

Mandatory Reference: N/A  
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EVALUATION OF SUPERVISORY/MANAGERIAL PERFORMANCE  
During Probationary Period for Managers or Supervisors

Instructions to Evaluating Official

1. The Evaluating Official must be familiar with the supervisory/managerial probationary plan before completing the evaluation. The original is forwarded to the Bureau for Management, Office of Human Resources, Personnel Operations Division, M/HR/POD, for inclusion in the Official Personnel File. A copy must be given to the employee.
2. The evaluation is used only to assess the probationer's supervisory and/or managerial skills. It is not for evaluating technical ability or program knowledge not directly related to supervisory and/or managerial performance.
3. Because the evaluation is applicable to both supervisory and managerial abilities and traits, evaluating officials are asked to comment on those elements that are necessary characteristics for successful performance in the individual's assignment.
4. Both the evaluating official and the rated employee must sign and date the evaluation. If the employee has not signed the evaluation an explanation must be given.
5. The evaluation is to be prepared on plain bond paper identified at the top with the employee's name, office symbols, and period covered by the evaluation. Comments are required on each of the following factors and/or elements. If a particular factor is not applicable, the factor must be identified and indicated as "NA."

Factors

A. Supervisory Abilities and Traits

1. How well does the employee define assignments and projects and how effective is the employee in carrying them out?
2. Does the employee delegate responsibility effectively?

3. How well does the employee:
  - a. Motivate, train, develop, and guide employees of varied background and skills?
  - b. Prompt affirmative action and equal opportunity organization?

B. Managerial and Organizational Abilities

Does employee understand management's goals and objectives so that the employee can effectively establish program goals and assess progress toward their achievement? Explain.

C. Decision Making

Describe employee's ability to:

1. Absorb new facts and ideas quickly.
2. Analyze complex issues or problems thoroughly and quickly.
3. Keep organizational objectives in mind.
4. Assess the advantages and disadvantages of alternate plans or courses of action.
5. Make sound decisions, e.g., based on experience, present effort, and future outcome.
6. Accept responsibility.

D. Communication Abilities

Describe employee's ability to:

1. Communicate effectively with management, employees, and (where appropriate) employee groups.
2. Foster an attitude of responsible service to the public.
3. Be skillful in oral and written communications.
4. Maintain poise, handle controversial, or delicate matters skillfully.

E. Personal Attributes

Describe employee's ability to:

1. Adjust to change, work pressures, or difficult situations without undue stress.
2. Be able and willing to judge people and situations on the facts.
3. Consider new ideas or divergent points of view.
4. Have a positive outlook toward the work and the employing organization.
5. Have the courage of personal convictions.

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Employee Name

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Supervisor's Name

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Date