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SECRETForm No. 45
1952
February 1958SECTION B (Continued)

given to the listing of duties and the rating given each duty because this section is an important basis for the evaluation of the employee for further assignments. If the job requires maintaining files, say what kind; if it requires preparing contributions to NIS chapters, say what chapters; if it requires interviewing job applicants, say what level or what kind of jobs; if it requires conducting investigations, tell what kind and for what purpose; if it requires liaison activities, tell what kind and with whom; if it requires analyzing reports or preparing reports, tell what kind, what subjects, and for what purpose.

Examples: "Operates L250 multilith press" -- not "operates press."
 "Types research reports having many tables" -- not "types."
 "Serves as senior case officer for 7 important current operations using knowledge of [redacted] languages" -- not "senior case officer."
 "Supervises second-line supervisors who direct economic research" -- not "directs research."
 "Responsible for processing fiscal, financial, and budget reports for an operating branch of 50 people" -- not "financial support."

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SECTION C EVALUATING OVERALL PERFORMANCE IN CURRENT POSITION

In making this rating the supervisor should take into account the employee's conduct on the job as well as his performance on all specific job duties. Each supervisor will weigh these factors in his own mind so as to arrive at a rating which will reflect an employee's value on the job. It is quite possible for an individual to be rated high on a number of specific duties and yet rated average or below on overall performance because his conduct on the job interferes with getting the work done. Conversely, a person with relatively low ratings on certain specific duties may be rated high on overall job performance because his conduct on the job facilitates the work of the office or because of other personal qualities that he brings to the job.

SECTION D DESCRIPTION OF THE EMPLOYEE

In this section the supervisor considers the employee from a succession of different angles and makes a number of close judgments about him. These judgments should be based on the characteristics demonstrated by the individual in his current position. The statements in this series apply in some degree to most people, but should be checked only when such ratings assist in the description of the individual. This section is a good test of the supervisor's ability to observe his subordinates.

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

In this section the supervisor describes the employee's demonstrated abilities or deficiencies in the performance of his present job. Any relatively high or very low ratings in SECTIONS B, C, and D should be justified by supporting statements. In addition, the supervisor may comment here on any extenuating circumstances which affect the productivity and effectiveness of the employee.

SECTION F CERTIFICATION -- Self-explanatory**SECRET**

FITNESS REPORT

CONSULT ATTACHED INSTRUCTION SHEET BEFORE COMPLETING THIS REPORT

| | | | | | | | | | |
|---------------------------------|--|-----------------------------------|---------------|---------------------------------|-------------------------|---------------------|--|---|--|
| SECTION A GENERAL | | | | | | | | | |
| 1. NAME (Last) (First) (Middle) | | | 2. BIRTH DATE | 3. SEX | 4. GRADE | 5. SERVICE DESIG. | | | |
| 6. OFFICIAL POSITION TITLE | | | | 7. OFF/DIV/GR OF ASSIGNMENT | | 8. NOT ELIGIBLE | | | |
| 9. DATE REPORT DUE IN OF | | 10. PERIOD COVERED BY THIS REPORT | | 11. MONTHS UNDER MY SUPERVISION | | CAREER STAFF STATUS | | PENDING MEMBER DECLINED DEFERRED DENIED | |
| 12. TYPE OF REPORT (Check one) | | SPECIAL (Specify) | | INITIAL | REASSIGNMENT-SUPERVISOR | | | | |
| | | | | ANNUAL | REASSIGNMENT-EMPLOYEE | | | | |

SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

LIST UP TO SIX OF THE MOST IMPORTANT SPECIFIC DUTIES PERFORMED DURING THIS RATING PERIOD. RATE PERFORMANCE ON EACH SPECIFIC DUTY, CONSIDERING ONLY THE EFFECTIVENESS IN PERFORMANCE OF THAT DUTY. ALL EMPLOYEES WITH SUPERVISORY RESPONSIBILITIES MUST BE RATED ON THEIR ABILITY TO SUPERVISE.

