

PRIVACY ACT STATEMENT: Authority: 49 U.S.C. § 114(n). Principal Purpose(s): This information will be used to document your performance appraisal and to certify that the Rating Official has discussed your performance appraisal with you. Routine Use(s): This information may be shared in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding, or for routine uses identified in the Office of Personnel Management's System Of Records, OPM/GOVT-2 Employee Performance File System Records. Disclosure: Voluntary.

Performance Appraisal - Rating Summary and Calculation Sheet

Employee's Name	Employee Identification Number	Employee's Rating of Record for FY 2017: <i>(auto populated based on points earned)</i>

Organization	Position	Performance Period	
DHS-TSA-(ENTER AIRPORT CODE HERE)	Expert Transportation Security Officer (ETSO-STI)	10/1/16	9/30/17
XXXXX	Annual Appraisal	Start	End

Performance Goals

GOAL #	Brief Description	Weight	Performance Rating <i>(pick from list)</i>	Points <i>(auto populated)</i>
1	ETSO-STI Goal 1 -Screening	20.00%		NA
2	ETSO-STI Goal 2 -Public Trust	15.00%		NA
3	ETSO-STI Goal 3 -Job Knowledge/Skills	15.00%		NA
4	ETSO-STI Goal 4 -Training	50.00%		NA
5				
6				
7				
8				
9				
10				
Total		100.00%	<= Weights must total 100%	

Competencies

Competency #	Brief Description <i>(copy competency name from Performance Plan)</i>	Weight <i>(auto populated)</i>	Performance Rating <i>(pick from list)</i>	Points <i>(auto populated)</i>
1	Integrity/Honesty	20.00%		NA
2	Interpersonal Skills	20.00%		NA
3	Oral Communication	20.00%		NA
4	Problem Solving	20.00%		NA
5	Training Instruction	20.00%		NA
6				
7				
8				
Total		100.00%		

Rating Calculation

Category	Points Earned	% of Rating	Points Toward Rating
Performance Goals		60%	
Competencies		40%	
Total			

Rating of Record

Point Scale	Summary Rating Descriptions	Rating of Record
4.5 or more	Achieved Excellence	
3.5 - 4.4	Exceeded Expectations	
3.0 -3.4	Achieved Expectations	
< 3.0	Unacceptable	

The Annual Appraisal discussion occurred.

Reviewing Official PRINTED NAME and Signature _____ Date _____
 Reviewing Official
 Comments:

Rating Official PRINTED NAME and Signature _____ Date _____
 Rating Official
 Comments:

Employee PRINTED NAME and Signature _____ Date _____
(Employee "signature" acknowledges discussion and receipt only of the annual appraisal and final rating of record, and not necessarily agreement with the final rating assigned)
 Employee
 Comments: