DEPARTMENT OF DEFENSE NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)
PERFORMANCE PLAN
INTERIM REVIEW(S)/CLOSEOUT ASSESSMENT
ANNUAL PERFORMANCE APPRAISAL

(Please read Privacy Act Statement and Instructions before completing this form.)

PART A - ADMINISTRATIVE DATA

1. APPRAISAL PERIOD:	a. START DATE *(YYYYMMDD)*	b. END DATE *(YYYYMMDD)*

2. EMPLOYEE NAME *(Last, First, Middle Initial)*	**3. SOCIAL SECURITY NUMBER** *(Last 4 digits)* XXX-XX-
4. POSITION TITLE	**5. PAY SCHEDULE/OCCUPATIONAL CODE/PAY BAND**
6. ORGANIZATION	**7. PAY BAND RANGE AND BASE SALARY AS OF APPRAISAL START DATE** a. CURRENT BASE SALARY $
8. DUTY STATION	
9. PAY POOL ID	b. BEGINNING OF RANGE $ / c. END OF RANGE $

PART B - RELEVANT ORGANIZATIONAL MISSION/STRATEGIC GOALS

PART C - PERFORMANCE PLAN DOCUMENTATION

The following signature blocks should be signed within 30 days from the start of the appraisal period, entrance on duty of a new employee, or upon formal change to this plan.

1. MEANS OF DELIVERY *(Enter date under method used)*	a. FACE-TO-FACE	b. TELEPHONE	c. OTHER *(Explain)*:

2.a. PRINTED NAME OF RATING OFFICIAL/SUPERVISOR *(Last, First, Middle Initial)*	b. SIGNATURE
c. TITLE AND ORGANIZATION	d. DATE *(YYYYMMDD)*
3.a. PRINTED NAME OF HIGHER LEVEL REVIEWER *(Last, First, Middle Initial)*	b. SIGNATURE
c. TITLE AND ORGANIZATION	d. DATE *(YYYYMMDD)*
4.a. SIGNATURE OF EMPLOYEE *(Receipt acknowledged. Signature does not indicate agreement or disagreement.)*	b. DATE *(YYYYMMDD)*

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Sections 9901 - 9902; and E.O. 9397.

PRINCIPAL PURPOSE(S): This form will be used for performance planning and results reporting documentation requirements for the NSPS Performance Management System.

ROUTINE USE(S): None.

DISCLOSURE: Personal identification information is copied from the employee's rating official form on file. Thus, there is no situation where the employee must choose between disclosing and not disclosing personal information. Employee signatures or the lack of signatures do not connote employee verification of any personal information on the form.

PART D - PERFORMANCE INDICATORS

Performance Indicators are general descriptions of levels or thresholds of employee performance used to measure, evaluate, and score an employee's achievement of his/her job objectives.

PART E - JOB OBJECTIVES AND CONTRIBUTING FACTORS

Job Objectives are expressions of performance expectations in the performance plan that are linked to the organization's goal(s) and mission(s). Job objectives are used to communicate major individual, team, and/or organizational responsibilities and/or contributions and the related outcomes and accomplishments that are expected of the employee during the appraisal period. Failure in a job objective will result in an overall rating of Unacceptable. Only MAJOR objectives should be identified (normally 3 - 5 objectives, up to 10 objectives allowed).

Contributing Factors are attributes of job performance that are significant to the accomplishment of individual job objectives.

Employees are accountable for demonstrating appropriate conduct and behavior. Documented misconduct could have an impact on an employee's rating of record, depending on the nature and severity of the misconduct and the negative effect on mission, customers, coworkers, and any other relevant factors.

Objective 1.

NEED HELP? See Part U.

OBJECTIVE RATING: *(Scale 1 to 5)*

CONTRIBUTING FACTOR ADJUSTMENT: *(+1, -1, or 0)*

ADJUSTED RATING: *(Scale 1 to 5)*

IDENTIFY ALL APPLICABLE CONTRIBUTING FACTORS WHICH INFLUENCE THIS OBJECTIVE:

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☐ Cooperation/Teamwork
- ☐ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

OPTIONAL WEIGHT OF OBJECTIVE: *(Minimum 10%, increments of 5)* **%**

PART E - JOB OBJECTIVES AND CONTRIBUTING FACTORS *(Continued)*

Job Objectives are expressions of performance expectations in the performance plan that are linked to the organization's goal(s) and mission(s). Job objectives are used to communicate major individual, team, and/or organizational responsibilities and/or contributions and the related outcomes and accomplishments that are expected of the employee during the appraisal period. Failure in a job objective will result in an overall rating of Unacceptable. Only MAJOR objectives should be identified (normally 3 - 5 objectives, up to 10 objectives allowed).

