

**FSIS 4430-5, PERFORMANCE APPRAISAL CHECKLIST
BEGINNING OF THE RATING CYCLE**

BLOCK 1: APPRAISAL PERIOD

- Appraisal period is typically 12 months
- Appraisal period begins on the date signed by the employee (refer to block 13)
- Employee should serve under the standard for at least of 90 days.
- The typical rating cycles are : A-L Employees: March 1 – Feb 28
M-Z Employees: May 1 – Apr 30
Grade 13 – 15 : Oct 1 – Sep 30

BLOCK 12: PERFORMANCE ELEMENTS

- Supervisors should have a separate EO/CR Element (Critical)
- Nonsupervisory positions should have EO/CR incorporated in an existing critical element (**excludes Bargaining Unit Employees**)
- A minimum of at least three but no more than 10 performance elements
- Identify at least one but not all elements as critical

BLOCKS 13,14,15: SIGNATURES

- Should be completed at the beginning of the rating cycle
- Reviewer's signature not required if standards are covered by User's Guide

DURING THE RATING CYCLE

BLOCK 16: PROGRESS REVIEWS

- Nonbargaining unit employees, within 5 to 7 months of the beginning of the appraisal cycle
- Bargaining unit employees, every 4 months during the appraisal period

END OF THE RATING CYCLE

BLOCK 17: APPRAISAL UNITS

- Critical elements receive a weight of 2 appraisal units
- Noncritical Elements receive a weight of 1 appraisal unit
- Double check addition to make sure it is correct; Make sure weights are in the correct box

BLOCK 18: RATING – DECISION TABLE

- Make sure correct box is checked
- Outstanding = All appraisal units are at Exceeds
- Superior = More appraisal units are at Exceeds than at Meets Fully Successful; None are rated Does Not Meet
- Fully Successful = Any combination of appraisal units which falls between Superior and Marginal
- Marginal = More appraisal units are at does Not Meet than Exceeds
- Unacceptable = One or more critical elements are at Does Not Meet

BLOCK 19: ACCOMPLISHMENTS

- Must be completed when elements are rated exceeds or Does Not Meet Fully Successful (may document on attached paper or FSIS 4430-6.)
- If covered by User's Guide, FSIS 4430-6 is not needed; document on attached paper

BLOCK 20: BOXES

- Boxes should be checked

BLOCKS 21,22,23: SIGNATURES

- Should be completed at the end of the appraisal period.