



U.S. Office of Personnel Management

# Performance Plan Checklist

The below checklist serves to aid supervisors in effectively establish an employees performance plan.

Organization	
Series/Grade	
Reviewer's Name	Date Review Completed
1. Do the critical elements align to the agency and unit's goals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
2. Is there at least one critical element and does it address individual performance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
3. Are the products or services that the work unit is responsible for providing included in the critical element(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

4. Is the range of acceptable performance clear? Are the performance expectations quantifiable, observable, and/or verifiable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
5. Does each element contain a measure (i.e., quantity, quality, timeliness, or cost-effectiveness) and how it will be measured?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
6. Are the standards fair? Are they comparable to expectations for other employees in similar positions? Do they allow for some margin of error?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
7. Are the standards applicable? Can the appraiser(s) use the standards to appraise performance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
8. Will the employee understand what is required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

9. Is a <i>Fully Successful</i> or equivalent standard established for each critical element?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
10. Is the <i>Fully Successful</i> or equivalent standard surpassable? Is it possible for the employee's performance to exceed it?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
11. Are the elements and standards flexible? Can they be adapted readily to changes in resources or objectives?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
Other Comments:	