Contributing Factors are attributes of job performance that are significant to the accomplishment of individual job objectives.

Employees are accountable for demonstrating appropriate conduct and behavior. Documented misconduct could have an impact on an employee's rating of record, depending on the nature and severity of the misconduct and the negative effect on mission, customers, coworkers, and any other relevant factors.

For additional objectives, see Part E continuation pages at the end of this form.

Objective 2.

NEED HELP? See Part U.

OBJECTIVE RATING: *(Scale 1 to 5)*

CONTRIBUTING FACTOR ADJUSTMENT: *(+1, -1, or 0)*

ADJUSTED RATING: *(Scale 1 to 5)*

IDENTIFY ALL APPLICABLE CONTRIBUTING FACTORS WHICH INFLUENCE THIS OBJECTIVE:

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☐ Cooperation/Teamwork
- ☐ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

OPTIONAL WEIGHT OF OBJECTIVE: *(Minimum 10%, increments of 5)* **%**

Objective 3.

NEED HELP? See Part U.

OBJECTIVE RATING: *(Scale 1 to 5)*

CONTRIBUTING FACTOR ADJUSTMENT: *(+1, -1, or 0)*

ADJUSTED RATING: *(Scale 1 to 5)*

IDENTIFY ALL APPLICABLE CONTRIBUTING FACTORS WHICH INFLUENCE THIS OBJECTIVE:

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☐ Cooperation/Teamwork
- ☐ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

OPTIONAL WEIGHT OF OBJECTIVE: *(Minimum 10%, increments of 5)* **%**

Objective 4.

NEED HELP? See Part U.

OBJECTIVE RATING: *(Scale 1 to 5)*

CONTRIBUTING FACTOR ADJUSTMENT: *(+1, -1, or 0)*

ADJUSTED RATING: *(Scale 1 to 5)*

IDENTIFY ALL APPLICABLE CONTRIBUTING FACTORS WHICH INFLUENCE THIS OBJECTIVE:

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☐ Cooperation/Teamwork
- ☐ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

OPTIONAL WEIGHT OF OBJECTIVE: *(Minimum 10%, increments of 5)* **%**

PART F - EMPLOYEE SELF-ASSESSMENT FOR INTERIM REVIEW

(Voluntary but strongly encouraged)

PART G - RATING OFFICIAL ASSESSMENT FOR INTERIM REVIEW

PART H - INTERIM REVIEW DOCUMENTATION

1. MEANS OF DELIVERY *(Enter date under method used)*	a. FACE-TO-FACE	b. TELEPHONE	c. OTHER *(Explain)*:

2.a. PRINTED NAME OF RATING OFFICIAL/SUPERVISOR *(Last, First, Middle Initial)*	b. SIGNATURE
c. TITLE AND ORGANIZATION	d. DATE *(YYYYMMDD)*
3.a. PRINTED NAME OF HIGHER LEVEL REVIEWER *(OPTIONAL)* *(Last, First, Middle Initial)*	b. SIGNATURE *(OPTIONAL)*
c. TITLE AND ORGANIZATION	d. DATE *(YYYYMMDD)*
4.a. SIGNATURE OF EMPLOYEE *(Receipt acknowledged. Signature does not indicate agreement or disagreement.)*	b. DATE *(YYYYMMDD)*

PART I - EMPLOYEE SELF-ASSESSMENT FOR ADDITIONAL INTERIM REVIEW

(Voluntary but strongly encouraged)

PART J - RATING OFFICIAL ASSESSMENT FOR ADDITIONAL INTERIM REVIEW

PART K - ADDITIONAL INTERIM REVIEW DOCUMENTATION

1. MEANS OF DELIVERY *(Enter date under method used)*	a. FACE-TO-FACE	b. TELEPHONE	c. OTHER *(Explain)*:

2.a. PRINTED NAME OF RATING OFFICIAL/SUPERVISOR *(Last, First, Middle Initial)*	b. SIGNATURE
c. TITLE AND ORGANIZATION	d. DATE *(YYYYMMDD)*
3.a. PRINTED NAME OF HIGHER LEVEL REVIEWER *(OPTIONAL)* *(Last, First, Middle Initial)*	b. SIGNATURE *(OPTIONAL)*
c. TITLE AND ORGANIZATION	d. DATE *(YYYYMMDD)*
4.a. SIGNATURE OF EMPLOYEE *(Receipt acknowledged. Signature does not indicate agreement or disagreement.)*	b. DATE *(YYYYMMDD)*

