



# Employee Performance Plan and Appraisal

## PERFORMANCE PLAN

EMPLOYEE	Element __ of __	APPRAISAL PERIOD _____ to _____
Smithsonian Strategic Plan or Program Goal Management Excellence	Annual Unit Goal	

**ELEMENT (The employee's work task or responsibility that supports the above goals.)**  
Performs a variety of supervisory duties.

**PERFORMANCE STANDARD OR EXPECTATIONS AT THE SUCCESSFUL LEVEL:**

1. Supervisory tasks are performed a timely manner and in accordance with regulations and SI/SAO policies.
2. Completes performance plans and appraisal ratings within established timeframes.
3. Demonstrates accountability for SI's/SAO's EEO and workforce diversity efforts.
4. Supports small business diversity goals in accordance with SI/SAO protocols.
5. Recognizes and addresses safety achievements and deficiencies within a reasonable time.
6. Hire and retain a high quality workforce by maintaining a positive work environment that offers challenges and growth. No more than two resignations based upon substantiated workplace dissatisfaction.

**PERFORMANCE STANDARD OR EXPECTATIONS AT THE OUTSTANDING LEVEL (if chosen):**

1. Work assignments are routinely completed ahead of schedule and reflect high standards of work quality.
2. Communicates clear, realistic work goals, priorities, and timelines. Encourages staff involvement, feedback, and cooperation in the performance of assigned work.
3. Appraisals are completed well in advance of stated timeframes. Effectively recognizes and addresses performance achievements and deficiencies. Seeks training opportunities for staff.
4. Takes timely action to effectively prevent and resolve workplace disputes, including disputes involving all forms of discrimination, harassment, and retaliation.
5. Actively pursues meeting SI's/SAO's small business diversity goals and ensures small and disadvantaged business participation in all procurement opportunities.
6. No losses during the rating period due to substantiated workplace dissatisfaction.

<input type="checkbox"/> OUTSTANDING (3 points)	<input type="checkbox"/> HIGHLY SUCCESSFUL (2 points)	<input type="checkbox"/> SUCCESSFUL (1 point)	<input type="checkbox"/> UNACCEPTABLE (0)
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**NARRATIVE SUMMARY OF Actual Performance (mandatory for unacceptable, outstanding and highly successful)**