

FIELD GRADE OFFICER PERFORMANCE FEEDBACK WORKSHEET (MAJ thru COL)

I. PERSONAL INFORMATION

<i>NAME</i>	<i>GRAD</i>	<i>UNI</i>
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II. TYPES OF FEEDBACK:	INITIAL	MID-TERM	FOLLOW-UP	RATEE REQUESTED	RATER DIRECTED
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III. KEY DUTIES, TASKS, AND RESPONSIBILITIES

V. COMMENTS

IV. PERFORMANCE FEEDBACK

	<i>needs significant improvement</i>	<i>needs little or no improvement</i>
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1. JOB KNOWLEDGE

Has knowledge required to perform duties effectively ←————→

Strives to improve knowledge ←————→

Applies knowledge to handle non-routine situations ←————→

2. LEADERSHIP SKILLS

Sets and enforces standards ←————→

Motivates subordinates ←————→

Works well with others ←————→

Fosters teamwork ←————→

Displays initiative ←————→

Self-confident ←————→

Has respect and confidence of subordinates ←————→

Fair and consistent in evaluation of subordinates ←————→

3. PROFESSIONAL QUALITIES

Exhibits loyalty, discipline, dedication, integrity, honesty, officership ←————→

Adheres to Air Force standards ←————→

Accepts personal responsibility ←————→

Is fair and objective ←————→

4. ORGANIZATIONAL SKILLS

Plans, coordinates, schedules, and uses resources effectively ←————→

Schedules work for self and others equitably and effectively ←————→

Anticipates and solves problems ←————→

Meets suspenses ←————→

5. JUDGMENT AND DECISIONS

Makes timely and accurate decisions ←————→

Emphasizes logic in decision making ←————→

Retains composure in stressful situations ←————→

Recognizes opportunities and acts to take advantage of them ←————→

6. COMMUNICATION SKILLS

Listening ←————→

Speaking ←————→

Writing ←————→

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

VI. PROFESSIONAL DEVELOPMENT

STRENGTHS:

SUGGESTED GOALS:

ACADEMIC/PROFESSIONAL EDUCATION:

PME (SOS, ISS, SSS, RESIDENCE/SEMINAR/CORRESPONDENCE):

NEXT/FUTURE ASSIGNMENTS (BASE LEVEL, STAFF, JOINT, CONUS, OVERSEAS):

VII. ADDITIONAL COMMENTS:

RATEE

RATER

DATE