

PERFORMANCE FEEDBACK WORKSHEET (AB thru TSGT)

I. PERSONAL INFORMATION

<i>NAM</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. PRIMARY DUTIES **V. COMMENTS**

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IV. PERFORMANCE FEEDBACK

	<i>needs significant improvement</i>	<i>needs little or no improvement</i>
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1. PERFORMANCE OF ASSIGNED DUTIES

Quality of Work	←————→	
Quantity of Work	←————→	
Timeliness of Work	←————→	

2. KNOWLEDGE OF PRIMARY DUTIES

Technical Expertise	←————→	
Knowledge of Related Areas	←————→	
Applies Knowledge to Duties	←————→	

3. COMPLIANCE WITH STANDARDS

Dress and Appearance	←————→	
Weight	←————→	
Fitness	←————→	
Customs & Courtesies	←————→	

4. CONDUCT/BEHAVIOR ON/OFF DUTY

Financial Responsibility	←————→	
Support for Organizational Activities	←————→	
Respect for Authority	←————→	
Maintenance of Government Quarters/Facilities	←————→	

5. SUPERVISION/LEADERSHIP

Sets and Enforces Standards	←————→	
Initiative	←————→	
Self Confidence	←————→	
Provides Guidance/Feedback	←————→	
Fosters Teamwork	←————→	

6. INDIVIDUAL TRAINING REQUIREMENTS

Upgrade (OJT/CDC)	←————→	
Professional Military Education	←————→	
Proficiency/Qualification	←————→	
Contingency/Mobility/Other	←————→	

7. COMMUNICATION SKILLS

Verbal	←————→	
Written	←————→	

8. ADDITIONAL FACTORS TO CONSIDER (i.e., Safety, Security, Human Relations)

	←————→	
	←————→	
	←————→	
	←————→	
	←————→	

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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. STRENGTHS, SUGGESTED GOALS, AND ADDITIONAL COMMENTS (*Enlisted Professional Development: EES, Assignments, PME, Mentoring, Career Advice, etc.*)

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RATEE SIGNATURE	RATER SIGNATURE	DATE
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