



**U.S. DEPARTMENT OF THE INTERIOR
EMPLOYEE PERFORMANCE PLAN AND RESULTS REPORT**

Form DI-2002
August 1998

Employee's Name:	Rating Period:
Title/Series/Grade:	Bureau/Office:
Duty Location:	Social Security No.:

PART I. PERFORMANCE PLAN	
CRITICAL RESULTS <i>(List no more than five)</i>	RESULTS (Enter: <i>Achieved or Not Achieved</i>)
A.	
B.	
C.	
D.	
E.	

PERFORMANCE INDICATORS. Appraisals should fairly reflect the overall performance of an employee. Performance indicators identify those characteristics (such as quality, teamwork, customer service) that are important to successful performance in each critical result. In appraising an employee's performance, the rating official will carefully review the performance indicators in assessing whether a particular critical result has been achieved by the employee.

Generally, an employee will not be rated as Results Not Achieved in the critical result to which a particular performance indicator applies where there is only one failure in that performance indicator. It follows, of course, that a repetition of failures in a single performance indicator can be the basis for a Results Not Achieved rating for the critical result if, in the rating official's judgment, the critical result was not met overall. There may be situations where a single, particularly significant failure to maintain the level of performance expected in a particular performance indicator could warrant a determination that the employee will receive a Results Not Achieved for the applicable critical result. A significant failure could include, for example, harm to persons or property, a loss of a great amount of money or resources, or a breach of security.