

This MUST be attached to the Performance Plan to document the final rating

PRIVACY ACT STATEMENT: Authority: 49 U.S.C. § 114(n). Principal Purpose(s): This information will be used to document your performance appraisal and to certify that the Rating Official has discussed your performance appraisal with you. Routine Use(s): This information may be shared in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding, or for routine uses identified in the Office of Personnel Management's System Of Records, OPM/GOVT-2 Employee Performance File System Records. Disclosure: Voluntary.

Performance Appraisal - Rating Summary and Calculation Sheet

Employee's Name _____ **Employee Identification Number** _____ **Employee's Rating of Record (or Interim Rating) for FY _____ (auto populated based on points earned)**

SSN

auto populates

Organization _____ **Position** _____ **Performance Period**
Annual Appraisal _____ **Interim Rating** _____ **Start** _____ **End** _____

Performance Goals

GOAL #	Brief Description	Weight	Performance Rating (pick from list)	Points (auto populated)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total		0.00%	<= Weights must total 100%	

Enter Goals and Weights from plan

Enter Rating Level

Competencies

Competency #	Brief Description (copy competency name from Performance Plan)	Weight (auto populated)	Performance Rating (pick from list)	Points (auto populated)
1				
2				
3				
4				
5				
6				
Total		0.00%		

Enter Competencies from plan

Enter Rating Level

This section auto populates based on the weights and rating levels in goals and competencies

Rating Calculation

Category	Points Earned	% of Rating	Points Toward Rating
Performance Goals		60%	
Competencies		40%	
Total			

Rating of Record (or Interim Rating, as appropriate)

Point Scale	Summary Rating Descriptions	Rating of Record (or Interim Rating)
4.5 or more	Achieved Excellence	
3.5 - 4.49	Exceeded Expectations	
3.0 -3.49	Achieved Expectations	
< 3.0	Unacceptable	

The Annual Appraisal discussion occurred.

Reviewing Official Name: **1**

Reviewing Official Comments:

2

Rating Official Name: _____ Signature: _____ Date: _____

Rating Official Comments: _____ (Print)

3

Employee Name: _____ Signature: _____ Date: _____

(Employee "signature" acknowledges discussion and receipt only of the annual appraisal and final rating of record, and not necessarily agreement with the final rating assigned)
Employee Comments:

Seek employee input prior to completion of final rating - insert comments here

Rating Official prepares draft rating; Reviewing Official reviews, makes any changes, then signs. Then Rating Official signs, then meets with employee who signs.