

INSTRUCTIONS FOR COMPLETING THE WORDPERFECT 6.0 VERSION OF THE AD-435-A AND AD-435-B

STEP	ACTION
1	<p>Left-click once with mouse in block #1. Complete blocks 1 through 6 by entering the required information and pressing the right arrow key to move from field to field. In this form, DO NOT use TAB key to move from field to field. Instead, use right arrow key or just use scroll bar arrows to move from page to page and left-click once with mouse at place on the page where you need to enter data.</p> <p>NOTE: The font has been preset at CG-Times 10 pt. for your data entry.</p>
2	<p>Complete blocks 7 through 10 of the AD-435-A (page 1), by doing the following:</p> <ul style="list-style-type: none"> • Enter the required information and press the right arrow key to move to the next item - If the item is to be left blank, simply press the right arrow key again. • Page 1: Block 7 holds a maximum of 6 lines; block 8 holds a maximum of 19 lines. If more entry lines are needed in either block, try either changing the font size from CG-Times 10 pt. to a smaller 8 or 9 pt. size. Another suggestion is to change line spacing (layout-line-spacing) from 0.91" to 0.85". This will tighten up the amount of white spacing between your lines of text. • Page 2: Block 7 holds a maximum of 6 lines; block 8 holds a maximum of 34 lines. • Block 10 is to be completed by supervisor at the end of the grading period. • Do NOT hit TAB key after completing block 10 or you will add in an extra row that will need to be deleted. Your pages will split and overflow incorrectly. • Go to page 2 by using your DOWN-ARROW or scroll-bar down arrow.
3	<p>After you have completed page 1 (AD-435-A), go to AD-435-B on page 2 for your continuation pages. Either:</p> <ul style="list-style-type: none"> • Reenter data in blocks 1 through 6 on page 2 and subsequent pages---or • Select (block) entries for items 1 thru 6 from page 1, copy (edit-copy) and then place cursor in block 1 on page 2 and paste (edit-paste). Continue paste operation on subsequent pages as necessary. <p>Nine continuation sheets (AD-435-B) have been provided for you. This gives you pages for 10 elements. If nine pages are too many, the easiest is to delete unneeded pages before you begin typing.</p> <ul style="list-style-type: none"> • IMPORTANT: Do not delete page 1 or page 10 or it will mess up the automatic page generation. • To delete an entire page. . . Turn reveal codes on. Go to the page you wish to delete. Make sure cursor is in form of an arrow. Then triple click with left mouse button to select entire table. From menu bar, choose TABLE-DELETE-ENTIRE TABLE-O.K. Remember to also delete the associated hard page code (HPG). • To add an entire page. . . Go to the page BEFORE where you wish to add a page (i.e., go to page 3 if you wish to add a new page 4; go to page 5 if you wish to add a new page 6, etc.). Make sure cursor is in form of an arrow. Then triple click with left mouse button to select entire table. From menu bar, choose edit-copy. Now go to the bottom of that page. Your cursor must be after the hard page code (HPg) and before the next table definition code (Tbl Def: Code). Now choose edit-paste. • To move an entire page in a new location. . . Go to the page in which you wish to move to a new location. Make sure cursor is in form of an arrow. Then triple click with left mouse button to select entire table. From menu bar, choose edit-cut. Now go to the bottom of whatever page is BEFORE the one where you wish to insert. (i.e., if you want to move page 5 to be the new page 3, go to bottom of page 2; if you want to move page 6 to be the new page 2, got to bottom of page 1, etc.). Your cursor must be after the hard page code (Hpg) and before the next table definition code (Tbl Def: code). Now choose edit-paste.
4	<p>After you have deleted (or added) pages, to regenerate correct page numbering scheme, choose TOOLS-GENERATE-OK.---or you can manually change page numbers by clicking at the page _ of _ line (top right marginal area on each page). If you change manually, remember you will be in HEADER A. To get out of header A, click once with mouse anywhere in body of form.</p>
5	<p>Save your document by entering a unique filename.</p> <p>NOTE: It is recommended that you develop a naming convention which will allow you to easily identify each individual's AD-435-A. Remember, you are limited to 8 characters.</p> <p>Example: JDOE435A.FRM, would be John Doe's AD-435-A.</p>
6	<p style="text-align: center;">See pages 2-4 of this file for further instructions.</p>

AD-435B (Continuation Sheet)
(12-86)

UNITED STATES DEPARTMENT OF AGRICULTURE

PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET

1. NAME (Last, First, M.I.) You will have to block, copy and paste	2. POSITION TITLE entries for blocks 1-6 from page 1 for page 2 and subsequent pages---or retype.
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3. AGENCY/DIVISION	4. PAY PLAN, SERIES, GRADE	APPRAISAL PERIOD	
		5. START DATE	6. END DATE

7. PERFORMANCE ELEMENT		CRITICAL	NONCRITICAL
No.	(Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)	<input type="checkbox"/>	<input type="checkbox"/>

