

**PERFORMANCE APPRAISAL SYSTEM
NAVAL HEALTH CLINIC CHARLESTON**

1. Period covered: From: _____ To: _____	2. Type: <input type="checkbox"/> Close-Out Rating <input type="checkbox"/> Interim Appraisal <input type="checkbox"/> Rating of Record
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3. Name:	
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4. Position Title/Series/Grade:	5. Department:	Code:
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6. Record of Review and Final Appraisal <small>(signature indicates that process has been completed)</small>	SETTING OF STANDARDS	PROGRESS REVIEW	RATING
Immediate Supervisor			
Second Level Supervisor			
Employee			

7. Summary Rating: <input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable	8. Is employee's position description current/accurate <input type="checkbox"/> Yes <input type="checkbox"/> No
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9. Supervisor's Comments:

CRITICAL ELEMENTS AND ACCEPTABLE STANDARDS	INDIVIDUAL RATINGS	
<p>EXAMPLE FORMAT: Define Individual Critical Elements A: Element (1) Acceptable Standard</p>	ACCEPTABLE	UNACCEPTABLE
<p>(1) <u>Safety</u>. Contribute through personal commitment and accomplishment, within the area of your assignment, responsibility, and authority, to the advancement of your departmental Safety program.</p> <p><u>Acceptable Standard</u></p> <p>Be familiar with the applicable safety requirements for each operation, building, or area for which you are responsible. Take appropriate action to correct all safety hazards. Be fully aware of approved safety procedures, work methods and safety instructions for your work area. Report all mishaps immediately to your supervisor and complete all necessary reports in a timely manner. Exercise a high level of safety awareness.</p>		

Instructions for Completing Performance Appraisal Forms

The NHCCHASN 12430/002 Civilian Employee Performance Appraisal Form will be used by Naval Health Clinic Charleston managers, supervisors, and employees to establish each employee's Performance Plan (critical elements and standards) as required by law and regulation, and to record the supervisor's evaluation of the employee's performance at the end of the rating cycle. While the decisions concerning critical job elements and performance standards are made by the rating supervisor, development of the plan should be a joint effort between supervisor and employee, with maximum employee involvement. Establishment of performance standards should be done within 30 days of the employee's appointment to the position or within 30 days from the beginning of the rating cycle. An employee must work under a set of performance standards for a minimum of 90 days before a rating of record can be completed.

Administrative Section (Block 1-6)

Complete all fields. If the employee's position description is not accurate, or if the employee occupies a sensitive position and is not eligible for continued access to classified information, the supervisor should contact Human Resources for guidance.

Signatures (Block 7)

At each step of the process, both the supervisor and the employee will sign the form to document that the review has taken place. The Interim/Special Review blocks are to be used when close-out discussions are held because the supervisor or the employee is leaving, or when discussions are required to address unacceptable performance.

Critical Elements and Standards

Only critical elements are to be included on this rating form, and the number of critical elements is strictly dependent upon the job requirements. No non-critical elements are to be listed. Managers may include an "additional" element which is neither critical nor non-critical, but rather include team or individual goals and objectives. Such elements are NOT used in assigning a summary level, but are useful in communicating expectations and may be used as the basis for granting recognition.

Final Element Ratings

Each applicable critical element will be rated at the end of the rating period. The element rating will be "Pass" or "Fail." If a critical element is rated "Fail," the final Rating of Record must be marked as "Unacceptable."

Final Rating of Record

The Final Rating of Record will be recorded as "Acceptable" or "Unacceptable." The Rating of Record must be "Unacceptable" if any individual critical element is rated "Fail." Before an employee can be rated "Unacceptable," he or she must have received a Performance Improvement Plan and an opportunity to improve performance. Higher-level review and approval of an "Unacceptable" rating is required in the space provided on the second page of this form.

Optional Comments

Space is provided for optional supervisor and employee comments on special accomplishments, development and/or improvement plans, etc. This information is not required to be included on the form, and may be documented elsewhere, if desired.