



Use this form for the final review of the performance period. See instructions on the previous page.

EMPLOYEE INFORMATION		
Employee Name:	Social Security Number: (last 4 digits – to be completed by the employee)	
Position Title:	Supervisor's Name and Title:	
Department:		
Agency:		
Division (and Section):		
Rating Period: to	Type of Rating <input type="checkbox"/> Annual <input type="checkbox"/> Probationary <input type="checkbox"/> Special	Time in Present Position (in months)

**RESPONSIBILITIES: Essential duties and responsibilities as identified in the functional job description.**

**PERFORMANCE STANDARDS and EXPECTATIONS: Objectives to be accomplished during this rating period.**

**ACKNOWLEDGEMENT: A discussion of duties, responsibilities, performance standards, and expectations for the current period took place on \_\_\_\_\_ (date from EPA-1 Form). We acknowledge our understanding of these items and how they will be used to measure work-related performance during this period.**

_____ Supervisor's Signature	Date	_____ Employee's Signature	Date
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<b>PERFORMANCE FACTORS and STANDARDS</b> Check the rating for each appropriate category	<b>NEEDS IMPROVEMENT</b>	<b>MEETS EXPECTATIONS</b>	<b>EXCEEDS EXPECTATIONS</b>
<b>MAINTAINS FLEXIBILITY</b>			
Willingly accepts a variety of responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adapts to new situations in a positive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays openness to learning and applying new skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works well with others to achieve organization's goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is resourceful and generally seeks work process improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:          			
<b>DEMONSTRATES CREDIBILITY</b>			
Shares information with others when appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acts independently while keeping supervisor informed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performs work according to current guidelines and directives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains personal appearance appropriate to job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits ability to secure and evaluate facts before taking action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:          			
<b>CUSTOMER SERVICE</b>			
Treats all customers with respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds to customers' needs within appropriate timeframes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addresses conflicts and problem situations with patience and tact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:          			

<b>PERFORMANCE FACTORS and STANDARDS</b> Check the rating for each appropriate category	<b>NEEDS IMPROVEMENT</b>	<b>MEETS EXPECTATIONS</b>	<b>EXCEEDS EXPECTATIONS</b>
<b>QUANTITY OF WORK</b>			
Work output matches expectations established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee completes all assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee consistently meets deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:          			
<b>QUALITY OF WORK</b>			
Work results satisfy organization's goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work is organized and presented professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work product is thorough and complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work product is free of flaws and errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:          			
<b>AVAILABILITY FOR WORK</b>			
Employee's attendance supports the expected level of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee's presence can be relied upon for planning purposes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee is a dependable team member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:          			

Proceed to Page 4 to continue rating if employee is also a supervisor or manager; proceed to Page 5 if employee is not a supervisor or manager.

THIS PAGE IS FOR RATING SUPERVISORS AND MANAGERS ONLY: In addition to the 23 performance elements for all employees, supervisors and managers shall be rated on the following critical success factors: Leadership, Management, and Work Environment. Check the appropriate box for each of the 14 performance elements.

<b>PERFORMANCE FACTORS and STANDARDS</b> Check the rating for each appropriate category	<b>NEEDS IMPROVEMENT</b>	<b>MEETS EXPECTATIONS</b>	<b>EXCEEDS EXPECTATIONS</b>
<b>LEADERSHIP</b>			
Provides clear direction and purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Models ethical workplace behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates influencing skills by setting goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empowers subordinates to achieve objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acts to motivate, coach, and develop subordinates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:			
<b>MANAGEMENT</b>			
Organizes and distributes work among subordinates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secures resources and audits their effective use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates behavioral expectations and performance standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitors, documents, and evaluates employee conduct and performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides appropriate and timely feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:			
<b>WORK ENVIRONMENT</b>			
Maintains a safe and healthy workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Builds a team that reflects high morale, clear focus, and group identity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourages and provides opportunities for subordinates to obtain and apply new skills and knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promotes equal opportunity and protects the rights of all employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:			

## RATING SCORE SHEET FOR DOP FORM EPA-3

Enter the total number of checks in each rating category, then multiply by the assigned value.

RATING CATEGORIES	COUNT	MULTIPLIER	CATEGORY TOTALS
Exceeds Expectations		X 3 =	
Meets Expectations		X 2 =	
Needs Improvement		X 1 =	
<b>TOTAL ELEMENTS RATED</b>		<b>TOTAL VALUE =</b>	

To compute the rating score, divide the total value by the total number of elements rated\* to find the overall rating score. Make certain to carry out your calculation to two decimal places. EXAMPLE:  $44 \div 23 = 1.91$

\*37 for a supervisor or manager; 23 for a non-supervisory/non-managerial employee

RATING SCORE			
TOTAL VALUE $\div$ TOTAL ELEMENTS		$\div$	
		=	

Once the rating score is determined, enter it below as the Overall Rating Score. Find the corresponding alpha score on the key below and enter it in the Alpha Score column.

KEY	NUMERIC SCORE	ALPHA SCORE
	Rating of 1.00 to 1.50	Needs Improvement
	Rating of 1.51 to 2.50	Meets Expectations
	Rating of 2.51 to 3.00	Exceeds Expectations
SUMMARY	OVERALL SCORE	ALPHA SCORE

**SUMMARY COMMENTS (to be completed by the supervisor or rater)**

**IMPROVEMENT and/or DEVELOPMENT PLAN (to be completed by the supervisor or rater)**

**REVIEWING MANAGER'S INITIALS**

**DATE**

**EMPLOYEE RESPONSE (to be completed by the employee)**

**EMPLOYEE CERTIFICATION**

I certify that I have reviewed this Performance Appraisal Form. My signature below implies my acknowledgement of this review, and does not imply my agreement or my disagreement with the form's contents.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewing Manager's Signature

\_\_\_\_\_  
Date