

**PERFORMANCE PLAN, PROGRESS  
REVIEW and APPRAISAL RECORD**

Employee's Name:

**PART I. PERFORMANCE PLAN**

<b>A. CRITICAL ELEMENTS</b> ( <i>LIST at least TWO but no more than FIVE</i> ) ( Expand size of blocks as desired)	<b>B. RATING</b> ( <i>Mark One</i> )	
	<b>Meets or Exceeds</b>	<i>Does Not Meet</i>
1. Construction Work In Progress (CWIP) Activity Manager- Internal controls are created for managing Real Property and Personal Property and handling PII; controls are in place to prevent fraud, waste and abuse; financial management responsibilities are met; guidance is provided to Project Manager so CWIP Determination Letter can be drafted; and the work required to record the capitalization of the costs of the asset is performed.		
2.	<b>Meets or Exceeds</b>	<i>Does Not Meet</i>
3.	<b>Meets or Exceeds</b>	<i>Does Not Meet</i>
4.	<b>Meets or Exceeds</b>	<i>Does Not Meet</i>
5.	<b>Meets or Exceeds</b>	<i>Does Not Meet</i>

## PERFORMANCE INDICATORS

*For each Performance Indicator listed below, circle the number of each Critical Element (from Part I) that is applicable, in the right column:*

**Applicable  
Critical  
Elements**

### I. QUALITY

**A. Knowledge of Field or Profession:**

Maintains and demonstrates technical competence and/or experience in areas of assigned responsibility.

All 1 2 3 4 5

**B. Accuracy and Thoroughness of Work:**

Plans, organizes, and executes work logically. Anticipates and analyzes problems clearly and determines appropriate solutions. Work is correct and complete.

All 1 2 3 4 5

**C. Soundness of Judgment and Decisions:**

Documents assignments carefully. Weighs alternative courses of action, considering long- and short-term implications. Makes and executes timely decisions.

All 1 2 3 4 5

**D. Effectiveness of Written Decisions:**

Presentation meets objectives, is persuasive, tactful, and appropriate to audience. Demonstrates attention, courtesy and respect for other points of view.

All 1 2 3 4 5

**E. Timeliness in Meeting Deadlines. :** Completes work in accordance with established deadlines

All 1 2 3 4 5

**F. Use of Information Technology:**

Work effectively uses IT resources and follows applicable IT policies and procedures including both security and appropriate use policies.

All 1 2 3 4 5

**G. Other (Specify):** Internal controls comply with Federal Manager's Financial Integrity Act and the Chief Financial Officers Act; clean CWIP audit opinion; projects comply with NOAA CWIP Policy and Procedures Manual; value of assets accurately reported; annual mandatory training completed; and costs properly submitted to NOAA Finance.

All 1 2 3 4 5

### II. TEAMWORK

**A. Participation:**

Willingly participates in group activities, performing in a thorough and complete fashion. Communicates regularly with team members. Seeks team consensus.

All 1 2 3 4 5

**B. Cooperation:**

Supports team initiatives. Demonstrates respect for team members. Seeks team consensus.

All 1 2 3 4 5

**C. Leadership:**

Provides encouragement, guidance, and direction to team members as needed. Adjusts leadership style to fit situation.

All 1 2 3 4 5

**D. Safety:**

Maintains a safe work environment, including keeping the work area free of known hazards. Complies with all occupational safety rules and regulations and encourages safe behavior in fellow workers.

All 1 2 3 4 5

**D. Other (Specify):**

All 1 2 3 4 5

### III. CUSTOMER SERVICE

**A. Quality of Service:**

Delivers high quality products and services to both external and internal customers. Initiates and responds to suggestions for improving service.

All 1 2 3 4 5

**B. Timeliness of Service:**

Delivers quality products and services in accordance with time schedules agreed upon with customer.

All 1 2 3 4 5

**C. Courtesy:**

Treats external and internal customers with courtesy and respect. Customer satisfaction is high priority.

All 1 2 3 4 5

**D. Other (Specify):**

All 1 2 3 4 5