

**PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET**

1. NAME (Last, First, M.I.)		2. POSITION TITLE Purchasing Agent	
3. AGENCY/DIVISION		4. PAY PLAN, SERIES, GRADE GS-1105-07	
		<b>APPRAISAL PERIOD</b>	
		5. START DATE	6. END DATE

7. PERFORMANCE ELEMENT			
No.	1	(Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)	
			<input checked="" type="checkbox"/> <b>CRITICAL</b> <input type="checkbox"/> <b>NONCRITICAL</b>

Execution of Duties.Receives and reviews requisition to determine adequacy and completeness. Advises customers regarding specs,approvals,cost estimates,sources,procurement options.Initiates and creates pre-solicitation notices in Fed Bus Opportunities. Determines appropriate procurement methods.Conducts open market negotiations.Solicits proposals & issues requests for quotations. Determines final purchasing strategy.Makes competitive, noncompetitive,and/or sole source small purchases. Negotiates price considerations,changes in terms of delivery, cancellation of orders. Verifies all purchases are recorded correctly. Notifies NFC upon receipt of items. Conducts pre/post award conferences.

**8. STANDARD (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)**

Reviews 90% of all purchase requests for completeness within 2-3 workdays of receipt. Contacts customers within 48 hours if additional information is required. Logs requests within 2 days of receipt. Follows policies and procedures. Purchases supplies and services up to the delegated small purchasing limitation. Ensures compliance with terms and conditions of contract and sends receiving reports to NFC within 3 days. Secures purchase cards in accordance with guidelines and checks to prevent unauthorized use. Reconciles purchase card accounts in NFC within 7 days. Reviews cardholder reports to verify completed reconciliation by the required date. Submits a quarterly report to the supervisor that tracks the dates and actions taken for all requisitions. There are few valid complaints received from customers showing why the service, supplies, or equipment were not consistent with the requisition.

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	Fully Successful	Does Not Meet
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**10. ACCOMPLISHMENTS (Must be completed if employee receives a summary rating of Outstanding. Attach additional sheets if more space is required.)**

**11. CERTIFICATION OF DEVELOPMENT AND RECEIPT OF PLAN (Signatures certify discussion with the employee and receipt of plan which reflects current position description.)**

Employee's Signature		Date
Supervisor's Name (Print)	Supervisor's Signature	Date
Reviewer's Name (Print)	Reviewer's Signature	Date

**12. PROGRESS REVIEWS (at least one must be completed)**

Employee's Initials and Date				Supervisor's Initials and Date			
:	:	:	:	:	:	:	:

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Check appropriate copy designation below.

ORIGINAL-OFFICIAL PERSONNEL FOLDER/EMPLOYEE PERFORMANCE FILE COPY    EMPLOYEE COPY    SUPERVISOR'S COPY    AGENCY USE

(12-86) **PERFORMANCE PLAN, PROGRESS REVIEW AND APPRAISAL WORKSHEET**

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No.	2 (Describe below the duty or responsibility for which the employee is accountable and responsible. Indicate if the element is critical or noncritical.)	<input checked="" type="checkbox"/> <b>CRITICAL</b> <input type="checkbox"/> <b>NONCRITICAL</b>

Communications and Interpersonal Relations and Civil Rights. Oral and written communications are clear, correct, timely, and presented in an understandable manner. Supervisor and co-workers are informed of issues and problems when necessary.

<b>8. STANDARD</b> (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)
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Communicates with others in a manner that promotes an environment free of discrimination. Discusses and debates differences of opinion in a professional, open-minded, and constructive manner; seeks agreement, is willing to compromise, and accepts resolutions and decisions. Demonstrates an awareness of equal opportunity and civil rights policies and responsibilities. Information and guidance provided is timely and accurate 95% of the time.

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.)	<table style="width:100%; text-align: center;"> <tr> <td style="width:33%;">Exceeds</td> <td style="width:33%;">Fully Successful</td> <td style="width:33%;">Does Not Meet</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Exceeds	Fully Successful	Does Not Meet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Customer Service. Routinely displays courteous and tactful behavior. Projects a positive and professional image of USDA. Provides advice that is timely, responsive, and accurate. Maintains appropriate rapport with internal and external customers. Develops and establishes working relations with external organizations. Takes actions to effectively solve problems before they have an adverse impact on the organization or other employees.

<b>8. STANDARD</b> (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)
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Requests for information from co-workers and customers are handled willingly and courteously; information provided is consistently accurate and comprehensive, and is supplied within the agreed upon timeframe. Few valid complaints are received. Works cooperatively to improve customer service.

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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Special Projects. Special projects are willingly accepted by the employee or the employee volunteers for special assignments when available.

<b>8. STANDARD</b> (Describe the level expected for "Fully Successful" performance. Include appropriate indicators of quality, quantity, cost efficiency, or timeliness, where applicable.)
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Projects are completed on time; final products are fully acceptable in terms of both form and substance. Projects are completed independently, or reflect research and collaborations with others. Normal assignments are not seriously affected as a result of the additional workload.

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