

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR (X) SPECIAL ()
PROBATIONAL () (b) (3)

As of 1/26/50 based on performance during period from 1/26/49 to 1/26/50

Edward T. Barnard
(Name of employee)

Intelligence Officer GS-13
(Title of position, service, and grade)

OO, Contact

(Organization—Indicate bureau, division, section, unit, field station)

<p>ON LINES BELOW MARK EMPLOYEE</p> <p>✓ if adequate</p> <p>- if weak</p> <p>+ if outstanding</p>	<p>1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.</p> <p>2. Underline the elements which are especially important in the position.</p> <p>3. Rate only on elements pertinent to the position.</p> <p style="margin-left: 20px;">a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions.</p> <p style="margin-left: 20px;">b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i>.</p>	<p>CHECK ONE:</p> <p>Administrative, supervisory, or planning <input type="checkbox"/></p> <p>All others <input type="checkbox"/></p>
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| <p>_____ (1) Maintenance of equipment, tools, instruments.</p> <p>_____ (2) Mechanical skill.</p> <p>_____ (3) Skill in the application of techniques and procedures.</p> <p>_____ (4) Presentability of work (appropriateness of arrangement and appearance of work).</p> <p><u>+</u> (5) Attention to broad phases of assignments.</p> <p>_____ (6) Attention to pertinent detail.</p> <p>_____ (7) Accuracy of operations.</p> <p>_____ (8) Accuracy of final results.</p> <p><u>+</u> (9) Accuracy of judgments or decisions.</p> <p><u>✓</u> (10) Effectiveness in presenting ideas or facts.</p> <p>_____ (11) Industry.</p> <p>_____ (12) Rate of progress on or completion of assignments.</p> <p>_____ (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)</p> <p><u>✓</u> (14) Ability to organize his work.</p> <p><u>+</u> (15) Effectiveness in meeting and dealing with others.</p> <p><u>✓</u> (16) Cooperativeness.</p> <p><u>✓</u> (17) Initiative.</p> <p>_____ (18) Resourcefulness.</p> <p><u>+</u> (19) Dependability.</p> <p>_____ (20) Physical fitness for the work.</p> | <p>_____ (21) Effectiveness in planning broad programs.</p> <p>_____ (22) Effectiveness in adapting the work program to broader or related programs.</p> <p>_____ (23) Effectiveness in devising procedures.</p> <p>_____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.</p> <p>_____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.</p> <p>_____ (26) Effectiveness in instructing, training, and developing subordinates in the work.</p> <p>_____ (27) Effectiveness in promoting high working morale.</p> <p>_____ (28) Effectiveness in determining space, personnel, and equipment needs.</p> <p>_____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.</p> <p>_____ (30) Ability to make decisions.</p> <p>_____ (31) Effectiveness in delegating clearly defined authority to act.</p> |
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STATE ANY OTHER ELEMENTS CONSIDERED

- _____ (A) _____
- _____ (B) _____
- _____ (C) _____

<p>STANDARD</p> <p>Deviations must be explained on reverse side of this form</p>	<p>Adjective Rating</p>	<p>Adjective Rating</p>
<p>Plus marks on all underlined elements, and check marks or better on all other elements rated.....</p> <p>Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.....</p> <p>Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.....</p> <p>Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.....</p> <p>Minus marks on at least half of the underlined elements.....</p>	<p>Excellent</p> <p>Very Good</p> <p>Good</p> <p>Fair</p> <p>Unsatisfactory</p>	<p>Rating official <u>E. T. Barnard</u> ✓</p> <p>Reviewing official <u>Excellent</u></p>

Rated by [Signature] (Title) Chief, A-20 (Date) 2/2/50

Reviewed [Signature] (Title) Deputy Chief, OO/C (Date) 6 Feb 1950

Rating app. [Signature] (Date) 1/25/50 Report to employee E (Adjective rating) 5/7