

### PERFORMANCE MANAGEMENT RECORD

Coverage	Bureau Appraisal Cycle	Appraisal Year
<input checked="" type="checkbox"/> General Schedule <input type="checkbox"/> Federal Wage System <input type="checkbox"/> Wage Marine	<input checked="" type="checkbox"/> October 1 – September 30 <input type="checkbox"/> June 1 – May 31 <input type="checkbox"/> November 1 – October 31	From: <u>06/01/07</u>  To: <u>09/30/07</u>

Employee's Name: \_\_\_\_\_

Position Title: Program Analyst Pay Plan, Series, Grade/Step: GS 0343 13

Organization: 1. Economic Development Administration 3. \_\_\_\_\_  
2. Budget and Performance Evaluation 4. \_\_\_\_\_

#### PERFORMANCE PLAN CERTIFICATION

This plan is an accurate statement of the work that will be the basis for the employee's performance appraisal.

**Privacy Act Statement** - Disclosure of your social security number is voluntary. The number is linked with your name in the official personnel records to ensure unique identification of your records. The social security number will be used solely to ensure accurate entry of your performance rating into the automated record system.

## PERFORMANCE PLAN AND APPRAISAL RECORD

<b>Employee Name:</b> _____	<b>Date</b> _____	<b>Element No.</b> <u>1</u> of <u>4</u>
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### Cascaded Organizational Goals

Each element must be cascaded from the DOC Strategic Goals. All Goals must be identified for each element. First, select the appropriate DOC Strategic Goal, then list the Bureau Goal, and the SES Manager Goal to complete the cascade.

**DOC Strategic Goals:**

- Strategic Goal 1: Provide the information and tools to maximize U.S. competitiveness and enable economic growth for American industries, workers and consumers
- Strategic Goal 2: Foster science and technology leadership by protecting intellectual-property, enhancing technical standards and advancing measurement science
- Strategic Goal 3: Observe, protect and manage the Earth's resources to promote environmental stewardship
- Management Integration Goal: Achieve Organizational and Management Excellence
- Bureau Goal: Increase private enterprise and job creation in economically distressed communities
- SES/Organizational Goal: Performance Evaluation

### Critical Element and Objective

**Customer Service**  
To respond to internal and external customers, stakeholders, and the public.

<b>Weighting Factor.</b> (The weight for each element should reflect the significance within the framework of the Department's or bureau's organization goals. Weights should not be assigned based on the percentage of time an employee spends working on that element.)	<b>Element Weight</b>
<b>Enter the weight for this element in the adjacent box. →</b>	20

**Results of Major Activities:** Identify results that need to be accomplished in support of the performance element. A minimum of 3 and a maximum of 6 measurable results must be listed.

1. Customers, both internal and external, received the services as defined by the functions and responsibilities of the organization and customer expectations were managed to ensure customers understood the type and level of service available and expected time frames.
2. Relationships are established and maintained with counterparts in Department and other DOC bureaus and these relationships facilitate the accomplishment of EDA and Department goals and activities.
3. The supervisor is kept apprised of any problematic or controversial issues and provided recommendations for the resolution of such issues.
4. Organizational objectives are achieved through communication and collaboration with other Agency and Department offices and other Department bureaus.
5. Customer inquiries are acknowledged, needs are identified, issues are clarified, and customers are apprised of the status of the inquiry and when to expect resolution.
6. Customer service is provided in collaboration, consultation, and partnership with customers, other agencies, and stakeholders.

**Criteria for Evaluation:** Supplemental Standards are required for each element and must be defined at Level 3 performance in terms of quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance standards also apply.

1. Pro-actively identifies and addresses customer needs and expectations.
2. Routinely and timely responds to customers with factually accurate information that is consistent with EDA and Department guidance and policies and relevant program or technical documents.
3. Service and work products reflect consideration of customer issues and concerns.
4. Writing reflects sound analytical thinking, presents concise, well-reasoned conclusions, and is free of grammatical and typographical errors.
5. Oral communication with superiors, peers, subordinates, and others is clear, courteous, consistent with Agency, Department and Administration policies and directly addresses issues and questions.

