

## SUPPLEMENTAL INFORMATION

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### I. APPLICANT:

Name (Last, First, Middle):

School or Program:

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### INSTRUCTIONS TO APPLICANT:

The purpose of this form is to gather specific and detailed information concerning the degree to which you possess the knowledges and abilities (KAs) required by the training program for which you applied. For each of the 6 KAs shown on the attached pages, please give: (1) a synopsis of your background describing experience and/or education, training, awards, and outside activities which show possession of the KA; and (2) a specific accomplishment which you feel best reflects your possession of the KA. Be sure to describe accomplishments you feel are at your highest level, and use those that are as recent as possible. Each accomplishment must include the following:

1. A description of the problem to be solved or the objective to be achieved
2. A description of what was done and when (give approximate dates). Education, training or awards included in descriptions must be related to accomplishments.
3. A statement of the outcome, result, or success of the accomplishment.
4. The name, address, and telephone number of someone who can verify the information. Indicate whether the person was a supervisor, co-worker, instructor, committee chairman, etc.

**DO NOT ATTACH ADDITIONAL SHEETS, JOB DESCRIPTIONS OR SAMPLES OF YOUR WORK**

After completing this section, forward this form to your supervisor for completion of part II.

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### II. SUPERVISOR:

#### SUPERVISORY RATING AND ENDORSEMENT

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

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***1. Ability to research, analyze and evaluate: Ability to obtain information, define problems, identify relationships, evaluate quality, assess impacts and consequences, and make conclusions/recommendations; includes the ability to determine quality of projects, programs, or performance by comparison against standards or objectives.***

**BACKGROUND SYNOPSIS:**

**ACCOMPLISHMENT:**

**Problem or objective**

**What I actually did and when (approximate dates)**

**What the outcome was**

**Verifying person (name, address, phone)**

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***2. Ability to communicate orally: Ability to brief, instruct, explain, advise, or persuade on job-related matters.***

**BACKGROUND SYNOPSIS:**

**ACCOMPLISHMENT:**  
Problem or objective

**What I actually did and when (approximate dates)**

**What the outcome was**

**Verifying person (name, address, phone)**

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***3. Ability to communicate in writing: Ability to express ideas in writing, e.g., reports, information papers, letter, manuals, etc. Include published professional or other materials.***

**BACKGROUND SYNOPSIS:**

**ACCOMPLISHMENT:**  
Problem or objective

**What I actually did and when (approximate dates)**

**What the outcome was**

**Verifying person (name, address, phone)**

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***4. Professional knowledge: Expertise and knowledge in your occupational field.***

**BACKGROUND SYNOPSIS:**

**ACCOMPLISHMENT:**

**Problem or objective**

**What I actually did and when (approximate dates)**

**What the outcome was**

**Verifying person (name, address, phone)**

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***5. 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.***

**BACKGROUND SYNOPSIS:**

**ACCOMPLISHMENT:**

**Problem or objective**

**What I actually did and when (approximate dates)**

**What the outcome was**

**Verifying person (name, address, phone)**

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***6. 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").***

**BACKGROUND SYNOPSIS:**

**ACCOMPLISHMENT:**  
Problem or objective

**What I actually did and when (approximate dates)**

**What the outcome was**

**Verifying person (name, address, phone)**

