

PACS Performance Plan: Non-Managers

Appraisal Year: _____ Date: _____

Employee: _____ SSN: _____
 Last First MI

_____ Position Title Position # Series/Grade

Initial Performance Plan Discussion:

Employee: _____ Supervisor: _____ Date: _____

Summary Appraisal	Element Average
<p>Outstanding Contribution _____</p> <p>Successful Contribution _____</p> <p>Not Successful _____</p>	<p>Ratings in Individual Elements:</p> <p>Interpersonal Skills _____</p> <p>Participation _____</p> <p>Job Knowledge _____</p> <p>Achieves Business Results _____</p> <p style="text-align: center;">Total _____</p> <p>Divide total by number of elements to equal the Element Average _____</p>

Performance Discussion (Required)

Employee: _____ Supervisor: _____ Date: _____

Performance Discussion (Optional)

Employee: _____ Supervisor: _____ Date: _____

Informational Appraisal

Employee: _____ Supervisor: _____ Date: _____

Final Appraisal

Employee: _____ Supervisor: _____ Date: _____

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Appraisal Period:

1. Interpersonal Skills

- Treats the public and fellow employees with courtesy and respect.
- Listens and responds appropriately to feedback from the public, coworkers and managers.
- Communicates effectively.
- Maintains positive and productive working relationships within the office, work unit or group.

Performance Discussion (Required):

(This section should contain a short narrative or bullet list highlighting the individual's accomplishments/contributions.)

Performance Discussion (Optional):

(This section should contain a short narrative or bullet list highlighting the individual's accomplishments/contributions.)

Final Rating: Level ____

(This section should contain a short narrative or bullet list highlighting the individual's accomplishments/contributions.)

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Appraisal Period:

2. Participation

- Provides quality support to customers and fellow employees.
- Contributes to achievement of the office, work unit or group goals.
- Demonstrates resourcefulness by successfully seeking solutions to problems.
- Completes work assignments.
- Provides assistance to others when requested.
- Adapts to changes in the workplace, such as adjustments in work priorities and new technology.

Performance Discussion (Required):

(This section should contain a short narrative or bullet list highlighting the individual's accomplishments/contributions.)

Performance Discussion (Optional):

(This section should contain a short narrative or bullet list highlighting the individual's accomplishments/contributions.)

Final Rating: Level ____

(This section should contain a short narrative or bullet list highlighting the individual's accomplishments/contributions.)

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Appraisal Period:

3. Demonstrates Job Knowledge

- Learns new material and applies it accurately while using appropriate technology and automation tools.
- Maintains integrity of work processes.
- Demonstrates sound analytical reasoning in applying policy, procedures and instructions.
- Provides clear, accurate oral and written information and completes accurate work products.

Performance Discussion (Required):

(This section should contain a short narrative or bullet list highlighting the individual's accomplishments/contributions.)

Performance Discussion (Optional):

(This section should contain a short narrative or bullet list highlighting the individual's accomplishments/contributions.)

Final Rating: Level ____

(This section should contain a short narrative or bullet list highlighting the individual's accomplishments/contributions.)

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Appraisal Period:

4. Achieves Business Results

- Produces a fair share of work according to supervisory expectations.
- Completes work assignments timely and/or as scheduled.
- Uses a balanced approach to complete work assignments effectively and efficiently using appropriate technology.

Performance Discussion (Required):

(This section should contain a short narrative or bullet list highlighting the individual's accomplishments/contributions.)

Performance Discussion (Optional):

(This section should contain a short narrative or bullet list highlighting the individual's accomplishments/contributions.)

Final Rating: Level ____

(This section should contain a short narrative or bullet list highlighting the individual's accomplishments/contributions.)