| | | |
|---------------------------|---|--|
| DESCRIPTIVE RATING NUMBER | 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY | 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS |
| | 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY | 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY |
| | 3 - PERFORMS THIS DUTY ACCEPTABLY | |
| | 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER | |
| | 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB | |

| | | | |
|---------------------|---------------|---------------------|---------------|
| SPECIFIC DUTY NO. 1 | RATING NUMBER | SPECIFIC DUTY NO. 4 | RATING NUMBER |
| SPECIFIC DUTY NO. 2 | RATING NUMBER | SPECIFIC DUTY NO. 5 | RATING NUMBER |
| SPECIFIC DUTY NO. 3 | RATING NUMBER | SPECIFIC DUTY NO. 6 | RATING NUMBER |

SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

TAKE INTO ACCOUNT EVERYTHING ABOUT THE EMPLOYEE WHICH INFLUENCES HIS EFFECTIVENESS IN HIS CURRENT POSITION - PERFORMANCE OF SPECIFIC DUTIES, PRODUCTIVITY, CONDUCT ON THE JOB, COOPERATIVENESS, PERTINENT PERSONAL CHARACTERISTICS OR HABITS, PARTICULAR LIMITATIONS OR TALENTS, ETC.



RATING NUMBER

1. UNSATISFACTORY
2. BARELY ADEQUATE
3. SATISFACTORY
4. EXCELLENT
5. OUTSTANDING

NOTE:

IF OVERALL EVALUATION IS UNSATISFACTORY, ATTACH COPY OF MEMORANDUM TO THE EMPLOYEE REGARDING HIS PERFORMANCE.

IF OVERALL EVALUATION IS OUTSTANDING, JUSTIFY THIS EVALUATION IN SECTION E.

SECTION D DESCRIPTION OF THE EMPLOYEE

IF EMPLOYEE IS DEFICIENT WITH RESPECT TO ANY CHARACTERISTIC, RATE 1; IF OUTSTANDING, RATE 5. (IT IS EXPECTED THAT MOST RATINGS WILL BE 2, 3 OR 4)

| PERSONAL CHARACTERISTICS | NOT APPL. | NOT OBS. | RATING | | | | | |
|--|-----------|----------|--------|---|---|---|---|--|
| | | | 1 | 2 | 3 | 4 | 5 | |
| GETS THINGS DONE | | | | | | | | |
| RESOURCEFUL | | | | | | | | |
| ACCEPTS RESPONSIBILITIES | | | | | | | | |
| CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES | | | | | | | | |
| DOES HIS JOB WITHOUT STRONG SUPPORT | | | | | | | | |
| FACILITATES SMOOTH OPERATION OF HIS OFFICE | | | | | | | | |
| WRITES EFFECTIVELY | | | | | | | | |
| SECURITY CONSCIOUS | | | | | | | | |

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STRESS STRENGTHS AND WEAKNESSES DEMONSTRATED IN CURRENT POSITION. SUGGESTIONS MADE TO EMPLOYEE FOR IMPROVEMENT OF HIS WORK. AMPLIFY OR EXPLAIN, IF APPROPRIATE, RATINGS GIVEN IN SECTIONS B, C AND D TO PROVIDE THE BEST BASIS FOR DETERMINING FUTURE PERSONNEL ACTIONS.

SECTION F CERTIFICATION

1. FOR THE EMPLOYEE:
I CERTIFY THAT I HAVE SEEN THIS FITNESS REPORT
DATE _____ SIGNATURE _____

2. FOR THE SUPERVISOR:
IF THIS REPORT HAS NOT BEEN SHOWN TO THE EMPLOYEE, GIVE REASON
EXPLANATION:

DATE _____ TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR
OFFICIAL TITLE _____

3. FOR THE REVIEWING OFFICIALS: (CHECK ONE BOX)

| | |
|--------------------------|---|
| <input type="checkbox"/> | I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. |
| <input type="checkbox"/> | I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. |
| <input type="checkbox"/> | I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. |
| <input type="checkbox"/> | I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH EMPLOYEE'S PERFORMANCE. |

COMMENTS:

DATE _____ TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL
OFFICIAL TITLE _____

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