

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE

NOTICE OF PERFORMANCE RATING

Emma M. Jackson Human Nutrition Research Division Beltsville, Md.
NAME OF EMPLOYEE DIVISION OR BRANCH OFFICIAL HEADQUARTERS

Based on Performance as Laborer II, WB-2 during period 3/24/57 to 9/24/57
POSITION TITLE AND GRADE

Performance Rating assigned or Recommended by Supervisor: Satisfactory

Performance Rating as Approved by Administrator, ADJECTIVE RATING _____
or his designated representative, if other than APPROVED BY: _____
"Satisfactory" DATE: _____

PURPOSE: The purpose of this notice is: To assure that the employee has been informed of the basis used in evaluating his work performance; to notify him of his assigned performance rating; to define the different performance ratings; to provide a certification that he and his supervisor have jointly discussed and related his work performance and performance rating to the performance requirements of his position; and to inform him of his appeal rights.

TO EMPLOYEE:

The performance requirements of your position have been based upon the officially approved description of your position and, if applicable, the official regulations and procedural instructions issued to govern the work to which you are assigned. Your answers to the following questions do not constitute acceptance of the rating assigned by your supervisor.

1. Has your supervisor made known to you the performance requirements of your position; and, if applicable, any regulations or procedures which have been issued prescribing requirements of your assignment?
Yes No
2. Has he discussed these requirements (orally or in correspondence) with you in connection with the performance rating shown above?
Yes No

Emma M. Jackson
EMPLOYEE'S SIGNATURE

Thomas P. O'Barr
SUPERVISOR'S SIGNATURE

9, 25, 57
DATE

9/25/57
DATE

DEFINITIONS OF RATINGS

SFACTORY: Work performance will be considered satisfactory if the employee meets requirements of the essential duties of his position, but does not achieve outstanding performance in all phases of his work.

OUTSTANDING: Work performance will be considered outstanding when an employee performs each and every one of his duties in a manner that not only exceeds normal requirements, but is outstanding and deserving of special commendation. It is not enough to perform some of the duties or the most important duties in an outstanding way; it is necessary that all aspects of performance be done in such an outstanding way as to merit special commendation.

UNSATISFACTORY: Work performance will be considered unsatisfactory only if, after a fair and full trial, an employee's performance of one or more of his essential duties substantially fails to meet the requirements set for such duty or duties.

PROCEDURE FOR SUPPORTING AND REVIEWING PERFORMANCE RATINGS: For procedure to be followed where ratings of "Unsatisfactory" and "Outstanding" are made, *or as to any other requirements of the Performance Rating Plan*, see instructions contained in Performance Evaluation and Rating Guide attached to AM 462.1.

APPEALS PROCEDURE: If, after reviewing an assigned performance rating with his supervisor, an employee believes that the rating is improper, he may appeal that rating within 15 days after receipt of this notification.

1. When Rating is "Unsatisfactory": An employee who wishes to appeal such rating shall notify the Personnel Division in writing of his intention to appeal. An appeals committee will thereupon be set up consisting of a member chosen by the employee, a member chosen by the Administrator, or his designated representative, and a third member to be chosen by the Director of Personnel of the Department. If the employee is not satisfied with the results of his appeal, he may then, if he wishes, appeal to the statutory Board of Review.
2. When Rating is "Satisfactory": An employee who wishes to appeal for a rating of "Outstanding" may either use the administrative appeals procedure outlined in the foregoing, or he may appeal to the statutory Board of Review. *He may not, however, use both appeals procedures.*

PREPARATION AND DISTRIBUTION OF NOTICE: This notice shall be prepared and signed in duplicate by the employee and the supervisor.

If the performance rating is "Satisfactory", the employee shall be furnished the original of this notice, and the copy forwarded to the appropriate location for filing in official personnel folder.

If a performance rating of "Outstanding" or "Unsatisfactory" is recommended, both copies of this notice and required supporting documents shall be forwarded through channels in accordance with the Performance Evaluation and Rating Guide. After such recommendations have been acted upon, the employee's copy will be returned to him.