Performance Appraisal Form for Non - Supervisory Positions
TWO-TIER APPRAISAL SYSTEM

Print Form

1. NAME (Last, First, MI)

2. POSITION TITLE, SERIES GRADE AND ORGANIZATION:

3. RATING PERIOD:

4. EXPECTATIONS COMMUNICATED:

Rater's Signature: _____ Date _____

Employee's Signature: _____ Date _____

5. INTERIM REVIEW: (Semiannual Mandatory: Quarterly Optional) (Additional space provided on Addendum page)

Rater's Signature: _____ Date _____

Employee's Signature: _____ Date _____

6. GENERIC CRITICAL ELEMENTS AND SUMMARY RATINGS: (Annual) In order to receive a summary rating of "Meets Expectations", a majority of the sub-elements as detailed on the reverse, must be met for each critical element.

I. Customer Satisfaction:	Meets Expectations ☐	Does Not Meet Expectations ☐
II. Interpersonal Skills and Teamwork:	Meets Expectations ☐	Does Not Meet Expectations ☐
III. Job Knowledge and Skills:	Meets Expectations ☐	Does Not Meet Expectations ☐
IV. Safety:	Meets Expectations ☐	Does Not Meet Expectations ☐

7. CLOSE-OUT RATING: (Check the reason for close-out)

☐ Employee Resigned ☐ Employee Retired ☐ Employee's first level supervisor left or changed

☐ Employee has transferred to a new organization on base ☐ Employee has transferred off base

(Forward to CHRO-, CPEN if employee has resigned, retired, or left the base. Otherwise forward this appraisal to the employee's new supervisor)

8. RATING OF RECORD: ☐ ACCEPTABLE ☐ UNACCEPTABLE

(Fill out at the end of the rating cycle. In order to receive a rating of record as "Acceptable", all generic critical elements must be rated "Meets Expectations")

COMMENTS MANDATORY: (Additional space provided on Addendum page)

Rater's Signature, Title and Date:

Employee's Signature and Date:

9. IS THE EMPLOYEE'S POSITION DESCRIPTION CURRENT AND ACCURATE:	☐ YES	☐ NO
10. THE OPPORTUNITIES IN CIVILIAN LEADERSHIP DEVELOPMENT (CLD) HAVE BEEN DISCUSSED WITH THE EMPLOYEE:	☐ YES	☐ NO

11. EMPLOYEE COMMENTS (Optional): (Additional space provided on Addendum page)

12. REVIEWER ACTION: ☐ CONCUR ☐ DO NOT CONCUR
13. REVIEWER COMMENTS: (Mandatory for Unacceptable; Optional otherwise) (Additional space provided on Addendum page)
14. REVIEWER'S NAME, TITLE, SIGNATURE AND DATE:

15. GENERIC CRITICAL ELEMENTS AND SUMMARY RATINGS:
(In order to receive a summary rating of "Meets Expectations", a majority of the sub-elements must be met for each critical element.)

GENERIC CRITICAL ELEMENTS
I. CUSTOMER SATISFACTION: a. Delivers right product and/or service, which meets or exceeds quality expectations. b. Stays focused on customer needs through effective communications. c. Responds to customer request and requirements on or ahead of schedule. d. Remains flexible to changing customer requirements. e. Anticipates needs by understanding their mission.
II. INTERPERSONAL SKILLS AND TEAMWORK: a. Establishes effective working relationships with others inside and outside the work group. b. Shares and accepts information willingly. c. Exhibits dependability through meeting work commitments. d. Works to understand others' points of view, even when different from their own. e. Sees and acts on opportunities; takes needed risks. f. Accepts responsibility for making timely decisions. g. Adapts positively to changes in workload and priorities. h. Makes recommendations to continuously improve processes, services, production and the work environment.
III. JOB KNOWLEDGE AND SKILLS: a. Demonstrates the knowledge and skills to accomplish the duties of the position. b. Demonstrates quality and accountability in all work activities. c. Makes an effort to stay current within their occupation by reading various trade publications, journals, attending training, networking, etc. d. Adheres to Agency guidelines including but not limited to security, occupational health and safety, and environmental regulations.
IV. SAFETY: a. Demonstrates safe work habits when performing the duties of the position. b. Uses Proper Protective Equipment (PPE) as required by the task/duties being performed.. c. Attends all required Safety and FECA Training. d. Reports accidents and notifies supervision of unsafe working conditions immediately. e. Adheres to the Base Policies and Regulations related to Safety and FECA. f. Reports to supervisor when required annual re-training is due prior to expiration of certificate.

ADDENDUM PAGE