



U.S. FOREIGN SERVICE EMPLOYEE EVALUATION REPORT

I. SUBMISSION CONTROL

DATE RECEIVED IN POST/BUREAU (mm-dd-yyyy)		DATE RECEIVED IN eOPF (mm-dd-yyyy)	
NAME OF EMPLOYEE BEING RATED (Last, First, MI)		GRADE	EMPLOYEE IDENTIFICATION NUMBER
TYPE OF REPORT	POSITION TITLE	POST OR ORGANIZATION	PERIOD COVERED (mm-dd-yyyy) From _____ To _____
RATER - NAME, TITLE		RATER GRADE	REVIEWER - NAME, TITLE
REVIEWER GRADE			
<i>I consider this report to be complete, in conformance with the instructions, and adequately documented by specific examples of performance.</i>			
Signature of Rater after completion of Sections II, V and VII		Date (mm-dd-yyyy)	Signature of Reviewer after completion of Section VIII
			Date (mm-dd-yyyy)

II. CERTIFICATION OF WORK REQUIREMENTS AND PERFORMANCE REVIEWS

Work requirements were established by rater, reviewer, and employee on (mm-dd-yyyy) _____

Rater and rated employee held performance review sessions on at least two dates as follows: (mm-dd-yyyy)

1. _____ 2. _____

III. ACKNOWLEDGEMENT OF RECEIPT (Completed by Rated Employee)

I acknowledge receipt of this report, which has been completed for submission to a review panel.

Signature of Rated Employee _____ Date (mm-dd-yyyy) _____

IV. REVIEW PANEL STATEMENT (Completed by Review Panel)

A. Examples of performance Have specific examples been provided in all sections? Yes No

B. Certification This report has been prepared according to the regulations and contains no inadmissible material. Yes No

C. If this report is late or does not conform to regulations and instructions, indicate who is responsible:

Signature of Panel Chairperson _____ Name of Panel Chairperson _____ Date (mm-dd-yyyy) _____

V. POSITION DESCRIPTION, RESPONSIBILITIES, SPECIAL CIRCUMSTANCES

Position Description: Size and function of the work unit and its position within the Mission or Bureau, number of employees rated and reviewed, amount and purpose of financial and physical resources for which the employee is accountable.

Core Work Responsibilities
Model the Department of State's six core values (accountability, character, community, diversity, loyalty, service) and the Department's Leadership and Management Principles; observe and implement EEO principles.
Security Responsibilities:
 - **Entry:** Practice security awareness; report and/or address possible safety hazards and/or unsafe practices; follow security regulations, and policies; safeguard classified information, material, and equipment.
 - **Tenured:** Ensure active risk management through monitoring the security environment concurrent to the scope of official responsibilities; follow security directives, regulations, and policies; safeguard classified information, material, and equipment.
 - **Senior:** Ensure active risk management by themselves and staff members within their scope of duties and responsibilities, promotion of security consciousness and implementing and/or following security directives, regulations, and policies; safeguard classified information, material, and equipment.

Goals/Specific Objectives: List in priority order the outcomes the employee seeks to achieve in support of Mission, Bureau, or Department goals.

V. POSITION DESCRIPTION, RESPONSIBILITIES, SPECIAL CIRCUMSTANCES - CONT.

Special Circumstances: Unusual, unexpected or unpredictable circumstances that significantly altered operational conditions.

VI. DESCRIPTION OF ACCOMPLISHMENTS (Completed by Rated Employee)

Describe your individual and collaborative accomplishments that advanced the Department's Mission.

VII. EVALUATION OF PERFORMANCE AND POTENTIAL (Completed by Rater)

A. Appraise the employee's performance and assess, with illustrative examples, the employee's potential to succeed at the next level, vis-a-vis the Decision Criteria for Tenure and Promotion.

B. Developmental area *(The Developmental Area has been discontinued as of the 2022-2023 rating cycle.)*

This field is no longer in use. Do not complete..

C. Rater's Summary Judgment

For All Employees: Was performance satisfactory or better? Yes No

For Untenured Employees: The career candidate is likely to perform effectively across a normal career span
 Additional development and observation is needed
 The career candidate is unlikely to perform effectively even with additional experience

VIII. REVIEW STATEMENT (Completed by Reviewer)

Assess the rated employee's preparedness for positions of greater responsibility, citing examples of performance. Describe the employee's relations with the rater, peers and subordinates.

IX. PERFORMANCE PAY (For SFS Only - Completed by Rater)

Assess performance keyed directly to the Performance Pay Criteria.

X. OPTIONAL STATEMENT BY RATED EMPLOYEE

The rated employee may use this section to address activities or problems that the Rater or Reviewer did not adequately cover or aspects of the report that he or she believes should be clarified or corrected. Continuation sheets may be used.