

**PMRS/PMS PERFORMANCE RATING**

NAME \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

**Item I. INSTRUCTIONS.**

1. Indicate the title of each element from the Performance Appraisal Plan, DOE 3430.7; and indicate whether it is critical (C) or noncritical (NC). Assign a weight of **2** to each critical element and **1** to each noncritical element.
2. Rate each element by assigning a value for each element based on the following: Unacceptable = **0**; Marginal = **1**; Fully Successful = **2**; Highly Successful = **3**; Outstanding = **4**. Document performance on the reverse side of this page when an element is rated Outstanding based on the generic standard.
3. Perform the computations indicated, and check the appropriate summary rating.

ELEMENT NUMBER	(Title)	C NC	WT.	ELEMENT RATING					WEIGHTED RATING
				U=0	M=1	F=2	HS=3	O=4	
1			X						=
2			X						=
3			X						=
4			X						=
5			X						=
6			X						=
7			X						=
8			X						=
9			X						=
10			X						=
			<b>TOTAL</b>						

$$\left( \frac{\text{TOTAL OF WEIGHTED RATING}}{\text{TOTAL OF WEIGHTS}} \right) = \left( \text{SUMMARY RATING SCORE} \right)$$

**SUMMARY RATING LEVELS**

**CRITERIA**

<b>1. UNACCEPTABLE (U)</b>	– One or more critical elements do not meet the “Marginal” standard regardless of total score
<b>1. MARGINAL (M)</b>	– Summary rating score of 1.9 or less <u>and</u> no critical element is rated below “Marginal” OR A score above 1.9, but one or more critical elements is rated “Marginal” (no critical element is rated below “Marginal”)
<b>3. FULLY SUCCESSFUL (FS)</b>	– Summary rating score of 2.0 through 2.9 <u>and</u> no critical element is rated below “Fully Successful” OR A score above 2.9, but one or more noncritical elements is rated “Unacceptable” (no critical element is rated below “Fully Successful”)
<b>4. HIGHLY SUCCESSFUL (HS)</b>	– Summary rating score of 3.0 through 3.7 <u>and</u> no critical element is rated below “Fully Successful” <u>and</u> no noncritical elements is rated below “Marginal” OR A score above 3.7, but one or more noncritical elements is rated “Marginal” (no noncritical element is rated below “Marginal” <u>and</u> no critical element is rated below “Fully Successful”)
<b>5. OUTSTANDING (O)</b>	– Summary rating score of 3.8 or higher <u>and</u> no element is rated below “Fully Successful”

<b>SUMMARY RATING</b>	
<b>U</b>	_____
<b>M</b>	_____
<b>FS</b>	_____
<b>HS</b>	_____
<b>O</b>	_____

\_\_\_\_\_ Annual Rating Of Record; \_\_\_\_\_ Detail; \_\_\_\_\_ Position Change; \_\_\_\_\_ Temporary Promotion  
 \_\_\_\_\_ Other, specify:

---

---

**Item II – CERTIFICATIONS**

---

*(Signature of Rating Official)*

*(Title & Organization)*

*(Date)*

---

*(Signature of Reviewing Official)*

*(Title & Organization)*

*(Date)*

---

Employee – I have reviewed this performance rating, and it has been discussed with me. Check if appropriate:  
\_\_\_\_\_ Comments are attached.

---

*(Signature)*

---

*(Date)*

---

Item III. DOCUMENTATION.

Describe actual performance in relation to the standard for each element that is rated "Outstanding" based on the generic Outstanding standard. (Attach a sheet of bond paper if more space is needed.)

---