



U.S. FOREIGN SERVICE EMPLOYEE EVALUATION REPORT

Optional Short Form: For Periods of Fewer than 120 Days

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>I acknowledge receipt of this report, which has been completed for submission to a review panel.</i>				
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? <input type="checkbox"/> Yes <input type="checkbox"/> No				
B. Certification This report has been prepared according to the regulations and contains no inadmissible material. <input type="checkbox"/> Yes <input type="checkbox"/> 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. EVALUATION OF PERFORMANCE AND POTENTIAL (Completed by Rater)

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.

VII. 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 he or she believes should be clarified or corrected. Continuation sheets may be used.