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| **Name of Employee** | | **Employee Grade** |
| **Post or Organization** | **Position Title** | |
| **Date Work Responsibilities Established** | **Work Responsibility Period Covered (rating period)**  **From:** **To:** | |
| **Name of Rater** | **Rater Title** | **Name of Reviewer** |
| **V. POSITION DESCRIPTION, RESPONSIBILITIES, SPECIAL CIRCUMSTANCES** | | |
| **Position Description: Size and function of the work unit and its position within the Mission or Bureau, number of employees rated and reviewed, amount and purpose of financial and physical resources for which the employee is accountable.** *(Max 3 lines)* | | |
| **Core Work Responsibilities** *(Your core work duties – in addition to the two automatic ones – maximum 3 lines)*  **Model the Department of State's six core values (accountability, character, community, diversity, loyalty, service) and the Department's Leadership and Management Principles; observe and implement EEO principles.**  **Security Responsibilities: (text depends on your grade, which is chosen from a drop-down box in ePerformance)** | | |
| **Goals/Specific Objectives:** **List in priority order the outcomes the employee seeks to achieve in support of Mission, Bureau, or Department goals**  *(3-4 specific, realistic, time-bound goals, maximum 9 lines).* | | |
| **EXPANDED WORK REQUIREMENTS:** *expanded WRS for discussion/agreement with your rater, to avoid confusion on work requirements. There is no limit to the length,* ***since this statement is not included in ePerformance.*** | | |
| **Signature of Rated Employee** | **Date** | |
| **Signature of Rater** | **Date** | |

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| **V. POSITION DESCRIPTION, RESPONSIBILITIES, SPECIAL CIRCUMSTANCES - CONT.** |
| **Special Circumstances: Unusual, unexpected or unpredictable circumstances that significantly altered operational conditions.** |
| **VI. DESCRIPTION OF ACCOMPLISHMENTS (Completed by Rated Employee)** |
| **Describe your individual and collaborative accomplishments that advanced the Department's mission.** *(maximum 33 lines)* |

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| **VII. EVALUATION OF PERFORMANCE AND POTENTIAL (Completed by Rater)** |
| **A. Appraise the employee's accomplishments in the areas of informational, operational, and relational effectiveness. Cite specific policy and programmatic outcomes and their impact on the Department's mission.** *(maximum 44 lines)* |

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| **B. Developmental area: Competency that needs the greatest strengthening to entrust employee with greater responsibilities. Cite example(s) from the current rating period.** |
| **Specify competency:** |
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| **C. Rater’s Summary Judgment**  **For All Employees: Was performance satisfactory or better?** Yes  No |
| **For Untenured Employees:** The career candidate is likely to perform effectively across a normal career span  Additional development and observation is needed  The career candidate is unlikely to perform effectively even with additional experience |
| **VIII. REVIEW STATEMENT (Completed by Reviewer)** |
| **Assess the rated employee's preparedness for positions of greater responsibility, citing examples of performance. Describe the employee's relations with the rater, peers and subordinates.** *(maximum 19 lines)* |