PART L - EMPLOYEE SELF-ASSESSMENT FOR CLOSEOUT ASSESSMENT

(Voluntary but strongly encouraged)

PART M - RATING OFFICIAL ASSESSMENT FOR CLOSEOUT ASSESSMENT

PART N - CLOSEOUT ASSESSMENT DOCUMENTATION

1. MEANS OF DELIVERY *(Enter date under method used)*	a. FACE-TO-FACE	b. TELEPHONE	c. OTHER *(Explain)*:

2.a. PRINTED NAME OF RATING OFFICIAL/SUPERVISOR *(Last, First, Middle Initial)*	b. SIGNATURE
c. TITLE AND ORGANIZATION	d. DATE *(YYYYMMDD)*
3.a. SIGNATURE OF EMPLOYEE *(Receipt acknowledged. Signature does not indicate agreement or disagreement.)*	b. DATE *(YYYYMMDD)*

PART O - EMPLOYEE SELF-ASSESSMENT FOR ANNUAL PERFORMANCE APPRAISAL

(Voluntary but strongly encouraged)

PART P - RATING OFFICIAL ASSESSMENT FOR ANNUAL PERFORMANCE APPRAISAL

PART Q - FOR COMPONENT USE ONLY

PART R - EMPLOYEE COMMENTS (ANNUAL APPRAISAL)

(Remarks in this area do not constitute a reconsideration or grievance request.)

PART S - ANNUAL PERFORMANCE RATING

OBJECTIVE	OPTIONAL WEIGHT	OBJECTIVE RATING	CONTRIBUTING FACTOR ADJUSTMENT	ADJUSTED RATING	WEIGHTED RATING *(If used)*
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
AVERAGE SCORE *(If weighted objectives are used, the average score is the sum of the ratings assigned in the Weighted Rating column. If weighted objectives are not used, average score is against Adjusted Rating column.)*					
FINAL ROUNDED SCORE					

PART T - ANNUAL PERFORMANCE APPRAISAL DOCUMENTATION

1. MEANS OF DELIVERY *(Enter date under method used)*	a. FACE-TO-FACE	b. TELEPHONE	c. OTHER *(Explain)*:

2.a. PRINTED NAME OF RATING OFFICIAL/SUPERVISOR *(Last, First, Middle Initial)*	b. SIGNATURE	
c. TITLE AND ORGANIZATION		d. DATE *(YYYYMMDD)*
3.a. PRINTED NAME OF HIGHER LEVEL REVIEWER *(Last, First, Middle Initial)*	b. SIGNATURE	
c. TITLE AND ORGANIZATION		d. DATE *(YYYYMMDD)*
4.a. PRINTED NAME OF PAY POOL MANAGER *(Last, First, Middle Initial)*	b. SIGNATURE	c. DATE *(YYYYMMDD)*
5.a. SIGNATURE OF EMPLOYEE *(Receipt acknowledged. Signature does not indicate agreement or disagreement.)*		b. DATE *(YYYYMMDD)*

PART U - REFERENCE TOOLS

Part E Reference:

What is a job objective? A job objective is an expression of performance expectations in the performance plan that is linked to the organization's goal(s) and mission(s). Job objectives are used to communicate major individual, team, and/or organizational responsibilities and/or contributions and the related outcomes and accomplishments that are expected of the employee during the appraisal period. Failure in a job objective will result in an overall rating of Unacceptable. Under NSPS each eligible employee will be assigned at least one and generally three to five job objectives. These job objectives will be commensurate with duties and responsibilities assigned to the employee and the salary paid to that employee. Job objectives may be weighted to reflect relative priority of the objectives included in the performance plan. No job objective may be weighted less than 10 percent. Weighted job objectives must total 100 percent.

What should I consider when writing job objectives? Depending on the work performed by the employee you should consider the following questions when developing job objectives. Remember, job objectives should reflect substantive performance expectations versus individual tasks. Keep in mind when writing whether the objective includes a timeframe.

(1) Is the objective mission-focused and results-oriented?
(2) Is the objective specific?
(3) Is there a cost consideration?
(4) Is a quantity identified?
(5) Is quality a consideration?
(6) Is the objective realistic?

