

GSA EMPLOYEE PERFORMANCE REVIEW AND RATING

PART 1. GENERAL INFORMATION

EMPLOYEE'S NAME _____ SOCIAL SECURITY NUMBER _____ CORRESPONDENCE SYMBOL _____

PAY PLAN AND GRADE _____ TYPE OF RATING ANNUAL INTERIM REVIEW PERIOD FROM _____ TO _____

PART II. CRITICAL ELEMENT RATING *(Attach performance plan) (Use additional forms if there are more than 6 critical elements)*

CRITICAL ELEMENT	RATING <i>(Check one)</i>	COMMENT ON THE EMPLOYEE'S PROGRESS TOWARD MEETING THE PERFORMANCE STANDARD FOR EACH CRITICAL ELEMENT <i>(Use additional pages if necessary)</i>
1.	<input type="checkbox"/> SUPERIOR <input type="checkbox"/> EXCEEDS REQUIREMENTS <input type="checkbox"/> SUCCESSFUL <input type="checkbox"/> UNACCEPTABLE	
2.	<input type="checkbox"/> SUPERIOR <input type="checkbox"/> EXCEEDS REQUIREMENTS <input type="checkbox"/> SUCCESSFUL <input type="checkbox"/> UNACCEPTABLE	
3.	<input type="checkbox"/> SUPERIOR <input type="checkbox"/> EXCEEDS REQUIREMENTS <input type="checkbox"/> SUCCESSFUL <input type="checkbox"/> UNACCEPTABLE	
4.	<input type="checkbox"/> SUPERIOR <input type="checkbox"/> EXCEEDS REQUIREMENTS <input type="checkbox"/> SUCCESSFUL <input type="checkbox"/> UNACCEPTABLE	
5.	<input type="checkbox"/> SUPERIOR <input type="checkbox"/> EXCEEDS REQUIREMENTS <input type="checkbox"/> SUCCESSFUL <input type="checkbox"/> UNACCEPTABLE	
6.	<input type="checkbox"/> SUPERIOR <input type="checkbox"/> EXCEEDS REQUIREMENTS <input type="checkbox"/> SUCCESSFUL <input type="checkbox"/> UNACCEPTABLE	

PART III. SUMMARY RATING

SUCCESSFUL UNACCEPTABLE

PART IV. PROGRESS REVIEW CERTIFICATION

PROGRESS REVIEW COMPLETED

DATE _____

PART V. COMMENTS ON OVERALL PERFORMANCE

COMMENT ON THE EMPLOYEE'S OVERALL PERFORMANCE CITING SPECIFIC EMPLOYEE PROJECTS OR OUTPUTS. USE ADDITIONAL PAGES, IF NECESSARY.

PART VI. TRAINING AND DEVELOPMENT

DISCUSS PROFESSIONAL GROWTH NEEDS AND AVENUES WHICH THE EMPLOYEE CAN PURSUE TO MEET THESE NEEDS. USE ADDITIONAL PAGES, IF NECESSARY.

PART VII. SIGNATURES

RATING OFFICIAL

DATE

REVIEWING OFFICIAL *(Necessary only if rating is at the unacceptable level)*

DATE

REVIEWED BY EMPLOYEE

DATE

RATING LEVEL DEFINITIONS

SUPERIOR: A pattern of performance of assignments in a critical element during the rating period that shows the employee consistently and significantly exceeded the standards for expected performance.

EXCEEDS REQUIREMENTS: A pattern of performance of assignments in a critical element during the rating period that shows the employee clearly exceeded the standards for expected performance.

SUCCESSFUL: A pattern of performance of assignments in a critical element during the rating period that shows the employee consistently met the standards for expected performance, and rarely or never failed to meet the standards.

UNACCEPTABLE: A pattern of performance of assignments in a critical element during the rating period that shows the employee failed to meet the standards for expected performance so frequently or to such a degree as to have a significant negative impact on accomplishing the work of the element.

**INSTRUCTIONS FOR USING
GSA FORM 3440A, GSA EMPLOYEE PERFORMANCE REVIEW AND RATING**

This form must be used when rating the performance of employees in the bargaining units represented by the American Federation of Government Employees in accordance with the provisions of the National Agreement between GSA and AFGE.

PART I. GENERAL INFORMATION. Enter the appropriate information for the employee being rated. For "Type of Rating", indicate "annual" when the rating covers the annual rating period October 1 to September 30; indicate "interim" when the rating is for a shorter period of time (no less than 90 calendar days) due to extenuating circumstances. For "Review Period", enter the beginning and the ending dates of period covered.

PART II. CRITICAL ELEMENT RATING. Rate all applicable critical elements. Comment on the employee's progress toward meeting the performance standard for each critical element. For additional guidance on rating level definitions, refer to Article 19 of the National Agreement.

PART III. SUMMARY RATING. Assign an overall rating level. Performance under all rated elements must be Successful or better to assign a "Summary Rating" of Successful. One or more elements rated at the Unacceptable level necessitates an overall rating of Unacceptable.

PART IV. PROGRESS REVIEW CERTIFICATION. In accordance with Article 19 of the National Agreement, progress reviews are mandatory. The minimum requirement is one mid-year progress review but more may be conducted as the need arises. The form may be used to document the progress review(s). Check the box and indicate the date the review was provided to the employee.

PART V. COMMENTS ON OVERALL PERFORMANCE. Comment on the employee's overall performance citing specific employee accomplishments.

PART VI. TRAINING AND DEVELOPMENT. Comment on professional growth needs and avenues which the employee can pursue to meet these needs. Identify formal and/or informal training sources that may augment the employee's performance.

PART VII. SIGNATURES. Only the rating official's signature is required if the overall rating is Successful. For Unacceptable ratings, the reviewing official must sign along with the rating official.