

ALL PURPOSE CHECKLIST

TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA

OPR

DATE

PERFORMANCE STANDARDS AND CRITICAL ELEMENTS FROM, NGB 430 (T)

NO

ITEM

(Assign a Paragraph number to each item. Draw a horizontal line between each major paragraph.)

YES

NO

NA

1. If the technician supervises, one or more technicians does the appraisal require EEO involvement? It must address EEO, as a separate job element and state what is expected of the manager or supervisor.

2. Does the basic data found in Items 1 thru 3 agree with manning document?

3. As a minimum are there 60 "critical" elements identified?

4. Are there 100 total points listed in Item 6, Element Value?

5. Are all required signatures properly affixed in Item 9A, B and C?

6. Does Item 10 reflect the appropriate titles as found on the position description?

7. Are dates recorded in Item 11? This should be the appraisal cycle.

8. To assure suitable job elements:

a. Are the elements all inclusive and understandable? Is the total job covered?

b. Are the elements objective? Do they refer to **measurable** outcomes as opposed to "Trait Ratings" (e.g., cooperative, resourceful, etc.)?

c. Do the elements refer to work activity under the employee's control?
Is the employee responsible within the authority of the position?

d. Are the elements appropriate for the employee's series and grade level?

e. Are the elements clear and specific?

f. Are the elements derived from the overall mission of the organization?
Are they compatible with and supportive of results assigned to other organizations in your directorate or branch?

Now that you are sure all of the job elements you have identified are suitable for your employees, your next task is to check to see if the items you have identified as critical are really critical. Use the following checklist in making this determination:

9. Are you willing to fire or demote this employee if the performance standard for this element has not been met.

10. Will substandard performance of this element really affect the mission's accomplishments?

11. Are you holding this employee accountable for an element which is not within the employee's power to meet? Are these factors outside the employee's control?