

Senior Executive Performance Plan



Part 1. Consultation. *I have reviewed this plan and have been consulted on its development.*

Executive's Name (<i>Last, First, MI</i>):	Appraisal Pd.
Executive's Signature:	Date:
Title:	Organization:
Rating Official's Name (<i>Last, First, MI</i>):	CA ☐ NC ☐ LT/LE ☐
Rating Official's Signature:	Date:

Part 2. Progress Review

Executive's Signature:	Date:
Rating Official's Signature:	Date:
Reviewing Official's Signature (<i>Optional</i>):	Date:

Part 3. Summary Rating

Initial Summary Rating	☐ Level 5 Outstanding	☐ Level 4 Exceeds Fully Successful	☐ Level 3 Fully Successful	☐ Level 2 Minimally Satisfactory	☐ Level 1 Unsatisfactory
Rating Official's Name (<i>Last, First, MI</i>):					
Rating Official's Signature:				Date:	
Executive's Signature:				Date:	
Reviewing Official's Signature (<i>Optional</i>):				Date:	

Higher Level Review (*if applicable*)

☐ I request a higher level review. Executive's Initials:	Date:
Higher Level Review Completed ☐	Date:
Higher Level Reviewer Signature:	

Performance Review Board Recommendation	☐ Level 5	☐ Level 4	☐ Level 3	☐ Level 2	☐ Level 1
PRB Chair Signature:	Date:				
Annual Summary Rating	☐ Level 5	☐ Level 4	☐ Level 3	☐ Level 2	☐ Level 1
Appointing Authority Signature:	Date:				

Part 4. Derivation Formula and Calculation of Annual Summary Rating

Critical Element	Element Rating		Weight	Score		Summary Level Ranges
	Initial	Final (if changed)		Initial	Final (if changed)	
1. Leading Change						475-500 = Level 5 400-474 = Level 4 300-399 = Level 3 200-299 = Level 2 Any CE rated Level 1 = Level 1
2. Leading People						
3. Business Acumen						
4. Building Coalitions						
5. Results Driven						
Total			100 points			

Part 5. Performance Standards and Critical Elements

Performance Standards for Critical Elements (The performance standard for each critical element is specified below; examples for the top three performance levels can be found in the system description)

- **Level 5:** The executive demonstrates exceptional performance, fostering a climate that sustains excellence and optimizes results in the executive's organization, agency, department or Governmentwide. This represents the highest level of executive performance, as evidenced by the extraordinary impact on the achievement of the organization's mission. The executive is an inspirational leader and is considered a role model by agency leadership, peers, and employees. The executive continually contributes materially to or spearheads agency efforts that address or accomplish important agency goals, consistently achieves expectations at the highest level of quality possible, and consistently handles challenges, exceeds targets, and completes assignments ahead of schedule at every step along the way.
- **Level 4:** The executive demonstrates a very high level of performance beyond that required for successful performance in the executive's position and scope of responsibilities. The executive is a proven, highly effective leader who builds trust and instills confidence in agency leadership, peers, and employees. The executive consistently exceeds established performance expectations, timelines, or targets, as applicable.
- **Level 3:** The executive demonstrates the high level of performance expected and the executive's actions and leadership contribute positively toward the achievement of strategic goals and meaningful results. The executive is an effective, solid, and dependable leader who delivers high-quality results based on measures of quality, quantity, efficiency, and/or effectiveness within agreed upon timelines. The executive meets and sometimes exceeds challenging performance expectations established for the position.
- **Level 2:** The executive's contributions to the organization are acceptable in the short term but do not appreciably advance the organization towards achievement of its goals and objectives. While the executive generally meets established performance expectations, timelines and targets, there are occasional lapses that impair operations and/or cause concern from management. While showing basic ability to accomplish work through others, the executive may demonstrate limited ability to inspire subordinates to give their best efforts or to marshal those efforts effectively to address problems characteristic of the organization and its work.
- **Level 1:** In repeated instances, the executive demonstrates performance deficiencies that detract from mission goals and objectives. The executive generally is viewed as ineffectual by agency leadership, peers, or employees. The executive routinely does not meet established performance expectations/timelines/targets and fails to produce – or produces unacceptable – work products, services, or outcomes.