Should supervisors have a job objective that addresses their supervisory responsibilities under NSPS? A supervisor's performance plan will include at least one supervisory job objective. A mandatory job objective will hold supervisors accountable for carrying out the responsibilities outlined in the implementing issuances and subsequent Component policy and guidance, including but not limited to:

(1) Clearly communicating performance expectations and holding employees responsible for accomplishing them;
(2) Making meaningful distinctions among employees based on performance and contribution;
(3) Fostering and rewarding excellent performance;
(4) Addressing poor performance;
(5) Assuring that employees are assigned a rating of record when required; and
(6) Adhering to laws and regulations governing merit system principles, prohibited personnel practices, and equal employment opportunity.

How do the contributing factors impact the performance rating? The supervisor's assessment of contributing factors can result in the adjustment of a job objective rating by 1 level (increase, decrease, or no change). When assessing the contributing factors, supervisors should consider the selected factors as a whole, or in the aggregate, as they apply to the job objective. If a job objective is scored at Level 2, the contributing factors cannot be used to lower the job objective rating to a Level 1. If a job objective is scored at Level 1, the contributing factors cannot be used to raise the rating to a Level 2. See the chart immediately below.

CONTRIBUTING FACTOR IMPACT	DESCRIPTORS
+1	In the execution/accomplishment of the assigned job objective, the employee demonstrated a manner of performance matching or exceeding the description provided in the Enhanced benchmark descriptor(s).
0 (Neutral)	In the execution/accomplishment of the assigned job objective, the employee demonstrated a manner of performance matching or exceeding the description provided in the Expected benchmarks descriptor(s) but below that described by the Enhanced benchmark descriptor(s).
-1	In the execution/accomplishment of the assigned job objective, the employee demonstrated a manner of performance below the description provided in the Expected benchmark descriptor(s).

Additional Information on Contributing Factors

What are contributing factors? Attributes of job performance that are significant to the accomplishment of individual job objectives. Individual contributing factors are further defined by "work behaviors" and "benchmark descriptors".

How do I select the appropriate contributing factors? When selecting the contributing factors for each job objective, the supervisor should only select those that add sufficient assessment information to impact a particular job objective and reflect the manner of performance important for the accomplishment of the job objective rather than the strengths or weaknesses of the employee performing the job. Employees in the same organization (e.g., work unit, pay pool, etc.) with similar job objectives and base salary should be assigned similar contributing factors, as appropriate.

How many contributing factors should I select for each job objective? Generally, not more than 3 contributing factors should be selected for a single job objective. The supervisory job objective must, at a minimum, be subject to the Leadership contributing factor.

How are the contributing factors described? Individual contributing factors are defined by "work behaviors" and "benchmark descriptors" appropriate for the employee's pay schedule and pay band. These benchmarks are described at the "Expected" performance and "Enhanced" performance levels for each contributing factor.

RETURN TO PART E

INSTRUCTIONS FOR COMPLETION OF NSPS PERFORMANCE PLAN, INTERIM REVIEW(S), CLOSEOUT ASSESSMENT, AND ANNUAL PERFORMANCE APPRAISAL

PART A - ADMINISTRATIVE DATA

Appraisal Period. Enter the start date and the end date of the rating cycle.
Employee Name. Name of the employee (last, first, middle initial).
Social Security Number. Enter last 4 digits of the SSN.
Position Title. Title of position for which the employee is being rated.
Pay Schedule/Occupational Code/Pay Band. Enter the employee's pay schedule, occupational code, and pay band.
Organization. Enter the name of the employee's organization.
Pay Band Range and Salary as of Appraisal Start Date. Range of pay band for position employee encumbers and employee's current salary.
Duty Station. Enter the duty station where the employee works.
Pay Pool ID. Enter the employee's pay pool identification number.

PART B - RELEVANT ORGANIZATIONAL MISSION/STRATEGIC GOALS

Organizational Mission and Strategic Goals as they apply to an employee's performance.

PART C - PERFORMANCE PLAN DOCUMENTATION

To be completed by all parties during establishment of job objectives and contributing factors for performance purposes.

PART D - PERFORMANCE INDICATORS

Performance Indicators are standardized and feed into this form based on identification of employee's pay band.

PART E - JOB OBJECTIVES AND CONTRIBUTING FACTORS

List job objectives with contributing factors by which the employee will be evaluated during the appraisal period. Employees must have at least one, but no more than ten, ratable job objectives.

