

Performance Appraisal

U.S. Department of Housing
and Urban Development

Employee Name:	Employee's SSN:	Organizational Segment: Program Mgmt	Organization Code: 7DDM
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Position Title: Clerk	Series and Grade: GS 0303-05	Date of Appraisal Period: From 2/1/2007 To 9/30/2007	Date Rating Made:
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GM (PMRS Term. Provisions)
 GS (General Schedule)
 WG (Wage Grade)
 GS-AFGE
 WG-AFGE

Rating Official (Signature & Date)

X

Employee (Signature & Date)

X

Reviewing Official (Signature & Date)

X

Note: Employee signature indicates only that the rating has been discussed with the employee and does not signify agreement or disagreement with the rating.

Element Ratings:

Progress Review Employee's initials indicate only that the progress review meeting was held. They do not indicate agreement or disagreement with the results.

Critical Element No.	Outstanding	Highly Successful	Fully Successful	Marginally Successful	Unacceptable	Date	Supervisor's Initials	Employee's Initials
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Summary Ratings

Outstanding
 Highly Successful
 Fully Successful
 Marginally Successful
 Unacceptable

Employee Comments

Rating Official/Reviewing Official Comments

Sensitive Information: The information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained.

Elements & Standards

U.S. Department of Housing
and Urban Development

Date Assigned:	Reviewing Official's Initials:	Supervisor's Initials:	Employee's Initials:	Rating Date:	Rating:	Element No.:
						1

Critical Element Description: Embrace High Standards of Ethics, Management and Accountability.

- Through assisting the division in management of workload

Employee's initials indicate only that critical elements and performance standards were communicated to him/her. They do not signify agreement or disagreement.

Outstanding Performance Standards: In addition to the standards for fully successful, the employee meets 3 or more of the following criteria.

- Assigned correspondence, reports and memorandum are forwarded to recipient within 1 working day of request.
- 90% of administrative duties are carried out independently and accurately (copying, filing, mailing, etc.).
- 85% of assigned GMP entries for review and processing actions are input into the system within 5 working days.
- Filing systems for the division are maintained. Files are reviewed, purged and disposed of in accordance with records disposition procedures or are prepared for microfiche or the records center.

Fully Successful Performance Standards: Performance consistently meets the following criteria:

- Assigned correspondence, reports and memorandum are forwarded to recipient within 2 days of request.
- 80% of administrative duties are carried out independently and accurately (copying, filing, mailing, etc.).
- 85% of assigned GMP entries for review and processing actions are input into the system within 10 days.
- Filing systems for the division are maintained. Files are reviewed, purged and disposed of in accordance with records disposition procedures or are prepared for microfiche or the records center.

Unacceptable Performance Standards: Performance meets two or more of the following criteria:

- Assigned correspondence, reports and memorandum are regularly not forwarded to recipient.
- Less than 60% of administrative duties are carried out independently and accurately (copying, filing, mailing, etc.).
- Less than 60% of assigned GMP entries for review and processing actions are input into the system within 10 days.
- Filing systems for the division are not appropriately maintained. Files are not reviewed, purged and disposed of in accordance with records disposition procedures or are not properly prepared for microfiche or the records center.

Elements & Standards

U.S. Department of Housing
and Urban Development

Date Assigned:	Reviewing Official's Initials:	Supervisor's Initials:	Employee's Initials:	Rating Date:	Rating:	Element No.: 2
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Critical Element – Strengthen Communities through assisting representatives manage their Grant Portfolios

Employee's initials indicate only that critical elements and performance standards were communicated to him/her. They do not signify agreement or disagreement.

Outstanding Performance Standards: Performance consistently meets 3 or more of the following:

- Assists CPD Representatives with retrieval of IDIS reports to allow the division to meet its goal of processing 85% of CAPERs to completion and assessment communicated to grantee within 60 days of receipt.
- Assist CPD Representatives in the review of Annual Performance Reports to allow the division to meet its goal of processing 85% of APRs within 60 days from date of receipt to HUD.
- Assist CPD representatives in the closing of competitive grants. Documentation is complete and technically accurate at least 85% of the time.
- Assist CPD Representatives with the risk analysis process to allow the division to meet its goal of completing the process for 100% of active grants prior to the deadline established by headquarters.