Element Rating Level Points

Level 5 = 5 points
Level 4 = 4 points
Level 3 = 3 points
Level 2 = 2 points
Level 1 = 0 points

Executive Name and ID:

Appraisal Period:

Critical Element 1. Leading Change	(Minimum weight 5 points)				Weight
Mandatory Performance Requirement: Develops and implements an organizational vision that integrates key organizational and program goals, priorities, values, and other factors. Assesses and adjusts to changing situations, implementing innovative solutions to make organizational improvements, ranging from incremental improvements to major shifts in direction or approach, as appropriate. Balances change and continuity; continually strives to improve service and program performance; creates a work environment that encourages creative thinking, collaboration, and transparency; and maintains program focus, even under adversity. Agency-Specific Performance Requirements					
Rating Official Narrative: <i>(Optional)</i>					
Critical Element Rating – Leading Change	☐ Level 5	☐ Level 4	☐ Level 3	☐ Level 2	☐ Level 1

Critical Element 2. Leading People	(Minimum weight 5 points)				Weight
Mandatory Performance Requirement: Designs and implements strategies that maximize employee potential, connects the organization horizontally and vertically, and fosters high ethical standards in meeting the organization's vision, mission, and goals. Provides an inclusive workplace that fosters the development of others to their full potential; allows for full participation by all employees; facilitates collaboration, cooperation, and teamwork, and supports constructive resolution of conflicts. Ensures employee performance plans are aligned with the organization's mission and goals, that employees receive constructive feedback, and that employees are realistically appraised against clearly defined and communicated performance standards. Holds employees accountable for appropriate levels of performance and conduct. Seeks and considers employee input. Recruits, retains, and develops the talent needed to achieve a high quality, diverse workforce that reflects the nation, with the skills needed to accomplish organizational performance objectives while supporting workforce diversity, workplace inclusion, and equal employment policies and programs. Agency-Specific Performance Requirements					
Rating Official Narrative: <i>(Optional)</i>					
Critical Element Rating – Leading People	☐ Level 5	☐ Level 4	☐ Level 3	☐ Level 2	☐ Level 1

Executive Name and ID:

Appraisal Period:

Critical Element 3. Business Acumen		(Minimum weight 5 points)			Weight
Mandatory Performance Requirement: Assesses, analyzes, acquires, and administers human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission. Uses technology to enhance processes and decision making. Executes the operating budget; prepares budget requests with justifications; and manages resources.					
Agency-Specific Performance Requirements					
Rating Official Narrative: <i>(Optional)</i>					
Critical Element Rating – Business Acumen	☐ Level 5	☐ Level 4	☐ Level 3	☐ Level 2	☐ Level 1

Critical Element 4. Building Coalitions		(Minimum weight 5 points)			Weight
Mandatory Performance Requirement: Solicits and considers feedback from internal and external stakeholders or customers. Coordinates with appropriate parties to maximize input from the widest range of appropriate stakeholders to facilitate an open exchange of opinion from diverse groups and strengthen internal and external support. Explains, advocates, and expresses facts and ideas in a convincing manner and negotiates with individuals and groups internally and externally, as appropriate. Develops a professional network with other organizations and identifies the internal and external politics that affect the work of the organization.					
Agency-Specific Performance Requirements					
Rating Official Narrative: <i>(Optional)</i>					
Critical Element Rating – Building Coalitions	☐ Level 5	☐ Level 4	☐ Level 3	☐ Level 2	☐ Level 1

Executive Name and ID:

Appraisal Period:

Critical Element 5. Results Driven	(Minimum Weight 20 points)	Weight
This critical element must have at least 1 performance requirement (there is no maximum number of requirements, agency should specify if it sets a maximum number).		
This critical element includes specific performance requirements expected of the executive during the appraisal period, focusing on measurable results from the strategic plan or other measurable outputs and outcomes clearly aligned to organizational goals and objectives. At a minimum, the performance requirements must contain measurable results and their quality indicators describing the range of performance at Level 3 for each result specified. In addition to the quality indicators, applicable measures of quantity, timelines, and/or cost-effectiveness may be included as appropriate. It is recommended to also establish the threshold quality indicators and measures for Levels 5 and 2. Indicators must reflect the same level of performance as the respective performance standard contained in Part 5.		
Strategic Alignment—identify clear, transparent alignment to agency strategic planning initiatives (e.g., relevant agency or organizational goals/objectives with cited page numbers from the Strategic Plan, Congressional Budget Justification/Annual Performance Plan, or other organizational planning document) in the designated section for each performance requirement.		
Note: Performance requirements must contain results and quality indicators that are clearly and differentially identified (e.g., highlighted, bold, underlined) so that it is readily evident on what the senior executive will be rated and what is expected for success.		
Performance Requirement 1:	Strategic Alignment:	
Performance Requirement 2:	Strategic Alignment:	
Performance Requirement 3:	Strategic Alignment:	
Performance Requirement 4:	Strategic Alignment:	
Performance Requirement 5:	Strategic Alignment:	
Rating Official Narrative: <i>(Optional)</i>		
Critical Element Rating – Results Driven	☐ Level 5	☐ Level 4
	☐ Level 3	☐ Level 2
	☐ Level 1	

Executive Name and ID:

Appraisal Period:

Part 6: Rating Official's Summary Narrative *(Mandatory)*

Part 7: Executive's Accomplishment Narrative *(Optional)*

Part 8: Agency Use