

Performance Plan and Appraisal Record for Non-supervisory Associates			
<b>Part I Administrative Data</b>			
a. Associate Name (Last, First, MI) Schles, Eric M	b. SSN XXX-XX-5505	c. Pay Plan, Series & Grade GS-0301-15	d. Office Symbol XFBB
e. Organization XFBB		f. Rating Period Covered (MM/DD/YYYY – MM/DD/YYYY) 08/08/2016 - 09/29/2017	
<b>Part II Position Description Review Certification</b>			
<p>I certify that I have reviewed the associate's position description. If I do not believe it is an accurate statement of the major duties and responsibilities of the position, I have initiated appropriate action.</p> <p>Position Description has been reviewed <input type="checkbox"/> Initial and Date: _____</p>			
<b>Part III Performance Plan and Appraisal Instructions</b>			
<p><b>INSTRUCTIONS:</b></p> <p>A performance plan must be issued to the associate at the beginning of each rating period. These plans may be modified during the performance cycle, but associates must perform under a documented performance plan for a minimum of 120 days before they can be rated.</p> <p>Development of the performance plan should be a collaborative endeavor between the supervisor and the associate. The performance plan for each associate must contain critical elements, and may contain non-critical elements. Critical elements are work assignments or responsibilities or such importance that unsatisfactory performance on the element would result in a determination that an associate's overall performance is unsatisfactory. Objectives, activities, and tasks should be identified under each critical element.</p> <p>Performance will be measured against 5 levels, as follows:</p> <p>Level 5 – Meets and consistently exceeds performance expectations as defined in Level 3</p> <p>Level 4 – Meets and often exceeds performance expectations as defined in Level 3</p> <p>Level 3 – Meets performance expectations. Objectives, activities, and specific tasks associated with each critical element are carried out with expected levels of quantity, quality, timeliness and cost-effectiveness in accordance with performance plan. Responsibilities are carried out in accordance with all official guidance, policies, and applicable laws, rules and regulations.</p> <p>Level 2 – Partially meets performance expectations as defined in Level 3</p> <p>Level 1 – Does not meet performance expectations as defined in Level 3</p> <p>Expectations for performance under each critical element should be set at the Level 3. Once the performance plan is finalized and a copy provided to the associate, both the supervisor and associate must certify issuance and receipt under Part VII. Mid-year performance reviews are required under GSA's APPAS. Both the supervisor and associate must certify the mid-year performance review under Part VII.</p> <p>Within 45 days of the end of the rating cycle, evaluate the performance plan objectives, underlying activities and tasks, and assign a rating to each critical element based on how well the associate met the performance expectations. Document the rating for each critical element and the derived summary rating on this form (see Part VIII for instructions on deriving summary ratings). Overall comments on performance and identification of training and/or developmental needs should be documented in Parts V and VI, respectively. If the summary rating is at the Level 5 or the Level 1, the associate's appraisal must be reviewed and approved by the second level supervisor.</p> <p>The supervisor and associate must certify under Part VIII that an annual performance appraisal was conducted, and a summary rating was issued to the associate. Once both parties sign it, a copy of this form, including the performance plan, must be provided to the associate. The original must be submitted to the servicing Human Resources Office for filing in the associate's Official Personnel Folder.</p>			

Part IV Performance Plan and Critical Element Appraisal	
CRITICAL ELEMENTS	Critical Element Rating
<p><b>Critical Element <u>50</u>%:</b> Contribute high-quality, well-tested, maintainable code across an entire project lifecycle, using modern software development best practices</p> <p>See Attached worksheet for performance level expectations.</p>	<p>Level 5 <input type="checkbox"/></p> <p>Level 4 <input type="checkbox"/></p> <p>Level 3 <input type="checkbox"/></p> <p>Level 2 <input type="checkbox"/></p> <p>Level 1 <input type="checkbox"/></p>
<p><b>Critical Element <u>25</u>%:</b> Be active in the development of the engineering team members and culture through high levels of empathy, communication, and collaboration</p> <p>See Attached worksheet for performance level expectations.</p>	<p>Level 5 <input type="checkbox"/></p> <p>Level 4 <input type="checkbox"/></p> <p>Level 3 <input type="checkbox"/></p> <p>Level 2 <input type="checkbox"/></p> <p>Level 1 <input type="checkbox"/></p>
<p><b>Critical Element <u>25</u>%:</b> Act as an agent of culture change</p> <p>See Attached worksheet for performance level expectations.</p>	<p>Level 5 <input type="checkbox"/></p> <p>Level 4 <input type="checkbox"/></p> <p>Level 3 <input type="checkbox"/></p> <p>Level 2 <input type="checkbox"/></p> <p>Level 1 <input type="checkbox"/></p>

**Part V Comments**

*Comments on Overall Performance (attach additional pages as necessary).*

**Part VI Development and Training**

*Indicate professional growth needs and avenues to meet those needs (attach additional pages as necessary.)*

<b>Part VII Certification of Performance Plan and Mid-Year Review</b>	
<b>Performance Plan Developed:</b> Signatures below certify that the supervisor and associate have discussed performance expectations, and the associate has been given a copy of their performance plan.	
Allen, Holly J Supervisor/Rating Official	08/22/2016 Date
Associate (Schles, Eric M XXX-XX-5505) <i>I understand my signature does not constitute agreement or disagreement with the plan, but merely verifies I have received the information.</i>	
<b>Mid-Year Progress Review:</b> Signatures below certify that the supervisor and associate have discussed performance against the expectations and changes have been made to the performance plan as necessary.	
Supervisor/Rating Official	Date
Associate	Date
<b>Part VIII Summary Rating</b>	
<b>Guidance for deriving summary rating:</b> After assessing each critical element and assigning the appropriate rating level, the summary rating should be derived using the following methodology:	
Level 5 is assigned if 70% of the critical element weights are at Level 5, and no critical element is rated below Level 3.	
Level 4 is assigned if 60% of the critical element weights are rated at Level 4 or above, but does not meet the 70% rule for assigning a Level 5 summary rating; and no critical element is rated below Level 3.	
Level 3 is assigned if 50% of the critical element weights are rated at Level 3 or above, but does not meet the 60% rule for assigning a Level 4 summary rating; and none are rated below Level 3.	
Level 2 is assigned if one critical element is rated at Level 2.	
Level 1 is assigned if one critical element is rated at Level 1.	
<b>Summary Rating:</b> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>Interim <input type="checkbox"/></span> <span>Annual <input type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>Level 5 <input type="checkbox"/></span> <span>Level 4 <input type="checkbox"/></span> <span>Level 3 <input type="checkbox"/></span> <span>Level 2 <input type="checkbox"/></span> <span>Level 1 <input type="checkbox"/></span> </div>	
Supervisor/Rating Official	Date
Reviewing Official <i>For summary ratings at Level 5 or Level 1</i>	Date
Associate	Date
<i>I understand my signature does not constitute agreement or disagreement with the rating, but verifies I have received the rating.</i>	
<b>Privacy Act Statement:</b> This form is subject to the provisions of the Privacy Act. Records will be processed and maintained by the associate's supervisor and the Consolidated Processing Center. Information will be made available to the appropriate review authorities. Disclosure of the social security number is mandatory to determine or verify eligibility for benefits accruing to associates such as additional tenure credit for reduction-in-force purposes, pay increases, within-grade increases and quality increases, which are directly linked to overall performance rating Levels. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records.	