

SES Performance Plan Review
Checklist

Employee Name: _____ Plan received: _____

Bureau/Office: _____ Date Completed: _____

Each agreement must contain at least three position-specific elements. Enter the number in this agreement: _____

Consultation, Accountability, Alignment, Customer Perspective: Has the executive's performance plan been recorded on the appropriate form that automatically addresses these requirements in Mandatory Elements #1 and #2? Yes No

Measurable Results: Do the position-specific elements contain credible measures/targets of performance for quality, quantity and/or timeliness? Yes No

80% Rule: If any of the position-specific elements contain more than one 'deliverable/commitment,' does at least 80% of that element measure for results? Yes No

Are the position-specific elements appropriately up-to-date? Yes No

Comments/Suggestions: