

CNIC NON-APPROPRIATED FUND EMPLOYEE PERFORMANCE RATING FORM

1. Name (<i>Last, First, MI</i>)		2. Last 4 SSN			
3. Position Title, Pay Plan, Series, Grade (<i>e.g., Clerk, NF-0000-01</i>)					
4. Name and Location of NAF Activity (<i>e.g., CNIC N-9 NSA Mid South</i>)					
5. Reason for Rating and Rating Period				From:	To:
90 Day	Interim	Annual	Separation/Close Out		
6. Rating elements	Outstanding	Highly Satisfactory	Satisfactory	Minimally Satisfactory	Unsatisfactory
a. Quality of Work					
b. Productivity					
c. Dependability					
d. Working Relationships (<i>peers & supervisor</i>)					
e. Customer/Patron Relations					
f. Leadership*					
g. Management/Coaching Effectiveness/EEO Commitment *					
<i>*Supervisory rating only</i>					
7. Overall Performance Rating (<i>A rating of Unsatisfactory in any one element results in an Unsatisfactory Overall Rating</i>)					
Outstanding <input type="checkbox"/> Highly Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Minimally Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>					
8. a. Pay Increase:		Yes <input type="checkbox"/>	Amount: \$	No <input type="checkbox"/>	
b. Performance Award:		Yes <input type="checkbox"/>	Amount: \$	No <input type="checkbox"/>	
c. Time Off Award:		Yes <input type="checkbox"/>	Hours: =	No <input type="checkbox"/>	
9. Supervisors Remarks: (<i>Separate sheet may be attached.</i>)					
10. Rater's Signature				Date	
11. Approving Official's Signature				Date	
12a. Employee Signature (<i>Indicates receipt and that rating has been discussed with employee.</i>)				Date	
12b. Date Discussed and Copy of Completed Evaluation Package Provided to Employee:				Date	

1,2,3,4,5,6

Self-Explanatory

*Rate non-supervisors using elements a. through e. Rate supervisors using a. through g.

NOTE: A rating of "Unsatisfactory" must be delayed and a Letter of Caution must be issued

