

NON-U.S. CIVILIAN PERFORMANCE APPRAISAL

[illegible]

NON-U.S. CIVILIAN ELEMENTS AND STANDARDS	RATING LEVEL		
	N/A	A	U
1. <u>Job Knowledge</u> : 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. <u>Work Methods/Habits</u> : 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. <u>Dependability</u> : 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. <u>Problem Solving</u> : Analyzes all relevant facts and makes prompt, sound decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <u>Communication Skills</u> : 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. <u>Self-Development</u> : 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. <u>Leadership</u> : 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"/>