

CLERICAL EVALUATION  
Instructions for Completing the Evaluation Form

EVALUATION FORM:

Evaluation forms will be distributed annually for completion. Each supervisor should assign a numerical point value to each portion of the form. The point value should represent the supervisor's best judgment of the individual's performance as the total number of points will be the basis for determining the comparative evaluation for promotion and development potential. In completing items I-V the following information will apply:

<u>Rating</u>		<u>Points</u>
Outstanding	- Superior to peers.	(11-13)
Strong	- Exceptional proficiency.	( 8-10)
Proficient	- Satisfactory/Average.	( 4- 7)
Marginal	- Deficient in one or more significant areas of responsibility.	( 1- 3)
Unsatisfactory	- Unacceptable.	( 0 )

Guidelines:

- a. Complete only those portions of the form where you are familiar with the employee's performance; all items do not pertain to every individual.
- b. Supervisors must have been in direct contact with the individual's work for at least 90 days and supervisors will not be eligible to rank any employee they have not had direct contact with for more than 2 years.

DEVELOPMENT POTENTIAL

Supervisors should use the point system listed above as well as the various ranking category indicators in completing this part of the evaluation form which is dedicated only to development potential--the degree to which an individual can be expected to assume increased responsibilities. Supervisors are asked to view the employee in the context of:

- a. Potential within the clerical range.
  - i.e. Publications Typist moving into a Secretary-Typist position.
  - i.e. Secretary-Typist moving into an Intelligence Assistant position.

- b. Potential above the clerical range.
  - i.e. Secretary-Steno moving into an Intelligence Analyst position.
  - i.e. Editorial Assistant moving into an Information Officer position.

The Subpanel will then place employees in comparative ranking categories using the following benchmarks as well as the employee's LOI and Fitness Report.

Benchmarks for HP, MC, VC, LP and SS Rankings:

- HP - Employee clearly capable of handling positions of greater responsibility in other S&T or Agency components (per supervisor's ranking--it will be determined if the employee's potential lies within or above the clerical range).
- MD - Employee clearly capable of handling other positions of greater responsibility within his/her office.
- VC - Employee capable of handling positions at top of his/her job category.
- LP - Employee whose performance is adequate but with some deficiencies affecting his/her knowledge or performance which the employee is capable of overcoming through recommended training.
- SS - Employee whose performance and potential are both substandard and which require remedial action.

SUBPANEL MEETINGS

Each clerical employee will be ranked twice per year.