

**INSTRUCTIONS FOR HHS-832 (8/12) FORM
ESTABLISHMENT OF EXECUTIVE PERFORMANCE AGREEMENT**

Part 1. Consultation

- Insert the executive's name and title in the spaces provided. The appointment type of the executive is indicated by selecting the appropriate checkbox – either CA (Career SES) or Other (Title 42).
- Insert the rating official's name and title in the space titled "Rating Official's Name". The form only provides one line for both rating official's name and title. The rating official's title may be abbreviated if it does not fit the space.
- Insert Rating Period in block provided. Rating period for executives on-board as of October 1, 2014 is 10/01/14 – 9/30/15.
- Both the executive and rating official must sign and date the performance plan on their respective lines.

Part 5. Critical Elements

- Critical elements 1-4 – Leading Change, Leading People, Business Acumen, Building Coalitions. ICs may choose to expand on the required Performance Requirements of any critical element by adding Agency-Specific Performance Requirements (that may be written as competencies **or** specific results/commitments associated with the element). Agency-Specific Performance Requirements must be written at the Level 3 (Achieved Expected Results) performance level.
- Critical element 5 - Results Driven. This critical element requires at least 2 and no more than 5 specific performance results expected from the executive during the appraisal period, focusing on measurable outcomes from the strategic plan or other measurable outputs and outcomes clearly aligned to organizational goals and objectives. Each performance result specified must include performance requirements (including measures, targets, timelines, or quality descriptions, as appropriate) describing the range of performance at Level 3 (Achieved Expected Results). Each result must have a relevant goal/objective from the Strategic Plan to which it aligns. Strategic Alignment requires citing the relevant goal(s)/objective(s) in the Strategic Plan, Congressional Budget Justification/Annual Performance Plan, or other organizational planning documents.

Assigning critical element weights – The Rating Official ensures that the weights are appropriately set. At NIH, critical elements 1-4 are minimally weighted at 10% each and the Results Driven element is minimally weighted at 20%. Each IC/Rating Official has the flexibility to allocate the remaining 40% across the five elements; however, no single performance element can be assigned a greater weight than the Results Driven element. The total weight of all critical elements must total 100%.