Fully Successful Performance Standards: Performance consistently meets the following:

- Assists CPD Representatives with retrieval of IDIS reports to allow the division to meet its goal of processing 75% of CAPERs to completion and assessment communicated to grantee within 60 days of receipt.
- Assist CPD Representatives in the review of Annual Performance Reports to allow the division to meet its goal of processing 75% of APRs within 60 days from date of receipt to HUD.
- Assist CPD representatives in the closing of competitive grants. Documentation is complete and technically accurate at least 75% of the time.
- Assist CPD Representatives with the risk analysis process to allow the division to meet its goal of completing the process for 100% of active grants to meet the deadline established by headquarters.

Unacceptable Performance Standards: Performance is indicated by two or more of the following criteria:

- Fails to assist CPD Representatives with retrieval of IDIS reports and the division processes less than 60% of CAPERs to completion and assessment communicated to grantee within 60 days of receipt.
- Fails to assist CPD Representatives in the review of Annual Performance Reports and the division processes less than 60% of APRs within 60 days from date of receipt to HUD.
- Fails to assist CPD representatives in the closing of competitive grants. Documentation is complete and technically accurate less than 60% of the time.
- Fails to assist CPD Representatives with the risk analysis process to allow the division to meet its goal of completing the process for 100% of active grants to meet the deadline established by headquarters.

Elements & Standards

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Date Assigned:	Reviewing Official's Initials:	Supervisor's Initials:	Employee's Initials:	Rating Date:	Rating:	Element No.:
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Critical Element Description: REPRESENTATION

HUD Strategic Goal: STRENGTHEN COMMUNITIES: Represents the Department and its community development programs to a variety of customers which includes but is not limited to grantees, the public and other government personnel.

Employee's initials indicate only that critical elements and performance standards were communicated to him/her. They do not signify agreement or disagreement.

Outstanding Performance Standards: Consistently meets 3 or more of the following requirements:

- In-house division and team meetings are attended at least 90% of the time when schedule allows.
- Contributes to the reporting requirements of the Division by preparing monthly reports from the homeless grants database. The reports are distributed to CPD Representatives and supervisors within 10 days of the beginning of the month.
- On own initiative, identifies and undertakes at least one (1) special project or representation opportunities that delivers resources to CPD customers.
- Telephone calls are answered on an average within 3-rings. No more than two valid complaints are received from internal or external customers during the rating period.
- Promotes cooperative working relationships/teamwork within the office, and suggests innovative approaches of sufficient merit that result in a more efficient and effective operation in the office.

Fully Successful Performance Standards: Consistently meets the following requirements

- In-house division and team meetings are attended at least 75% of the time when schedule allows.
- Contributes to the reporting requirements of the Division by preparing monthly reports from the homeless grants database. The reports are distributed to CPD Representatives and supervisors within 15 days of the beginning of the month.
- Telephone calls are answered on an average within 3-rings. No more than three valid complaints are received from internal or external customers during the rating period.
- Promotes cooperative working relationships/teamwork within the office, and suggests approaches to increase efficiency and effectiveness of operations in the office.

Unacceptable Performance Standards: Performance is indicated by two or more of the following criteria:

- In-house division and team meetings are attended less than 60% of the time when schedule allows.
- Does not contribute to the reporting requirements of the Division by preparing monthly reports from the homeless grants database. The reports are not distributed to CPD Representatives and supervisors within 15 days of the beginning of the month.
- Telephone calls are answered on an average within 3 rings. More than three valid complaints are received from internal or external customers during the rating period.
- On more than one occasion fails to promote cooperative working relationships/teamwork within the office, and fails to suggest approaches to increase efficiency and effectiveness of operations in the office.