RATING ELEMENTS	Outstanding	Highly Satisfactory	Satisfactory	Minimally Satisfactory	Unsatisfactory
<p>a. Quality of Work</p> <p>Consider thoroughness, accuracy, & effectiveness. Completes or assists in completing goals & objectives; adherence to policy</p>	Ahead of plan producing desired effect with little supervision. Exceptionally thorough and accurate. Adheres to policy, identifies improvements.	On plan producing desired effect with little supervision. Thorough and accurate. Adheres to policy, identifies improvements.	On or nearly on plan with no serious deficiencies and moderate supervision. Generally accurate. Adheres to policy..	On or nearly on plan and meets standards after feedback & corrections; Requires supervision. Work needs improvement. Adheres to policy.	Tasks are often late and do not meet standards after feedback or guided practice. Shows a lack of attention to detail and needs serious improvement. Does not follow policy.
<p>b. Productivity</p> <p>Consider completion of assignments, & effectiveness of work performed. Volume of work & ability to meet or exceeding deadlines.</p>	Handles extraordinary volume of work. Highly efficient.	Above average volume of work Efficient.	Work volume meets all and may exceeds some standards.	Volume of work meets minimal standards. Improvement desired.	Work volume does not meet minimal standards.
<p>c. Dependability:</p> <p>Consider reliability, timeliness, capability, competency, efficiency, and conscientiousness of work performed.</p>	Difficult assignments handled intelligently and effectively. Complicated or controversial subjects are presented or explained effectively so desired outcomes are achieved. Solution oriented. Succeeds with basic direction and without direct supervision.	Demonstrates performance that exceeds expectations in critical areas. Develops/implements workable, cost effective solutions to meet organizational goals. Works with minimal direct supervision.	Demonstrates good, sound performance that meets organizational goals. Supports workable, cost effective approaches to projects and change initiatives. Responsive to direct supervision.	Demonstrates sound performance that meets organizational goals. Carries out assignments with written direction and supervision. Works on non-difficult assignments only. Requires assistance with prioritizing and scheduling.	Regularly fails to complete assignments on time or with little degree of accuracy. Needs constant supervision and counseling.
<p>d. Working Relationships</p> <p>Consider interest, enthusiasm, team- work, willingness, behavior, flexibility, & cooperation</p>	Recognized as a problem solver. Exerts and demonstrates a major positive influence, by example, on program implementation. Contributes substantially to organizational growth and cohesiveness. Highly respected by supervisors and peers. Improves cooperation among participants in the work and prevents misunderstandings.	Practices constructive problem-solving and is able to build confidence in team members. Actively listens to others. Reports up and down routinely with all team members. Fosters a polite, respectful and trusting relationship with others and between others. Assumes the lead often.	Is polite, respectful and develops working relationships with others. Able to work well with others to solve problems and find solutions. Agrees to lead or take assignments when asked by management. Is able to offer opposing views. Accepts decisions of majority with reservations.	Avoids taking assignments on team efforts. Attitude prevents productive relationships. Goes along to get along on most issues. Has potential to be a productive team member but may lack the motivation.	Blames, labels and generalizes. Tendency to withhold help, information, or resources from others. Complains without following channels. Often does not verify facts or speaks without knowledge – contributing to rumors and morale problems. Typically waits for others to act. Rigid point of view. Not a team player.
<p>e. Customer/Patron Relations</p> <p>Responsive to customer needs. Demonstrates attentiveness & courtesy. Maintains accurate knowledge relative to products, services, policies & procedures.</p>	Able to work through complicated and controversial issues with internal/external customers.	Actions & attitude greatly enhance area of responsibility on a regular basis	Actions and attitude contribute to positive feedback.	Actions and attitude may contribute to positive feedback at times but there is room for improvement.	Actions & attitude harm relationships & generate complaints.
<p>f. Leadership</p> <p>Consider ability to establish goals and objectives; leadership of subordinates; relationships with peers in program area; effective management of area of responsibility</p>	Able to establish and complete short and long term team goals and objectives; maintains effective relationships with peers in program and Command area; is pro-active in managing area of responsibility (i.e., anticipates shortfalls; potential crises and resolves potential Program/ people problems before they occur.); regarded as highly effective and responsive by program customers. Revered as an effective leader by others.	Able to complete short and long term team goals and objectives; works to establish effective relationships with peers in program area; tries to be pro-active in managing problems or complaints before they occur. Regarded as an effective and responsive leader by others.	Completes short and long term team goals and objectives with coaching; works to maintain effective relationships with peers in workplace area; tries to be pro-active in managing problems or complaints before or as they occur. Regarded as a responsive leader by peers and the program workforce.	Completes short and long term assignments with direct supervision and with coaching; Has difficulty maintaining productive and effective relationships with others; manages problems or complaints by passing them off to others to resolve. Allows small problems to grow into more difficult problems	Avoids some assignments. Needs direct supervision and coaching with most assignments. Does not develop productive and effective relationships with others in the workplace. Often passes problems or complaints off or ignores them. Allows small problems to grow into more difficult problems.
<p>g. Managerial/Coaching Effectiveness/EEO Commitment</p>	To be completed for incumbents in all supervisory/management positions. Consider ability to get work completed through and by subordinates, delegation, fairness, communication, effectiveness in motivating subordinates, building an effective and diverse work team, earning and maintaining respect of subordinates, and development of subordinates. Take into consideration any contributions to the Mission and Goals of the organization and to what degree did the person being rated use their management and coaching skills in those contributions. Demonstrates commitment to fairness and promotes efforts to resolve conflict and ensure a positive work environment. Consider compliance with laws, regulations, and/or policies such as EEO & Merit Systems Principles, and cooperation with EEO officials during inquiries.				

<p>7. Overall Performance Rating <i>(A rating of Unsatisfactory in any one element results in an Unsatisfactory Overall Rating)</i></p> <p>Check one of the five ratings after completing item 6.</p>
<p>8. a/b/c - Pay Increase/Award: Pay increases and awards are not automatic, and are subject to local cost controls, policies and bargaining unit agreements. Check appropriate block and include recommended amount. Pay increases and awards should be effective the first full pay period after the Approving Official approves and signs the rating form. This requires timely discussion of the appraisal and any award with the employee.</p>
<p>9. Supervisor Remarks: Provide a brief narrative that supports the ratings, note special accomplishments and provide goals for the next rating period. A separate sheet may be attached to the performance rating form.</p>
<p>10. Rater's Signature: Supervisor should not sign until the rating and any award/pay increase decisions have been discussed with the Approving Official.</p>
<p>11. Approving Official's Signature: Designation is a local decision; however, the Approving Official should be at least one level above that of the signing supervisor/rater. Approving Official reviews the evaluation and makes changes if considered appropriate.</p>
<p>12a. Employee's Signature and Date: Discussion between the supervisor/rater and employee should not be held until Approving Official has reviewed, approved and signed the rating. In the discussion, the supervisor represents management's view of the employee's performance.</p>
<p>12b. Date Discussed and Copy of Completed Evaluation Given to Employee: Copy must be provided to employee within two weeks.</p>

