



See Instructions Before Completing (DS-5055)

U.S. Department of State

U.S. FOREIGN SERVICE EMPLOYEE EVALUATION REPORT

I. SUBMISSION CONTROL

Form section I: Submission Control. Includes fields for Date Received in Post/Bureau, Date Received in HR/PE, Name of Employee, Grade, Employee ID, Type of Report, Position Title, Post or Organization, Period Covered, Rater Name/Grade, and Reviewer Name/Grade.

II. CERTIFICATION OF WORK RESPONSIBILITIES AND PERFORMANCE REVIEWS

Form section II: Certification of Work Responsibilities and Performance Reviews. Includes text about performance review sessions and two numbered lines for dates.

III. ACKNOWLEDGEMENT OF RECEIPT (Completed by Rated Employee)

Form section III: Acknowledgement of Receipt. Includes a line for the employee's signature and a date field.

IV. REVIEW PANEL STATEMENT (Completed by Review Panel)

Form section IV: Review Panel Statement. Includes a table for certification questions (A, B, C) and fields for the panel chairperson's signature, name, and date.

V. POSITION DESCRIPTION, RESPONSIBILITIES, SPECIAL CIRCUMSTANCES

Form section V: Position Description, Responsibilities, Special Circumstances. Includes instructions for describing the position and lists of Core Work Responsibilities, Security Responsibilities, and Goals/Specific Objectives.

**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.

**VII. EVALUATION OF PERFORMANCE AND POTENTIAL (Completed by Rater) act on the Department's mission.**

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.



**IX. PERFORMANCE PAY (For SFS Only - Completed by Rater)**

**X. OPTIONAL STATEMENT BY RATED EMPLOYEE**

The rated employee may use this section to address activities or problems that the Rater or Reviewer did not adequately cover or aspects of the report he or she believes should be clarified or corrected. Continuation sheets may be used.