

TECHNICIAN PERFORMANCE PLAN FOR SUPERVISORS

NAME:	SSN:
Title/Series/Grade	Organization:
Appraisal Period:	

PART I - PERFORMANCE STANDARDS ELEMENTS

(MUST IDENTIFY A MINIMUM OF ONE CRITICAL ELEMENT! PLEASE CHECK APPROPRIATE BOX(S) AT LEFT)

- 1. Organizational Goals/Objectives**
 - Establishes objectives and sets priorities to meet the organizational goals
 - Effectively allocates resources
 DOES NOT MEET STANDARDS **MEETS STANDARDS** **EXCEEDS STANDARDS**
- 2. Leadership**
 - Develops and fosters teamwork
 - Actively provides appropriate and effective coaching and guidance
 DOES NOT MEET STANDARDS **MEETS STANDARDS** **EXCEEDS STANDARDS**
- 3. Work Performance**
 - Shows initiative in starting, carrying out, and completing tasks
 - Work product is thorough, accurate, and in compliance with guidelines/directives
 - Completes performance standards and appraisals on subordinates on time and JAW Supplement 1 to TPR 430
 DOES NOT MEET STANDARDS **MEETS STANDARDS** **EXCEEDS STANDARDS**
- 4. EEO**
 - Communicates State and Federal EEO standards to all workers
 - Ensures compliance with EEO goals and standards
 - Supports diversity in the workplace
 DOES NOT MEET STANDARDS **MEETS STANDARDS** **EXCEEDS STANDARDS**
- 5. Job Knowledge**
 - Demonstrates technical competence in areas of responsibility
 - Renders appropriate and accurate technical advice
 DOES NOT MEET STANDARDS **MEETS STANDARDS** **EXCEEDS STANDARDS**
- 6. Communication**
 - Expresses thoughts logically, clearly and accurately in verbal and written communications
 - Open and approachable in resolving problems or conflicts
 DOES NOT MEET STANDARDS **MEETS STANDARDS** **EXCEEDS STANDARDS**
- 7. Judgment**
 - Emphasizes logic in decision making
 - Recognizes opportunities
 - Requires minimal supervision
 DOES NOT MEET STANDARDS **MEETS STANDARDS** **EXCEEDS STANDARDS**

<input type="checkbox"/> 8.	
<input type="checkbox"/> DOES NOT MEET STANDARDS <input type="checkbox"/> MEETS STANDARDS <input type="checkbox"/> EXCEEDS STANDARDS	

PART VI – QUARTERLY PROGRESS REVIEW

N – Does Not Meet Standards M – Meets Standards E – Exceeds Standards

1. Organizational Goals/Objectives Comments:	N	M	E
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Leadership Comments:	N	M	E
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Work Performance Comments:	N	M	E
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. EEO Comments:	N	M	E
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Job Knowledge Comments:	N	M	E
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Communication Comments:	N	M	E
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Judgment Comments:	N	M	E
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Comments:	N	M	E
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date Completed _____

Appraiser Initials _____

PART VIA – TECHNICIAN FEEDBACK

Please answer the questions by checking the appropriate box. Feel free to comment on any subject.	
Are you provided the appropriate resources and training that you require to perform your job?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No Please comment below.
Are new or special tasks clearly defined?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No Please comment below.
Are you told when you are doing a good job?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No Please comment below.
Are the Unit goals/objectives clearly defined?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No Please comment below.
Additional Comments:	

Date Completed _____

Technician Initials _____