



U.S. FOREIGN SERVICE EMPLOYEE EVALUATION REPORT

I. SUBMISSION CONTROL

DATE RECEIVED IN POST/BUREAU (mm-dd-yyyy)		DATE RECEIVED IN HR/PE (mm-dd-yyyy)		
NAME OF EMPLOYEE BEING RATED (Last, First, MI)		GRADE	EMPLOYEE IDENTIFICATION NUMBER	
TYPE OF REPORT	POSITION TITLE	POST OR ORGANIZATION	PERIOD COVERED (mm-dd-yyyy) From To	
RATER - NAME, TITLE		RATER GRADE	REVIEWER - NAME, TITLE	REVIEWER GRADE
I consider this report to be complete, in conformance with the instructions, and adequately documented by specific examples of performance.				
Signature of Rater after completion of Sections II, V and VII		Date (mm-dd-yyyy)	Signature of Reviewer after completion of Section VIII	Date (mm-dd-yyyy)

II. CERTIFICATION OF WORK RESPONSIBILITIES AND PERFORMANCE REVIEWS

Work responsibilities were established by rater, reviewer, and employee on (mm-dd-yyyy)
Rater and rated employee held performance review sessions on at least two dates as follows: (mm-dd-yyyy)
1. 2.

III. ACKNOWLEDGEMENT OF RECEIPT (Completed by Rated Employee)

I acknowledge receipt of this report, which has been completed for submission to a review panel.

Signature of Rated Employee	Date (mm-dd-yyyy)
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IV. REVIEW PANEL STATEMENT (Completed by Review Panel)

- A. Examples of performance Have specific examples been provided in all sections? Yes No
B. Certification This report has been prepared according to the regulations and contains no inadmissible material. Yes No
C. If this report is late or does not conform to regulations and instructions, indicate who is responsible:

Signature of Panel Chairperson	Name of Panel Chairperson	Date (mm-dd-yyyy)
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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.

Core Work Responsibilities

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:

- **Entry:** Practice security awareness; report and/or address possible safety hazards and/or unsafe practices; follow security regulations, and policies; safeguard classified information, material, and equipment.
- **Tenured:** Ensure active risk management through monitoring the security environment concurrent to the scope of official responsibilities; follow security directives, regulations, and policies; safeguard classified information, material, and equipment.
- **Senior:** Ensure active risk management by themselves and staff members within their scope of duties and responsibilities, promotion of security consciousness and implementing and/or following security directives, regulations, and policies; safeguard classified information, material, and equipment.

Goals/Specific Objectives - List in priority order the outcomes the employee seeks to achieve in support of Mission, Bureau, or Department goals.

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.

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

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)

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.