

SUPERVISORY APPRAISAL OF DEMONSTRATED PERFORMANCE OR POTENTIAL

ANNOUNCEMENT NUMBER	POSITION
NAME OF APPLICANT	INSTRUCTIONS: Please have this appraisal completed by your supervisor and submit it with your application (SF 171). If the appraisal is submitted directly by the supervisor, the applicant will be permitted to review and/or obtain a copy of the appraisal request. SUPERVISOR: Take into consideration the employee's annual performance appraisal when completing this form.

SECTION I - DEMONSTRATED PERFORMANCE OR POTENTIAL

BASIS FOR APPRAISAL (Check one)				RANKING FACTORS (Knowledge, skills, abilities, and other characteristics)	LEVEL OF PERFORMANCE (Check one)				
OUTSIDE ACTIVITIES	ON THE JOB PERFORMANCE	FORMAL TRAINING	POTENTIAL		4 - SUPERIOR 3 - ABOVE AVERAGE 2 - AVERAGE 1 - DEVELOPMENTAL 0 - NOT OBSERVED				
					4	3	2	1	0

SECTION II - NARRATIVE STATEMENT

BRIEFLY EVALUATE THE CANDIDATE'S OVERALL ABILITY TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THE POSITION
(Narrative comments are required for all factors. If additional space is needed, use reverse side.)

CAPACITY OF APPRAISER FOR MAKING APPRAISAL (Check one)

- ☐ PRESENT IMMEDIATE SUPERVISOR ☐ PRESENT 2ND LEVEL SUPERVISOR ☐ OTHER (Specify) _____
☐ FORMER IMMEDIATE SUPERVISOR ☐ FORMER 2ND LEVEL SUPERVISOR

PERIOD DURING WHICH APPRAISER SUPERVISED THE APPLICANT	FROM	TO
SUPERVISOR'S SIGNATURE	DATE	TELEPHONE NUMBER
EMPLOYEE'S SIGNATURE	DATE	