

**Performance Assessment for  
(Insert Agency Name Here) Positions Funded by DOT**

Fiscal Year \_\_\_\_\_

Position Title \_\_\_\_\_ Classification \_\_\_\_\_

Division \_\_\_\_\_ Position Number \_\_\_\_\_

**SUMMARY OF ACTIVITIES AND ACCOMPLISHMENTS**

(Provide as a general narrative)

**PERFORMANCE ELEMENTS**

**A. Core Activities**

(List core activities and goals, objectives, measures and outcomes for each core activity)

**B. Meetings**

(Narrative of accomplishments supporting core activities and quantitative indicators  
of supporting activities.)

**C. Policy, Procedure and Process Improvement Teams**

(Narrative of accomplishments supporting core activities and quantitative indicators  
of supporting activities.)

**D. Planned Goals and Objectives (Next Fiscal Year)**

(Provide in narrative form and detail specific recommendations.)