## PERFORMANCE PLAN AND APPRAISAL RECORD

<b>Employee Name:</b> _____	Date _____	Element No. <u>2</u> of <u>4</u>
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- Bureau Goal: Increase private enterprise and job creation in economically distressed communities
- SES/Organizational Goal: Performance and evaluation of EDA programs

### Critical Element and Objective

**Management of the Balanced Scorecard**  
 Advance the EDA mission, goals and performance through the Balanced Scorecard

**Weighting Factor** (The weight for each element should reflect the significance within the framework of the Department's or bureau's organization goals. Weights should not be assigned based on the percentage of time an employee spends working on that element.)

Element Weight
30

**Enter the weight for this element in the adjacent box →**

**Results of Major Activities:** Identify results that need to be accomplished in support of the performance element. A minimum of 3 and a maximum of 6 measurable results must be listed.

1. Balanced Scorecard (BSC) preparation and analysis is accomplished.
2. BSC submissions are verified according to EDA's guidelines.
3. BSC submissions are compiled and disseminated to regional office and Headquarters' personnel.

**Criteria for Evaluation:** Supplemental Standards are required for each element and must be defined at Level 3 performance in terms of quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance standards also apply.

1. Balanced Scorecard (BSC) is timely and accurately prepared and analyzed and verified according to Administration guidelines. Analysis is completed within 10 business days from the regional offices' data submission(s), unless extended with supervisory approval.
2. BSC materials are timely and accurately prepared and properly formatted, disseminated to the appropriate EDA offices, and are infrequently returned for substantial revision.
3. Accurately responds to BSC information requests in a timely manner and BSC and writing reflects sound analytical thinking, presents concise, well-reasoned conclusions, and is free of grammatical and typographical errors.

## PERFORMANCE PLAN AND APPRAISAL RECORD

<b>Employee Name:</b>	Date	Element No. <u>3</u> of <u>4</u>
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### Critical Element and Objective

**Agency, Department, and Government-wide Priority Assignments**  
 To ensure EDA's representation and participation in external priority assignments

<b>Weighting Factor:</b> (The weight for each element should reflect the significance within the framework of the Department's or bureau's organization goals. Weights should not be assigned based on the percentage of time an employee spends working on that element.)	<b>Element Weight</b>
<b>Enter the weight for this element in the adjacent box. →</b>	30

**Results of Major Activities:** Identify results that need to be accomplished in support of the performance element. A minimum of 3 and a maximum of 6 measurable results must be listed.

1. EDA responsibilities for the National Response Plan (NRP) are addressed, prepared, cleared, and disseminated to appropriate Government-wide personnel.
2. EDA's priorities and voting preferences are represented at the DOC Grants Council.
3. EDA's responsibilities to the DOC Grants Council are addressed, prepared, cleared, and disseminated to appropriate Department personnel.
4. Chapters for DOC Grants Manual are sent to EDA Review Committee and responses coordinated with other Agency comments.
5. Training and Certification for Grants Management (P.L. 106-107 Grants Streamlining Initiative) and Economic Development is addressed, researched and disseminated to DAS/MS.

**Criteria for Evaluation:** Supplemental Standards are required for each element and must be defined at Level 3 performance in terms of quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance standards also apply.

1. Reports and requests for information for the NRP are thoroughly researched and timely responded to and reflect Agency policies and perspectives.
2. Reports and requests for information from the DOC Grants Council are thoroughly researched and timely responded to after vetting through appropriate EDA channels.
3. Chapters for the DOC Grants Manual are timely written, reviewed and edited in accordance with established procedures. Chapters reflect EDA's needs as well as those of other DOC agencies.
4. Reports and requests for information for training and certification for Grants Management and Economic Development are thoroughly researched and responded to by the requested due dates and reflect Administration policies and are timely disseminated to the appropriate EDA management and Government-wide agencies.
5. Writing reflects sound analytical thinking, presents concise, well-reasoned conclusions, and is free of grammatical and typographical errors.

