## 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:	6. TYPE OF APPRAISAL:					
FROM: TO:	Rating of Record 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?						
10. SUPERVISOR'S COMMENTS  Optional comments on specific accomplishments, assignments, etc. Employee yearly accomplishment report or self-assessment may be attached.  (Üse blank sheet if more space is required)						
11. AWARD RECOMMENDED: PERFORMANCE AWARD: ☐ YES ☐ NO	12. AWARD APPROVED: YES NO Signature (Activity Designated Approving Official)					
AMOUNT: \$						
	(Typed Name and Title)					

NAVSUPPACT NAPLES 12430/5 (New 2/03)

	NON-U.S. CIVILIAN ELEMENTS AND STANDARDS		RATING LEVEL		
		N/A	Α	U	
1.	<u>Job Knowledge</u> : Proficient in methods or skills required to perform own work and knowledge required of related operations.				
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.				
3.	<b>Dependability</b> : Takes initiative in starting and following through on assigned work; Meets deadlines; Completes work required of position.				
4.	<b>Problem Solving</b> : Analyzes all relevant facts and makes prompt, sound decisions.				
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.				
6.	Self-Development: Measurable growth in skill and knowledge of work; Demonstrates self-directed action to increase or improve own capabilities and skills.				
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.				