference number: DI-3100S-342b6addNC
U.S. Department of the Interior | Enterprise Forms System

Part A-4: Individual Development Plan: Signatures certify that supervisor's Individual development plan was created.

Employee's Signature:



Electronically signed by: Employee
Date: Wed Dec 10 2014 09:39:14 GMT-0500
Reference number: DI-3100S-342b6addNC
U.S. Department of the Interior | Enterprise Forms System

Rating Official's Signature:



Electronically signed by: Supervisor
Date: Wed Dec 10 2014 08:57:37 GMT-0500
Reference number: DI-3100S-342b6addNC
U.S. Department of the Interior | Enterprise Forms System

Part B: Progress Review: Signatures certify that performance was discussed.

Employee's Signature:



Electronically signed by: **Employee**
 Date: Wed Dec 10 2014 10:22:18 GMT-0500
 Reference number: DI-3100S-342b6addNC
 U.S. Department of the Interior | Enterprise Forms System

Rating Official's Signature:



Electronically signed by: Supervisor
 Date: Wed Dec 10 2014 10:06:29 GMT-0500
 Reference number: DI-3100S-342b6addNC
 U.S. Department of the Interior | Enterprise Forms System

Reviewing Official's Signature (Optional):



Electronically signed by: **Reviewing Official**
 Date: Wed Dec 10 2014 10:13:34 GMT-0500
 Reference number: DI-3100S-342b6addNC
 U.S. Department of the Interior | Enterprise Forms System

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	3	F (Fully Successful)
2	4	S (Superior)

Total Numerical Rating	÷	Number of Elements	=	Summary Rating
7		2		3.5

Part D: Summary Rating

Rating	Description
<input type="checkbox"/> Exceptional	4.6 - 5.00 AND No Critical element rated lower than 'Superior'
<input type="checkbox"/> Superior	3.6 - 4.59 AND No Critical element rated lower than 'Fully Successful'
<input checked="" 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: Nicholas Chomycia
 Date: Wed Dec 10 2014 11:16:59 GMT-0500
 Reference number: DI-3100S-342b6addNC
 U.S. Department of the Interior | Enterprise Forms System

Rating Official's Signature:



Electronically signed by: Nicholas S Chomycia
 Date: Wed Dec 10 2014 11:08:05 GMT-0500
 Reference number: DI-3100S-342b6addNC
 U.S. Department of the Interior | Enterprise Forms System

Reviewing Official's Signature (Optional):

Part E: Critical Elements and Performance Standards

Fully Successful:

Supervisory: The employee is a capable leader who works successfully with others and listens to suggestions. The employee generally handles difficult situations with subordinates with professionalism and effectiveness. The employee also works well as a team member, supporting the group's efforts and showing an ability to handle a variety of interpersonal situations. The employee's work with others shows an understanding of the importance of fair treatment and equal opportunity and meets all management commitments related to providing a safe working environment, merit systems obligations, performance management, and internal controls, and management of ethics, conduct and discipline issues. The employee maintains contact with customers (internal and/or external), and is effective in understanding their needs and using feedback to address customer requirements. The Supervisory employee provides timely, flexible, and responsive products and/or services to customers, resulting in value to the mission. Solicits employee input to improve work products and/or services and to develop employee skills. Recognizes and rewards employee contributions in a fair and consistent manner.

Effective Performance Management: The employee identifies and ensures alignment of unit goals with agency goals, seeks input of employees in the development of performance criteria, effectively translates and communicates project or work unit goals into concrete work assignments for staff; provides feedback and conducts reviews according to DOI established timeframes; ensures performance distinctions are made among individuals and awards are reflective of employee contributions toward organizational performance; and addresses poor performance in a fair and timely manner.

Critical Element 1

GPRA/Strategic Goal

Managerial Responsibilities

Performance Measure: *Supervisory/Managerial duties are effectively carried out in order to support the Department's capacity to manage its programs in results oriented, customer-focused, and efficient manner.*

Supervisory/Managerial Element: Performance of supervisory/managerial duties will be carried out in accordance with regulatory requirements and other Bureau/Office policies governing the following area:

- *Diversity/EEO obligations;*
- *Internal Management controls;*
- *Merit Systems Principles;*
- *Safety and Occupational Health obligations;*
- *Effective Performance Management; and*
- *Effective Management of ethics, conduct & discipline issues.*
- *Hiring Reform*

Performance Measure

Peerform Supervisory Duties

Performance Standards:

Exceptional *In addition to Benchmark standards, the following measurable criteria apply.*

Do Exceptionally Well

Superior *In addition to Benchmark standards, the following measurable criteria apply.*

Do Well

Fully Successful *In addition to Benchmark standards, the following measurable criteria apply.*

Do

Minimally Successful *In addition to Benchmark standards, the following measurable criteria apply.*

Do Partially

Unsatisfactory *In addition to Benchmark standards, the following measurable criteria apply.*

Don't Do

Critical Element 2

GPRA/Strategic Goal

Strategic Planning

Performance Measure

Plan Strategically

Performance Standards:

Exceptional *In addition to Benchmark standards, the following measurable criteria apply.*

Do Exceptionally

Superior *In addition to Benchmark standards, the following measurable criteria apply.*

So Well

Fully Successful *In addition to Benchmark standards, the following measurable criteria apply.*

Do

Minimally Successful *In addition to Benchmark standards, the following measurable criteria apply.*

Do Partially

Unsatisfactory *In addition to Benchmark standards, the following measurable criteria apply.*

Don't Do

Part F: Agency Use

Employee Accomplishments

I did my supervisory duties and performed Strategically

Reviewing Official Comments

Privacy Act Notice

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.

Attachments

User	File Name	Description
Nicholas Chomycia	Individual Development Plan.docx	Employee IDP