

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
INTERNATIONAL SERVICES

FOREIGN SERVICE MEMBER'S PERFORMANCE APPRAISAL

1. Name (<i>Last, First, Middle Initial</i>)	2. Social Security Number	3. Appraisal Period	
		From:	To:
4. Official Position Title	5. Grade/Step or Pay Level	6. Duty Station	

Instructions

Block 7. Enter brief description of performance elements. **Blocks 8A and 8B;** rate actual performance by entering an "X" in appropriate column.

	7 Performance Elements	8A Satisfactory	8B Unsatisfactory <u>1/</u>
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			

1/ If an "Unsatisfactory" rating is given for any element, an explanation must be attached, and the Rating Official MUST contact Employee Relations, HRD, for assistance in initiating a Performance Improvement Plan (PIP).

9. Employee (Check off appropriate box)

I have a copy of USDA and Agency regulations on employee responsibilities and conduct, I have discussed them with my supervisor, and questions have been answered to my satisfaction.

	YES

			NO
10. Rated Employee's Signature	Date	If rated employee did not sign, state reason:	
(Instructions regarding grievance rights and procedures are in 3 FAM 44.)			
11. Rating Official's Signature	Date	12. Reviewing Official's Signature	Date
Circle appropriate copy designation. ORIGINAL PERSONNEL EMPLOYEE SUPERVISOR			

REPRODUCE LOCALLY. Include form number and date on all reproductions.

IS FORM 436-R (MAR 2004)