1 This area holds 6 lines of text. If you need more lines, try:
 2 1. Changing font size from CG-Times 10 pit. to a smaller 8 or 9 pt. size
 3 2. Changing line spacing (layout-line-spacing) from 0.91 to 0.85
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8. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)
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9. ELEMENT RATING (At the end of the rating period, compare the employee's performance with standard and assign an element rating. Refer to documentation, as necessary.)	Exceeds <input type="checkbox"/>	Fully Successful <input type="checkbox"/>	Does Not Meet <input type="checkbox"/>
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10. ACCOMPLISHMENTS (Must be completed if employee receives a summary rating of Outstanding. Attach additional sheets if more space required.)
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This block is for completion by supervisor at the end of the grading period. To get to next page, use your PAGE DOWN or ARROW keys. **DO NOT HIT TAB KEY** after completing or you will add in an extra row that will have to be deleted...and you will get overflow pages!!!!

**INSTRUCTIONS FOR COMPLETING THE PERFORMANCE PLAN,
PROGRESS REVIEW (FORMS AD-435-A AND AD-435-B) AND APPRAISAL RECORD
(FORMS AD-435 AND AD-435-C)**

A. Performance Planning (Establishment of elements and standards). Discuss and complete the performance plan on forms AD-435-A and AD-435-B with the employee. To complete the performance plan:

Step 1. Identify employee, appraisal period, position title, pay plan/series/grade, and agency division's name or abbreviation. (Item 1 on the AD-435-A.)

Step 2. Identify the performance elements of the employee's job (item 2) and write brief, two-or-three line descriptions of major duties and responsibilities. At least three elements must be identified (for SES between 5 to 8); critical elements must be included; at least one must be non-critical; indicate by checking the appropriate box. (Fill out Item 2 for each performance element on the continuation forms, AD-435-B).

Step 3. Describe in Item 3 at least the Fully Successful standard of performance expected during the appraisal period, with indicators of quality, quantity, cost-efficiency and timeliness. Standards may also be written at the Exceeds Fully Successful performance level and at the Does Not Meet Fully Successful performance level, if desired by the agency (except for SES). Extra sheets of bond paper (with employee's name) may be used if room is not sufficient in Item 3.

Step 4. The employee, supervisor and reviewing official should sign and date Item 5, of the AD-435-A, which indicates discussion and receipt of the performance plan.

B. Progress Review. At least once, preferably near the mid-point of the appraisal period, the supervisor must conduct a progress review with the employee. Agencies may hold additional progress reviews. To complete the progress review(s), the supervisor should:

Step 1. Discuss each element in the performance plan with the employee and:

- (a) the employee's progress toward accomplishing the element;
- (b) the need for any changes to the plan; and
- (c) any performance deficiencies, along with recommendations on how to improve them.

Step 2. Initial and date the appropriate block in Item 6 of the AD-435-A and have the employee do the same to indicate that the progress review took place. Pen and ink changes on the plan of areas discussed in Step 1.

C. Performance Appraisal. At the end of the appraisal period, or when otherwise required, the employee's performance will be appraised on the basis of the performance elements and the standards contained in the performance plan. To complete the performance appraisal:

Step 1. The supervisor notifies the employee of the date and time of a meeting to discuss performance during the appraisal period.

Step 2. The employee may initiate a pre-appraisal meeting with the rating official to present a self-assessment of performance during the appraisal period.

Step 3a. The supervisor completes Item 4 of the forms AD-435-A and B and checks a rating level for each performance element. If a rating level Exceeds Fully Successful standards or meets Fully Successful standards, the appropriate block may be checked. If the employee is rated at the Does Not Meet Fully Successful level, additional documentation must be provided for the appropriate element.

Step 3b. For SES Employees Only. The supervisor completes Item 4 of forms AD-435-A and B and assigns a rating level for each performance element by checking the appropriate box. Written documentation must be provided in Item 4 or on a separate sheet of paper for an Exceeds Fully Successful and Does Not Meet rating level. If Fully Successful, the appropriate rating level box may be checked. Supervisors must provide the initial rating to the executive with an opportunity to respond.

Step 4. The supervisor completes form AD-435, "Performance Appraisal," by transferring the appropriate rating level information from each performance element to the summary sheet (AD-435).

Step 5a. The supervisor completes form AD-435 and submits the entire form to the reviewing official who approves the summary rating. If a summary rating of Outstanding is granted, additional justification must be provided by the supervisor on Item 4 of the AD-435-A or on a separate sheet of paper.

Step 5b. For SES Employees Only. The supervisor and reviewing official complete Items 14, 15A, 17, 18, 19 and 20 of the AD-435 and the AD-435-C, Worksheet for SES Employees Only, and submit forms (and any employee comments) to the appropriate Performance Review Board (PRB) for review. For further instructions, see AD-435-C.

Step 6. Once approved, the employee's performance and rating is discussed with the employee at the formal appraisal meeting. A copy of the summary rating must be given to the employee.