

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 ^{1/}
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>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.</i>		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.