Possible Actions to Support EEO Commitment Rating

<input type="checkbox"/>	Displays personal commitment to EEO principles	<ul style="list-style-type: none"> - Reviews the organization's EEO and Anti-Harassment policies with staff bi-annually - Communicates commitment to EEO policies in writing to staff - Ensures policies are posted on local bulletin board - Ensures full cooperation of employees with EEO officials
<input type="checkbox"/>	Displays ongoing efforts to enhance a positive work environment	<ul style="list-style-type: none"> - Reacts immediately and consistently to stop inappropriate jokes, language, and behaviors, harassment, or any other discriminatory or retaliatory behavior - Documents ideas for ongoing improvements in EEO education and climate - Contacts EEO office for technical assistance on EEO matters, such as providing reasonable accommodations, anti-harassment procedures, and religious accommodations
<input type="checkbox"/>	Effectively resolves conflicts in the work environment as they arise	<ul style="list-style-type: none"> - Promptly addresses concerns raised by staff - Follows up with appropriate action to correct or eliminate tension in the workplace - Attempts early resolution in a positive and constructive manner
<input type="checkbox"/>	Assists the EEO Office in identifying and removing obstacles to equal opportunity within the organization	
<input type="checkbox"/>	Monitors staffs' completion of required EEO training and encourages participation in other EEO-related trainings	
<input type="checkbox"/>	Considers and values diversity of team assignments, panel memberships, and training opportunities	
<input type="checkbox"/>	Provides disability and religious accommodations when accommodations do not cause an undue hardship; engages in interactive process with employees; maintains confidentiality of requests	
<input type="checkbox"/>	Ensures that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise a workplace with diverse employees	
<input type="checkbox"/>	Coordinates with EEO office to comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from appropriate authorities	
<input type="checkbox"/>	Encourage staff's participation in community outreach and external recruitment programs	
<input type="checkbox"/>	Actively monitors work environment to ensure it is free of all forms of discrimination, harassment and retaliation	
<input type="checkbox"/>	Participates in the ADR process	

CNIC NON-APPROPRIATED FUND EMPLOYEE PERFORMANCE RATING FORM, *continued*

INDIVIDUAL DEVELOPMENT PLAN (IDP)

CNIC Mission
Deliver Effective and Efficient Readiness from the Shore

FFR N9 Statement

<p>1a. Name (<i>Last, First, Middle Initial</i>)</p> <p>1b. SSN: xxx-xx-0000 (Last 4 only)</p>	<p>2. Current Position Title, Series and Grade:</p> <p>_____</p> <p><input type="checkbox"/> Regular Full Time <input type="checkbox"/> Regular Part Time</p> <p><input type="checkbox"/> Flexible Schedule <input type="checkbox"/> Other _____</p>
<p>3. Organization:</p>	<p>4. Date of Appointment to Position:</p>
	<p>5. Performance Period for IDP: From _____ to _____</p>
<p>6. Goals that support the mission of</p> <p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p> <p>e.</p> <p>(use separate sheet if needed)</p>	
<p>7. Learning opportunities to refresh, or acquire, skills used to accomplish goals(do not include Navy required training):</p> <p>a.</p> <p>b.</p> <p>c.</p>	
<p>8. Conferences, seminars, workshops courses or college classes requested for professional development. (Include date and associated costs for registrations):</p> <p>a.</p> <p>b.</p> <p>c.</p>	
<p>8. Remarks:</p>	
<p>9. Employee's Signature:</p> <p>(Concurred by employee) Date:</p>	<p>10. Supervisor's Signature:</p> <p>(Concurred by supervisor) Date:</p>