Department of Veterans Affairs

SUPERVISORY APPRAISAL OF EMPLOYEE FOR PROMOTION
SPECIALIZED CATEGORY APPRAISAL WITH NARRATIVE

NAME OF EMPLOYEE	PRESENT POSITION AND GRADE	CURRENT ORGANIZATION
ANNOUNCEMENT NO.	POSITION APPLIED FOR (*Title and grade)*	ORGANIZATION LOCATION OF POSITION

INSTRUCTIONS: The information furnished on this form will be important in determining the degree to which the employee possesses the Knowledge, Skills, Abilities, and Other characteristics (KSAO's) which are required for performance in the position being filled. In Column II below, the supervisor and/or reviewer will indicate beside the Rating Factor (KSAO) or Job Element listed in Column I, the number of the Category Rating (0 to 5) which best describes the employee's performance with respect to the Rating Factor (KSAO) or Job Element. If the employee's current job does not include any of the KSAO's in the Rating Factor or Job Element and, therefore, performance in them has not been observed, mark "0". In Column III, for each Rating Factor or Job Element, give specific examples which show how the employee's performance justifies the Category Rating assigned. If more space is required, use additional sheets of paper and include the name of the supervisor at the top of each sheet and identify the appropriate Rating Factor or Job Element. NOTE: This form may be used for comments by the supervisor followed by those of the reviewer or separate forms may be used for each. If separate forms are used for the supervisor and the reviewer, the supervisor's appraisal should be made available to the reviewer during the review process.

CATEGORY RATINGS

5 Employee's performance exceeds expectations to such an extent that it warrants special mention for placement consideration.

4 Employee has demonstrated the Rating Factor (KSAO) or Job Element to a degree that is clearly above that expected of a fully competent employee and you would expect the employee to display the same degree of ability in the position applied for.

3 Employee has demonstrated the Rating Factor (KSAO) or Job Element to the full extent expected of a thoroughly competent employee and you would recommend the employee with confidence for another position in which the Rating Factor (KSAO) or Job Element is important.

2 Employee's performance relative to the Rating Factor (KSAO) or Job Element is acceptable but you would have some reservations about recommending the employee for another position in which the Rating Factor (KSAO) or Job Element is important.

1 Employee's performance relative to the Rating Factor (KSAO) or Job Element exhibits some definite weaknesses.

0 Unable to appraise (When this category is used, cite reasons - *e.g., current job does not include the KSAO's in this Rating Factor or Job element.)*

COLUMN I RATING FACTOR (KSAO) OR JOB ELEMENT	COLUMN II CATEGORY	COLUMN III NARRATIVE: Specific examples of what the employee has or has not done to cause me to ward this rating.

COLUMN I RATING FACTOR (KSAO) OR JOB ELEMENT	COLUMN II CATEGORY RATING	COLUMN III NARRATIVE: Specific examples of what the employee has or has not done to cause me to ward this rating.

COLUMN I RATING FACTOR (KSAO) OR JOB ELEMENT	**COLUMN II** CATEGORY RATING	**COLUMN III** NARRATIVE: Specific examples of what the employee has or has not done to cause me to ward this rating.

SIGNATURE OF SUPERVISOR	DATE *(MM/DD/YYYY)*	TOTAL TIME YOU SUPERVISED EMPLOYEE FROM TO
SIGNATURE OF REVIEWER	DATE *(MM/DD/YYYY)*	TOTAL TIME EMPLOYEE UNDER YOUR DIRECT OR INDIRECT SUPERVISION FROM TO
SIGNATURE OF EMPLOYEE (*If appropriate)*		DATE *(MM/DD/YYYY)*

CONTINUATION SHEET