PART F - EMPLOYEE SELF-ASSESSMENT FOR INTERIM REVIEW

An employee's written assessment of his/her accomplishments relative to the performance expectations established for the identified rating period.

PART G - RATING OFFICIAL ASSESSMENT FOR INTERIM REVIEW

The rating official or supervisor's narrative description of the employee's performance relative to the performance expectations established for the identified rating period.

PART H - INTERIM REVIEW DOCUMENTATION

To be completed for Interim Review certification.

PART I - EMPLOYEE SELF-ASSESSMENT FOR ADDITIONAL INTERIM REVIEW

An employee's written assessment of his/her accomplishments relative to the performance expectations established for the identified rating period.

PART J - RATING OFFICIAL ASSESSMENT FOR ADDITIONAL INTERIM REVIEW

The rating official or supervisor's narrative description of the employee's performance relative to the performance expectations established for the identified rating period.

PART K - ADDITIONAL INTERIM REVIEW DOCUMENTATION

To be completed for Additional Interim Review certification.

PART L - EMPLOYEE SELF-ASSESSMENT FOR CLOSEOUT CERTIFICATION

An employee's written assessment of his/her accomplishments relative to the performance expectations established for the identified rating period.

PART M - RATING OFFICIAL ASSESSMENT FOR CLOSEOUT CERTIFICATION

The rating official or supervisor's narrative description of the employee's performance relative to the performance expectations established for the identified rating period.

PART N - CLOSEOUT ASSESSMENT DOCUMENTATION

To be completed for Closeout certification.

PART O - EMPLOYEE SELF-ASSESSMENT FOR ANNUAL PERFORMANCE APPRAISAL

An employee's assessment of his/her performance accomplishments for the annual rating cycle.

PART P - RATING OFFICIAL ASSESSMENT FOR ANNUAL PERFORMANCE APPRAISAL

A rating official's assessment of employee's performance accomplishments for the annual rating cycle.

PART Q - FOR COMPONENT USE ONLY

This area is reserved for Component use.

PART R - EMPLOYEE COMMENTS (ANNUAL APPRAISAL)

Optional feedback of employee on final rating of record received. Remarks in this area do not constitute a reconsideration or grievance request.

PART S - ANNUAL PERFORMANCE RATING

Rating computations based on the job objectives optional weight, objective rating, and the contributing factors' adjustment. Used to determine the employee's final rating of record.

PART T - ANNUAL PERFORMANCE APPRAISAL DOCUMENTATION

To be completed only for final rating of record, to include approval of pay pool manager. Information used to compute final rating of record and payouts is based on the following:

RATING OF RECORD	AVERAGE SCORE RANGE	SHARE RANGE AVAILABLE
5	4.51 to 5.00	5 - 6 shares
4	3.51 to 4.50	3 - 4 shares
3	2.51 to 3.50	1 - 2 shares
2	2.00 to 2.50	No shares
1	N/A	No shares

PART U - REFERENCE TOOLS

Reference information relating to the writing of job objectives and identification of the relevance of contributing factors.

PART E - JOB OBJECTIVES AND CONTRIBUTING FACTORS *(Continued)*

Job Objectives are expressions of performance expectations in the performance plan that are linked to the organization's goal(s) and mission(s). Job objectives are used to communicate major individual, team, and/or organizational responsibilities and/or contributions and the related outcomes and accomplishments that are expected of the employee during the appraisal period. Failure in a job objective will result in an overall rating of Unacceptable. Only MAJOR objectives should be identified (normally 3 - 5 objectives, up to 10 objectives allowed).

Contributing Factors are attributes of job performance that are significant to the accomplishment of individual job objectives.

Employees are accountable for demonstrating appropriate conduct and behavior. Documented misconduct could have an impact on an employee's rating of record, depending on the nature and severity of the misconduct and the negative effect on mission, customers, coworkers, and any other relevant factors.

