

PERFORMANCE FEEDBACK WORKSHEET (AB thru TSGT)

I. PERSONAL INFORMATION

NAME	RANK	UNIT
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II. TYPES OF FEEDBACK: INITIAL MID-TERM FOLLOW-UP RATEE REQUESTED RATER DIRECTED

III. PRIMARY DUTIES

1. Accept/execute all duties, instructions, and orders in a timely/efficient manner.
2. Wear the uniform properly and meet grooming standards.
3. Progress one achievement every three (3) months.

V. COMMENTS

IV. PERFORMANCE FEEDBACK

needs significant improvement needs little or no improvement

1. PERFORMANCE OF ASSIGNED DUTIES

Quality of Work	←————→
Quantity of Work	←————→
Timeliness of Work	←————→

2. KNOWLEDGE OF PRIMARY DUTIES

Technical Expertise	←————→
Knowledge of Related Areas	←————→
Applies Knowledge to Duties	←————→

3. COMPLIANCE WITH STANDARDS

Dress and Appearance	←————→
Fitness	←————→
Customs & Courtesies	←————→

4. CONDUCT/BEHAVIOR ON/OFF DUTY

Support for Organizational Activities	←————→
Respect for Authority	←————→

5. SUPERVISION/LEADERSHIP

Sets and Enforces Standards	←————→
Initiative	←————→
Self Confidence	←————→
Provides Guidance/Feedback	←————→
Fosters Teamwork	←————→

6. INDIVIDUAL TRAINING REQUIREMENTS

Professional Development	←————→
Proficiency/Qualification	←————→

7. COMMUNICATION SKILLS

Verbal	←————→
Written	←————→

8. ADDITIONAL FACTORS TO CONSIDER (i.e. Safety, Activities, etc.)

Safety Behavior On/Off Duty	←————→
Able to Recite Cadet Oath	←————→
Attendance at Meetings	←————→
Activity Participation	←————→
	←————→
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VI. STRENGTHS, SUGGESTED GOALS, AND ADDITIONAL COMMENTS (*Enlisted Professional Development, Encampments, Specialty Training, Mentoring, Career Advice, etc.*)

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RATEE SIGNATURE	RATER SIGNATURE	DATE (dd-mmm-yy)
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