U. S. Department of State

UPWARD MOBILITY PROGRAM SUPERVISORY EVALUATION OF EMPLOYEE POTENTIAL

Job Announcement Number _____

Applicant Section	
Name of Applicant *(Last, First, MI)*	**Present Position and Grade**

Instructions. The Upward Mobility Program is based on potential. Potential is defined as the ability *(including desire)* to acquire and use skills and knowledge needed to successfully perform higher level work. When completing Section B of this form, rate the employee based on your observation of his/her ability to acquire and use the job elements listed below.

Scoring. The final score for the Supervisory Appraisal section can be no more than 20 points out of a possible 100. This score is arrived at by the Review Panel by totaling the individual points given for all KSAO's and dividing that number by the maximum point value for all KSAO's. This results in a fixed percentage which is multiplied by 20 and, therefore, becomes the final score.

A Job Elements to be Rated	**B** Rating Scale					**C** Degree of Importance		**D** Weighted Scores
Knowledge, Skills, and Abilities, and Other Characteristics Necessary for Acceptable Job Performance	Poor (0)	Fair (1)	Good (2)	Very Good (3)	Outstanding (4)	Desirable *(Constant value of 1) (X)*	Essential *(Constant value of 2) (X)*	Column B Multiplied by Column C
Ability to interact with individuals at all levels.								
Ability to communicate in writing.								
Ability to demonstrate initiative and work with minimal supervision.								
Ability to plan, organize work and establish priorities.								
Ability to research, interpret and apply policies, rules and regulations.								
					Maximum Totals			
					Applicant Totals			
							Final Rating	

Name of Supervisor *(Print)* _____

(Check one): ☐ Present ☐ Former

Signature _____ Phone _____

DS-1782
12-2005