

**PACS Performance Plan: New Hires/Trainees**

Appraisal Year: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ SSN: \_\_\_\_\_  
                     Last                      First                      MI

\_\_\_\_\_ Position Title                      Position #                      Series/Grade

**Initial Performance Plan Discussion:**

Employee: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Summary Appraisal**

Successful Contribution \_\_\_\_\_

Not Successful \_\_\_\_\_

**Performance Discussion (Required)**

Employee: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Performance Discussion (Optional)**

Employee: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Informational Appraisal**

Employee: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Final Appraisal**

Employee: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Social Security Administration  
PACS Performance Plan: New Hires/Trainees**

**Appraisal Period:**

**1. Engages in Learning**

- Participates in training by asking appropriate questions, researching information and successfully completing tests and assignments.
- Processes work accurately, successfully completes on-the-job training, and seeks assistance when appropriate.
- Demonstrates progress towards independent completion of work.

**Performance Discussion (Required):**

(This section should contain a short narrative or bullet list highlighting the individual's accomplishments/contributions.)

**Performance Discussion (Optional):**

(This section should contain a short narrative or bullet list highlighting the individual's accomplishments/contributions.)

**Final Rating: Level \_\_\_\_**

(This section should contain a short narrative or bullet list highlighting the individual's accomplishments/contributions.)

**Social Security Administration  
PACS Performance Plan: New Hires/Trainees**

**Appraisal Period:**

**2. Interpersonal Skills**

- Treats the public and fellow employees with courtesy and respect.
- Listens and responds appropriately to feedback from the public, coworkers and managers.
- Communicates effectively.
- Maintains positive and productive working relationships within the office, work unit or group.

**Performance Discussion (Required):**

(This section should contain a short narrative or bullet list highlighting the individual's accomplishments/contributions.)

**Performance Discussion (Optional):**

(This section should contain a short narrative or bullet list highlighting the individual's accomplishments/contributions.)

**Final Rating: Level \_\_\_\_**

(This section should contain a short narrative or bullet list highlighting the individual's accomplishments/contributions.)