



COUNSELING CERTIFICATION

Name of Employee <i>(Last, First, MI.)</i>		Employee Identification Number
Name of Rating Official		
Date <i>(mm-dd-yyyy)</i>	Period Covered From <i>(mm-dd-yyyy)</i> To <i>(mm-dd-yyyy)</i>	
<p>This form is to be used to record the discussion of the rated employee's performance that are a mandatory part of the performance evaluation process. To support the certification statement in the EER form, a minimum of two discussions must occur in each rating cycle, and at least one of them must be documented on this form.</p> <p>The purpose of this form is twofold: to serve as a record that a thorough performance discussion occurred, and to help ensure that the rating officer and rated employee have a compatible view of the outcome. Notations in the sections can be brief and should aim to highlight major points of the discussion of performance. A copy must be provided to the rated employee. The rating officer should keep the original for his own records. Use a separate copy of the form to document each discussion.</p>		
<p>Discussion of Overall Performance: The rating officer should briefly characterize the rated employee's overall performance and cite examples as appropriate. The following items should be components in each discussion:</p> <p>Are the work requirements being met <i>(as outlined at the start of the rating period)</i>?</p> <p>Should the work requirements be changed? If so, how?</p> <p>Is there appropriate supervision and guidance?</p> <p>General discussion of performance.</p>		

Area(s) for Improvement: Note aspects of performance that need to be improved to better meet the requirements of current assignment as well as to enhance the employee's potential for assuming greater responsibility.

Rating Officer

Date (mm-dd-yyyy)

Employee Comments: The rated employee is encouraged to provide comments, but is not required to do so. The rated employee's signature on the form does not imply full agreement with all the comments recorded, but confirms that the counseling session took place as required.

Rated Employee

Date (mm-dd-yyyy)