Objective 5.	**NEED HELP? See Part U.**
	OBJECTIVE RATING: *(Scale 1 to 5)*
	CONTRIBUTING FACTOR ADJUSTMENT: *(+1, -1, or 0)*
	ADJUSTED RATING: *(Scale 1 to 5)*
	IDENTIFY ALL APPLICABLE CONTRIBUTING FACTORS WHICH INFLUENCE THIS OBJECTIVE: ☐ Technical Proficiency ☐ Customer Focus ☐ Critical Thinking ☐ Resource Management ☐ Cooperation/Teamwork ☐ Leadership ☐ Communication
	OPTIONAL WEIGHT OF OBJECTIVE: *(Minimum 10%, increments of 5)* **%**
Objective 6.	**NEED HELP? See Part U.**
	OBJECTIVE RATING: *(Scale 1 to 5)*
	CONTRIBUTING FACTOR ADJUSTMENT: *(+1, -1, or 0)*
	ADJUSTED RATING: *(Scale 1 to 5)*
	IDENTIFY ALL APPLICABLE CONTRIBUTING FACTORS WHICH INFLUENCE THIS OBJECTIVE: ☐ Technical Proficiency ☐ Customer Focus ☐ Critical Thinking ☐ Resource Management ☐ Cooperation/Teamwork ☐ Leadership ☐ Communication
	OPTIONAL WEIGHT OF OBJECTIVE: *(Minimum 10%, increments of 5)* **%**
Objective 7.	**NEED HELP? See Part U.**
	OBJECTIVE RATING: *(Scale 1 to 5)*
	CONTRIBUTING FACTOR ADJUSTMENT: *(+1, -1, or 0)*
	ADJUSTED RATING: *(Scale 1 to 5)*
	IDENTIFY ALL APPLICABLE CONTRIBUTING FACTORS WHICH INFLUENCE THIS OBJECTIVE: ☐ Technical Proficiency ☐ Customer Focus ☐ Critical Thinking ☐ Resource Management ☐ Cooperation/Teamwork ☐ Leadership ☐ Communication
	OPTIONAL WEIGHT OF OBJECTIVE: *(Minimum 10%, increments of 5)* **%**

PART E - JOB OBJECTIVES AND CONTRIBUTING FACTORS *(Continued)*

Job Objectives are expressions of performance expectations in the performance plan that are linked to the organization's goal(s) and mission(s). Job objectives are used to communicate major individual, team, and/or organizational responsibilities and/or contributions and the related outcomes and accomplishments that are expected of the employee during the appraisal period. Failure in a job objective will result in an overall rating of Unacceptable. Only MAJOR objectives should be identified (normally 3 - 5 objectives, up to 10 objectives allowed).

Contributing Factors are attributes of job performance that are significant to the accomplishment of individual job objectives.

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Objective 8.	**NEED HELP? See Part U.**
	OBJECTIVE RATING: *(Scale 1 to 5)*
	CONTRIBUTING FACTOR ADJUSTMENT: *(+1, -1, or 0)*
	ADJUSTED RATING: *(Scale 1 to 5)*
	IDENTIFY ALL APPLICABLE CONTRIBUTING FACTORS WHICH INFLUENCE THIS OBJECTIVE: ☐ Technical Proficiency ☐ Customer Focus ☐ Critical Thinking ☐ Resource Management ☐ Cooperation/Teamwork ☐ Leadership ☐ Communication
	OPTIONAL WEIGHT OF OBJECTIVE: *(Minimum 10%, increments of 5)* **%**
Objective 9.	**NEED HELP? See Part U.**
	OBJECTIVE RATING: *(Scale 1 to 5)*
	CONTRIBUTING FACTOR ADJUSTMENT: *(+1, -1, or 0)*
	ADJUSTED RATING: *(Scale 1 to 5)*
	IDENTIFY ALL APPLICABLE CONTRIBUTING FACTORS WHICH INFLUENCE THIS OBJECTIVE: ☐ Technical Proficiency ☐ Customer Focus ☐ Critical Thinking ☐ Resource Management ☐ Cooperation/Teamwork ☐ Leadership ☐ Communication
	OPTIONAL WEIGHT OF OBJECTIVE: *(Minimum 10%, increments of 5)* **%**
Objective 10.	**NEED HELP? See Part U.**
	OBJECTIVE RATING: *(Scale 1 to 5)*
	CONTRIBUTING FACTOR ADJUSTMENT: *(+1, -1, or 0)*
	ADJUSTED RATING: *(Scale 1 to 5)*
	IDENTIFY ALL APPLICABLE CONTRIBUTING FACTORS WHICH INFLUENCE THIS OBJECTIVE: ☐ Technical Proficiency ☐ Customer Focus ☐ Critical Thinking ☐ Resource Management ☐ Cooperation/Teamwork ☐ Leadership ☐ Communication
	OPTIONAL WEIGHT OF OBJECTIVE: *(Minimum 10%, increments of 5)* **%**