

NON-U.S. CIVILIAN PERFORMANCE APPRAISAL

1. NAME OF EMPLOYEE	2. EMPLOYEE NUMBER
3. POSITION/TITLE/SERIES/GRADE	4. ACTIVITY NAME AND ORG. CODE
5. RATING PERIOD: FROM: _____ TO: _____	6. TYPE OF APPRAISAL: <input type="checkbox"/> Rating of Record <input type="checkbox"/> Close Out

7. RECORD OF REVIEWS AND FINAL APPRAISAL

	Performance Plan Established	Date	Progress Review	Date	Special	Date	Final Appraisal	Date
Rater								
Employee								
Reviewer								

8. SUMMARY RATING

- ACCEPTABLE (A):** Performance expectations for all critical elements were fully met and employee has fully performed assigned duties and responsibilities.
- UNACCEPTABLE (U):** The employee's performance of assigned duties is unacceptable, with at least one element rated as "Unacceptable". Note: Employee must be provided a performance improvement period prior to receiving a summary rating of "Unacceptable".

9. Position Description current and accurate? YES NO If NO, Anticipated Date of PD Revision: ____/____/____

10. SUPERVISOR'S COMMENTS

Optional comments on specific accomplishments, assignments, etc. Employee yearly accomplishment report or self-assessment may be attached. (Use blank sheet if more space is required)

11. AWARD RECOMMENDED:
PERFORMANCE AWARD: YES NO

AMOUNT: \$ _____

12. AWARD APPROVED: YES NO

Signature _____
(Activity Designated Approving Official)

(Typed Name and Title)

NON-U.S. CIVILIAN ELEMENTS AND STANDARDS	RATING LEVEL		
	N/A	A	U
1. Job Knowledge: Proficient in methods or skills required to perform own work and knowledge required of related operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Work Methods/Habits: Observes policies and procedures; Follows accepted safety practices; Concerned with getting the job done correctly; Keeps accurate records; Maintains a positive attitude toward job and supervision; Leaves work area clean and orderly; Conscientious about presence on the job and leave usage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Dependability: Takes initiative in starting and following through on assigned work; Meets deadlines; Completes work required of position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Problem Solving: Analyzes all relevant facts and makes prompt, sound decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Communication Skills: Effective in listening and communicating orally; Writes with clear, well-organized and logically developed sentences that are grammatically correct; Keeps supervisor informed; Maintains favorable relations with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Self-Development: Measurable growth in skill and knowledge of work; Demonstrates self-directed action to increase or improve own capabilities and skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Leadership: Demonstrated performance in working through subordinates; In gaining loyalty, respect, and support from subordinates, and in administering, directing, and controlling the work in the area of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>