

PART F. Civilian Promotion Appraisal.

This appraisal is used for competitive inservice placement actions, including promotions, reassignments or demotions to positions with know growth potential, and other such instances. The ratings on this form are used as a sort factor in determining final rank order of employees having substantially equal knowledge, skills and abilities, when the number of candidates exceeds the number of employees who can be referred to the selecting official for consideration.

APPRAISAL FACTORS – MANNER OF PERFORMANCE *(Do not complete if employee is a GS-15)*

Appraisal factors listed below represent work behaviors that can be observed in the context of the employee's current position and are considered predictive of performance at the next higher level. Based on your observations of the employee's performance, rate EVERY appraisal factor. Use the following scale in making the ratings. Place the number (1-9) in the block preceding the factor.

LOW RANGE		CENTRAL RANGE	HIGH RANGE
1. Very Poor 2. Far Below Fully Successful 3. Below Fully Successful		4. Slightly Below Fully Successful 5. Fully Successful 6. Slightly Above Fully Successful	7. Above Fully Successful 8. Far Above Fully Successful 9. Outstanding
	1. WORK EFFORT:	Exerts effort and shows initiative in starting, carrying out and completing tasks; spends time effectively performing work.	
	2. ADAPTABILITY TO WORK:	Picks up new ideas and procedures quickly; is easy to instruct; can adapt to the demands of new situations; understands and carries out oral or written instructions.	
	3. PROBLEM SOLVING:	Devises effective solutions to problems or identifies effective methods and procedures for accomplishing objectives.	
	4. WORKING RELATIONSHIPS:	Sensitive to the behavior of fellow workers, supervisors and subordinates; maintains effective working relationships with others.	
	5. COMMUNICATION:	Communicates clearly and effectively, whether orally or in writing.	
	6. WORK PRODUCTIVITY:	Productive during work time; completes his/her work projects, duties and tasks in a timely manner.	
	7. SELF-SUFFICIENCY:	Works independently with little need for additional supervision or help; follows through well; accomplishes all tasks required to complete a job on his/her own.	
	8. SKILL IN WORK:	Performance job-associated tasks well, whether they require physical, technical, professional, supervisory or managerial skills, is considered very skillful on the job.	
	9. WORK MANAGEMENT:	Effectively plans and organizes work; properly follows or implements management procedures, directives, regulations, or technical orders; ability to direct or evaluate or substitute for absent supervisor.	
Authority: Purpose: Routine Use: Disclosure is Voluntary:		PRIVACY ACT STATEMENT	
		10 U.S.C. 8013 and Executive Order 9397. The social security number needed to correctly identify the employee. This information may be disclosed to another agency if the employee transfers to another agency. However, without it, it may affect the ability to accurately identify the employee and the records.	