

## **SUPERVISORY RATING**

**APPLICANT'S NAME (LAST, FIRST, MIDDLE):**

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**For each knowledge or ability shown, please indicate the level that best describes your observation of the applicant's performance with respect to that knowledge or ability, using the following numerical scale:**

5 - SUPERIOR

3 - ACCEPTABLE

1 - UNACCEPTABLE

4 - HIGHLY ACCEPTABLE

2 - MINIMALLY ACCEPTABLE

0 - UNKNOWN

**ABILITY TO RESEARCH, ANALYZE AND EVALUATE.** Ability to obtain information, define problems, identify relationships, evaluate quality, assess impacts and consequences, make conclusions/recommendations; ability to determine quality of projects, programs, or performance by comparison against standards or objectives.

**ABILITY TO COMMUNICATE ORALLY.** Ability to brief, instruct, explain, advise, or persuade on job-related matters.

**ABILITY TO COMMUNICATE IN WRITING.** Ability to express ideas in writing, e.g., reports, information papers, letters, manuals, published professional or other material.

**PROFESSIONAL KNOWLEDGE.** Expertise and knowledge of his/her occupational field.

**KNOWLEDGE OF POLICY MAKING PROCESS.** Knowledge of methods, procedures and systems used to develop and issue policy; understanding and assessing impact of policy upon user.

**ABILITY TO INNOVATE AND SYNTHESIZE.** Ability to develop policies, procedures, programs, or solutions to problems; ability to integrate or orchestrate to produce new ideas or strategies; ability to originate action ("self starter").

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**COMMENTS RELATING TO RATINGS:**

SUPERVISOR'S NAME

SUPERVISOR'S TITLE AND GRADE

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Signature