## PERFORMANCE PLAN AND APPRAISAL RECORD

<b>Employee Name:</b> _____	Date _____	Element No. <u>4</u> of <u>4</u>
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### Critical Element and Objective

**Research and Project Development**  
Complete research and ad hoc projects that facilitate mission accomplishment.

**Weighting Factor** (The weight for each element should reflect the significance within the framework of the Department's or bureau's organization goals. Weights should not be assigned based on the percentage of time an employee spends working on that element.)  
**Enter the weight for this element in the adjacent box.** →

Element Weight
20

**Results of Major Activities:** Identify results that need to be accomplished in support of the performance element. A minimum of 3 and a maximum of 6 measurable results must be listed.

1. Reports and requests for information concerning White House Initiatives are researched and prepared.
2. Reports and requests for information from the National Science Foundation are researched and prepared.
3. Reports and requests for information from other agencies are researched and prepared.
4. Reports are sent for vetting to the appropriate EDA officials before submission to the designated Agency.

**Criteria for Evaluation:** Supplemental Standards are required for each element and must be defined at Level 3 performance in terms of quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance standards also apply.

1. Writing reflects sound analytical thinking, presents concise, well-reasoned conclusions, and is free of grammatical and typographical errors.
2. Concerned parties are informed, upon request or at mutually agreed upon times, of the status of work. Concerned parties are routinely communicated with in a timely manner and apprised of any problems.
3. Reports and requests for information are thoroughly researched and responded to by the requested due dates, reflect Administration, Department and Agency policies and are timely disseminated to DOC and other Agency offices by the established due dates.

<b>Employee Name:</b> _____			
<b>PERFORMANCE SUMMARY RATING</b>			
<ul style="list-style-type: none"> <li>• List each element in the performance plan.</li> <li>• All elements are critical.</li> <li>• Assign a rating level for each element:               <ul style="list-style-type: none"> <li>(5) Level 5 (highest level of performance); (4) Level 4; (3) Level 3; (2) Level 2; (1) Level 1 (unacceptable performance)</li> </ul> </li> <li>• Score each element by multiplying the weight by the rating level.</li> <li>• Interim ratings should be considered when you prepare the final summary rating.</li> <li>• After each element has been scored, compute the total point score by adding the individual scores.</li> <li>• Rating officials must provide either an overall narrative justification of the summary rating or a written justification for each element rating.</li> <li>• A written justification is required for any element rated below Level 3.</li> </ul>			
<b>Performance Element</b>	<b>Individual Weights (Total must equal 100)</b>	<b>Element Rating (5, 4, 3, 2, 1)</b>	<b>Score</b>
Customer Service	20		0
Management Performance	30		0
Priority Assignments	30		0
Research and project development	20		0
<b>TOTAL SCORE</b>			<b>0</b>
<b>PERFORMANCE RATING</b>			
<input type="checkbox"/> <b>Level 5</b> (470 – 500)	<input type="checkbox"/> <b>Level 4</b> (380 – 469)	<input type="checkbox"/> <b>Level 3</b> (290 – 379)	<input type="checkbox"/> <b>Level 2</b> (200 – 289)
<input type="checkbox"/> <b>Level 1</b> (100 – 199)			
Rating Official's Signature/Title		Date	
Approving Official's Signature/Title		Date	
Employee's Signature (indicates appraisal meeting held)		Employee comments attached?	Date
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>PERFORMANCE RECOGNITION</b>			
<input type="checkbox"/> <b>Performance Award \$</b> _____ ( % ) <i>Appropriation Code</i> _____ <input type="checkbox"/> <b>QSI (Level 5 Required)</b>			
Rating Official's Signature/Title		Date	
Approving Official's Signature/Title		Date	